

Government of India
Lal Bahadur Shastri National Academy of Administration (LBSNAA),
Mussoorie – 248179
[Government of India: Ministry of Personnel, Public Grievances & Pensions]
(Department of Personnel & Training)

E-mail: [aoadmn\[dash\]lbsnaa\[at\]gov\[dot\]in](mailto:aoadmn[dash]lbsnaa[at]gov[dot]in),

Website- <http://www.lbsnaa.gov.in>

No. A-12011/2/2022-ADM

Date: 13th November, 2023

VACANCY CIRCULAR

Subject: Filling up post of Professor of Public Administration in the LBSNAA Mussoorie by deputation (including short term contract).

Application are invited for filling up one posts* of Professor of Public Administration, General Central Services, Group 'A', Gazetted, in Level-14 (Rs 37400-67000-) in pay matrix in the Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, District Dehradun by Deputation (including short term contract). Eligibility conditions *i.e.* educational and experience qualifications, period of deputation etc. are indicated below:-

2. **Eligibility Conditions :**

Officers of the Central Government/State Governments/Union Territories/Public Sector undertakings/Universities & Recognised Government Research Institutions/Semi-Government/Statutory Organisations:-

- (a) (i) holding analogous posts on regular basis; or
(ii) with two years' regular service in posts in the scale of Rs. 14300-18300 or Level 13 or equivalent; or
(iii) With six years' regular service in posts in the scale of Rs. 12000-18300 or equivalent; or
(iv) With eleven years' regular service in posts in the scale of Rs. 10000-15200 or Level 11 or equivalent; and

(b) Possessing the educational qualifications and experience :

Note.- Only officers belonging to Central Government/State Governments/Union territories are eligible for being considered for appointment on absorption.

Essential qualifications:-

- (i) Post Graduate Degree in Public Administration from a recognised University or equivalent; and
(ii) Ten years' experience in teaching or research or training or administration.

Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise will qualified.

Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

Desirable: Doctorate Degree in Public Administration from a recognized University or equivalent.

***Number of posts may increase/decrease.**

3. **Regulation of Pay and other terms of deputation:** The pay of the selection candidate will be regulated under the provision contained in the DoPT O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended time to time.

4. **Age Limit:-** The maximum age limit for appointment by deputation (including short-term contract) or absorption shall be not exceeding 56 years as on the closing date of the receipt of applications.

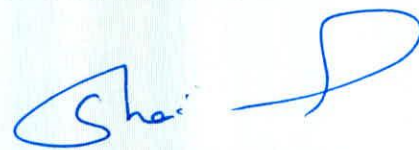
5. The Period of deputation/contract including period of deputation or contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.

6. It is, requested to circulate the vacancies and forward the application of the officers who are willing and fulfill the eligibility criteria and who can be spared immediately in the event of their selection to the undersigned, complete in all respects along with following documents may be sent to this office within 60 days from the date of publication in the **Employment Newspaper**. Application received after the last date or without the CRs (or attested photocopies of the CRs) or otherwise found incomplete will not be considered:

- i Attached photocopies of APARs dossiers of the candidate for the last five years, duly attested on each page by a Gazetted Officer (original ACRs/ APARs **may not be sent**)
- ii Certificate of Cadre Clearance
- iii Certificate of Vigilance Clearance
- iv Certificate of Integrity
- v Certificate of Major/ Minor penalties imposed on the official.
- vi Certificate of Service Confirmation

Application not forwarded through proper channel or those received without the requisite certificate and necessary documents will not be entertained.

Note: The details of the vacancy along with prescribed form are available on the LBSNAA Website <http://lbsnaa.gov.in>



(Shelesh Nawal)
Deputy Director (Administration)

BIODATA/ CURRICULUM VITAE PROFORMA FOR SUBMISSION BY THE CANDIDATES FOR APPOINTMENT ON DEPUTATION

{In accordance with DoPT OM # AB-14017/28/2014-Estt.(RR) dated 2.7.2015}

(Submitted to LBSNAA, Mussoorie)

FOR THE POST OF _____

1.	Name & Address [in Block letters]	
2.	Date of Birth (in Christian era):	
3.	(a) Date of entry into service	
	(b) Date of retirement under Central/ State Government rules:	
4.	Educational Qualifications:	
5.	Whether Educational and other qualifications required for the post are satisfied. <i>(If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)</i>	
	Qualifications/Experience required as mentioned in the advertisement/ vacancy circular .	Qualifications/Experience possessed by the Officer [in the case of Degree and Post graduate qualifications Elective/ main subjects may be indicated by the candidate]

	Essential	Essential
a)	Qualification:	Qualification:
b)	Experience	Experience
	Desirable	Desirable
a)	Qualification:	Qualification:
b)	Experience	Experience
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2	Note: In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6.	Please state clearly whether in the light of entries made by you above, you meet the REQUISITE Essential Qualifications and work experience of the post.	.
6.1	Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment in chronological order. **Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.**

Office/Institution/ Organisation	Post held on regular basis	From	To	Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:**

- Pay-band and Grade Pay / pay level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned.
- Only Pay Band and Grade Pay/ Pay level of the post held on regular basis to be mentioned.
- Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office / Institution	Pay, Pay Band, and Grade Pay drawn under ACP/ MACP Scheme	From	To

8.	Nature of present employment, i.e., ad-hoc or temporary or quasi permanent or permanent.	
9.	In case the present employment is held on deputation/contract basis, please state	
a)	The date of initial appointment	
b)	Period of appointment on deputation/contract	
c)	Name of the parent office/organization to which you belong	
d)	Name of the post and Pay of the post held in substantive capacity in the parent organization	
9.1 Note:	In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with supporting document (Cadre Clearance, Vigilance Clearance and Integrity certificate)	
9.2 Note:	Information under Column 9(c) and (d) must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.	
10.	if any post held on deputation in the past by the applicant, date of return from the last deputation, post and other details	
11.	Additional details about present employment, please state whether working under	
a)	Central Government	
b)	State Government	
c)	Autonomous Organisations	
d)	Government Undertakings	
e)	Universities	
f)	Others	

12.	Please state whether you are working in the same Department and are in the feeder grade of feeder to feeder grade	
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
14.	Total emoluments per month now drawn. [Basic pay, Grade Pay, Total emoluments]	Basic pay (in level),
		Grade Pay/ Level
		Total emoluments
15.	In case the applicant belongs to an organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed	

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim relief/ other allowances etc. (with break up details)	Total Emolument

16-A	<p>Additional information, if any, which you would like to mention in support of your suitability for the post.</p> <p>This among other things may provide information with regard to (i) additional academic qualifications, (ii) Professional training and (iii) work experience over and above prescribed in the vacancy circular/ advertisement]</p> <p>Note: Enclose a separate sheet, if the space is insufficient.</p>	
16-B	<p>Achievement</p> <p>The candidates are requested to indicate information with regard to</p> <p>(i) Research Publications and Reports and</p>	

	<p>Special Projects,</p> <p>(ii) Awards/Scholarship/Official Appreciation,</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and</p> <p>(iv) Patents registered in own name or achieved for the organisation</p> <p>(v) Any research/ Innovative measure involving official recognition</p> <p>(vi) other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient.)</p>	
17	<p>Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment basis# (Officers under Central / State Governments are only eligible for “Absorption”. Candidates of non-Government Organizations are eligible only for Short Term Contract</p>	
	<p># (The option of ‘STC’/ ‘Absorption’/ Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “Re-employment”)</p>	
18.	<p>Whether belongs to SC/ST.</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by documents submitted in respect of Essential Qualifications/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the candidate_____

(As is given in ID Proof)

Address:_____

:_____

Date:

Contact Number (Mobile/Telephone),..... .Email ID :.....

COUNTERSIGNED BY FORWARDING AUTHORITY.

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possess educational qualification and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His / Her integrity is certified.
- (iii) His / Her ~~complete ACR/APAR Dossier in original is enclosed~~/ photocopies of the ACRs/ APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- (iv) No major/minor penalties have been imposed on him/her during the last 10 years **OR** A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed (**as the case may be**).

Countersigned.

(Employer/ Cadre Controlling Authority with seal)