

No. A-35015/1/2022-ADM/ Vacancy-04/23

Date: 3rd April, 2023**VACANCY CIRCULAR**

Subject: Inviting nominations for filling up various posts in the Lal Bahadur Shastri National Academy of Administration, Mussoorie through permissible channel

The Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie under the Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) is the premier training institute for the civil services in India. LBSNAA conducts various training modules for civil servants posted at different ranks. A Foundation Course is held for the young entrants to the All India Services and other central Services. This is followed by a professional training of recruits to the Indian Administrative Service (IAS) including members of the Royal Bhutan Administrative Service. The Academy also conducts the Mid-Career Training Program (MCTP) for members of the IAS and an Induction Training Program for officers promoted to the IAS from the state civil services. Along with this, workshops and seminars on policy issues are also conducted at the Academy at regular intervals.

The LBSNAA invites application from willing and eligible candidate for filling up the vacancy mentioned below as per mode of appointment, Essential Qualifications/ Experience etc. required for the posts.

Post	Data Entry Operator (Grade – C)- One Post	
i.	Method of Appointment	Deputation (including short term contract)
ii.	Classification of post	General Central Services, Group 'B', Non-Gazetted, Non-Ministerial
iii.	Level in Pay Matrix (7 th CPC)	Level– 6 (Rs. 35400-112400) in pay matrix
iv.	DA/HRA & Other all allowances	As admissible under the Central Government order from time to time.
v.	Training Allowance	Not Applicable
vi.	Eligibility conditions: Officers of the Central Government or State Government or Universities or recognized Research Institutes or Public Sector undertakings or Semi-Government or Statutory or Autonomous Organisations who are:	
a.	i. holding analogous posts on regular basis in the parent cadre or department; or ii. With six years' regular service rendered after appointment thereto on regular basis in the Level-5 (Rs. 29200-92300) in the pay matrix or equivalent; and	
b.	Possessing the following educational qualifications and experience: Essential Educational Qualification:	
	i. Bachelor's Degree in Computer Application or Information Technology or Computer Science of a recognized University or Institute; and ii. Speed of not less than 15000 key depression per hour for data entry work to be ascertained through speed test on computer.	

vii.	Nature of Duties and responsibilities attached to the post : The post carries the duties but not limited to Organizes documents; prepares and codes data for entry into computer system. Enters data into system via on-line terminals and other data entry devices; verifies for accuracy and completeness. Helped in provides software/hardware information and performs technical support services for computer users; does related work as required.
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Pay and other conditions of service of the official selected on deputation basis will be regulated as contained in the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17/06/2010 as amended from time to time. The deputationist will have the option to either draw his grade pay in the parent cadre plus deputation duty allowance on applicable rates, or to draw the pay in the scale of pay of the deputation post as may be fixed in accordance with the existing orders. The rate of deputation allowance will be regulated in terms of the DoPT OM No. 2/22(B)/2008-Estt. (Pay-II) dated 3rd September, 2008 and as amended from time to time.

Age Limit: The maximum age limit for appointment by deputation / absorption shall not be exceeding 56 years as on the closing date of receipt of application.

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

Number of **vacancies may increase or decrease.** Candidates applying for the post will not be permitted to withdraw their name/ application on any stage of the selection process. Nominations which are not accompanied by the requisite personal data as per Annexure-I will not be considered. Applications of only such candidates will be considered **which will be received through proper channel** (i.e. forwarded by the Competent Authority of Administrative setup of applicant's Department)

Applications for the above posts in the enclosed proforma (Annexure-I) along-with other documents of the eligible and willing officers, who can be spared in the event of their selection may please be sent to the following address within 60 days from the date of publication of the vacancy circular in the "Employment News". Applications without attested photocopies of the ACRs/APARs or otherwise found incomplete and received after the last date will not be considered.

Deputy Director (In-charge Administration),
Lal Bahadur Shastri National Academy of Administration,
Mussoorie-248179, District Dehradun (Uttarakhand)

While forwarding the applications, it may please be confirmed that no disciplinary/ vigilance case is either pending or contemplated against the applicant. The application in Annexure-I must be accompanied with the following documents.

- i. Photostat copies of up-to-date CR/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 and
- v. Certificate of Major/ Minor penalties imposed on the official during last 10 years.
- vi. **Note: The details of the vacancy along with prescribed form of application are available on the LBSNAA Website <https://www.lbsnaa.gov.in/vacancy.php>**


(Romeo Vincent Tete)

Assistant Director

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Date: 3rd April, 2023

BIODATA/ CURRICULUM VITAE PROFORMA

(Submitted to LBSNAA, Mussoorie)

FOR THE POST OF _____

1.	Name	
	Address [in Block letters]	
	Contact Number (Mobile/Telephone),	
	Email ID	
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. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)	
	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)		

b)		
c)		
	Desirable	Desirable
a)		
b)		
c)		
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.	
7.	Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient. *Note: 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.	
a)	Office/Institution/ Organisation	
	Post held	
	Duration	From..... to
	Scale of Pay and Basic Pay* therein	
	Nature of Duties (in detail) highlighting experience required for the post applied for.	

b)	Office/Institution/ Organization	
	Post held	
	Duration	From..... to
	Scale of Pay and Basic* Pay in the post being held on regular basis	
	Nature of Duties (in detail) highlighting experience required for the post applied for.	
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 Note: <ol style="list-style-type: none"> 1. 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) 2. 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. 	
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	
10.	Date of return from the last ex-cadre post, if any [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]	

15.	Additional information, if any, which you would like to mention in support of your suitability for the post. [This among other things may provide information with regard to (1) additional academic qualifications, (2) Professional training and (3) work experience over and above prescribed in the vacancy circular/ advertisement] Note: Enclose a separate sheet, if the space is insufficient.	
16.	Achievement Note (The candidates are requested to indicate information with regard to (i) Research Publications and Reports and Special Projects, (ii) Awards/Scholarship/Official Appreciation, (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient.)	
17.	Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment basis	
18.	Whether belongs to SC/ST.	

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: _____

: _____

: _____

Countersigned by forwarding authority.

Certificate to be furnished by the Employer/Head of Office/forwarding authority

Certified that the particulars/ information/ details furnished by by the above 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 complete ACR Dossier/ACRs for the last five years duly attested (on each page) by a Gazetted Officer are enclosed.
- (iii) His/her integrity is beyond doubt.
- (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)

लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी की विज्ञप्ति संख्या

पद के लिए
जीवनवृत

1.	नाम पता [स्पष्ट अक्षरों में] संपर्क नंबर (मोबाइल/टेलीफोन) ई-मेल आईडी	
2.	जन्म तिथि (क्रिश्चियन एरा में):	
3.	(क) सेवा में कार्यभार ग्रहण करने की तिथि (ख) केंद्र/राज्य सरकार के नियमों के तहत सेवानिवृत्ति की तिथि:	
4.	शैक्षणिक योग्यताएं:	
5.	क्या पद के लिए अपेक्षित शैक्षणिक तथा अन्य योग्यताएं पूरी हैं। (यदि किसी योग्यता को नियमों में निर्धारित योग्यता के समान माना गया है, तो उसके प्राधिकार का उल्लेख करें)	
	विज्ञापन/रिक्ति परिपत्र में उल्लिखित आवश्यक योग्यताएं/अनुभव	अधिकारी के पास योग्यता/अनुभव [डिग्री तथा स्नातकोत्तर योग्यताओं के मामले में अभ्यर्थी द्वारा वैकल्पिक/मुख्य विषयों का उल्लेख किया जाए]
	अनिवार्य	अनिवार्य
क)		

ख)		
ग)		
	वांछनीय	वांछनीय
क)		
ख)		
ग)		
6.	कृपया स्पष्ट रूप से बताएं कि आपके द्वारा की गई, उक्त प्रविष्टियों के आलोक में आप पद की आवश्यकताओं को पूरा करते हैं।	
7.	<p>रोजगार का कालक्रमानुसार विवरण। यदि नीचे दिया गया स्थान अपर्याप्त है, तो अपने हस्ताक्षर से विधिवत प्रमाणित अलग शीट संलग्न करें।</p> <p>*नोट: एसीपी/एमएसीपी के तहत दिए गए वेतन-बैंड तथा ग्रेड वेतन/वेतन लेवल अधिकारी के व्यक्तिगत हैं, अतः इसका उल्लेख नहीं किया जाना चाहिए। नियमित आधार पर धारित पद के वेतन बैंड तथा ग्रेड वेतन/वेतन लेवल का ही उल्लेख किया जाए।</p>	
क)	कार्यालय/संस्था/संगठन	
	धारित पद	
	अवधि	दिनांक से
	वेतनमान तथा उसमें मूल*वेतन	
	आवेदन किए गए पद के लिए आवश्यक अनुभव का उल्लेख करते हुए कार्य की प्रकृति (विस्तार से)।	

ख)	कार्यालय/संस्था/संगठन	
	धारित पद	
	अवधि	दिनांक से
	नियमित आधार पर धारित पद में वेतनमान एवं मूल * वेतन	
	आवेदन किए गए पद के लिए आवश्यक अनुभव का उल्लेख करते हुए कार्य की प्रकृति (विस्तार से)।	
8.	वर्तमान रोजगार की प्रकृति, अर्थात्, तदर्थ या अस्थायी या अर्ध स्थायी या स्थायी।	
9.	<p>यदि वर्तमान रोजगार प्रतिनियुक्ति/संबन्ध के आधार पर है, तो कृपया इसका उल्लेख करें</p> <p>नोट: पहले से प्रतिनियुक्ति पर कार्यरत अधिकारियों के मामले में, उनके आवेदन को मूल संवर्ग/विभाग द्वारा सहायक दस्तावेज के साथ अग्रेषित किया जाना चाहिए।</p>	
क)	प्रारंभिक नियुक्ति की तिथि	
ख)	प्रतिनियुक्ति/संबिदा पर नियुक्ति की अवधि	
ग)	आपके मूल कार्यालय/संगठन का नाम	
घ)	मूल संगठन में मूल क्षमता में धारित पद का नाम एवं वेतन	
10.	<p>अंतिम संवर्ग बाह्य पद से वापसी की तिथि, यदि कोई हो</p> <p>[यदि आवेदक द्वारा पूर्व में प्रतिनियुक्ति पर कोई पद धारण किया गया है, तो अंतिम प्रतिनियुक्ति से वापसी की तिथि, पद एवं अन्य विवरण]</p>	

11.	वर्तमान रोजगार के बारे में अतिरिक्त विवरण, कृपया बताएं कि यह किसके अधीन है	
क)	केंद्र सरकार	
ख)	राज्य सरकार	
ग)	स्वायत्त संगठन	
घ)	सरकारी उपक्रम	
ड.)	विश्वविद्यालय	
च)	अन्य	
12.	कृपया बताएं कि क्या आप एक ही विभाग में हैं और फीडर टू फीडर ग्रेड के फीडर ग्रेड में कार्यरत हैं	
13.	क्या आप संशोधित वेतनमान में कार्यरत हैं? यदि हाँ, तो वेतन संशोधित होने की तिथि बताएं और पूर्व-संशोधित वेतन का भी उल्लेख करें।	
14.	वर्तमान में आहरित की जा रही कुल परिलब्धियां [मूल वेतन, ग्रेड वेतन, कुल परिलब्धियां]	
15.	अतिरिक्त जानकारी, यदि कोई हो, जिसका उल्लेख आप पद के लिए अपनी उपयुक्तता के समर्थन में करना चाहेंगे। [इन अन्य सूचनाओं में (1) अतिरिक्त शैक्षणिक योग्यता, (2) व्यावसायिक प्रशिक्षण और (3) रिक्ति परिपत्र/विज्ञापन में निर्धारित कार्य अनुभव के संबंध में अतिरिक्त जानकारी प्रदान कर सकते हैं] नोट: यदि स्थान अपर्याप्त है, तो अलग शीट संलग्न करें।	

16.	क्या आप अनुसूचित जाति/अनुसूचित जनजाति से संबंधित हैं।	
17.	<p>टिप्पणियां</p> <p>नोट (उम्मीदवार निम्नलिखित के संबंध में जानकारी दे सकते हैं)</p> <p>(i) अनुसंधान प्रकाशन एवं रिपोर्ट और विशेष परियोजनाएं,</p> <p>(ii) पुरस्कार/छात्रवृत्ति/आधिकारिक प्रशंसा,</p> <p>(iii) पेशेवर निकायों/संस्थाओं/सोसाइटियों के साथ संबद्धता और</p> <p>(iv) कोई अन्य जानकारी।</p> <p>(नोट: यदि स्थान अपर्याप्त है, तो अलग शीट संलग्न करें।)</p>	

मैंने रिक्ति परिपत्र/विज्ञापन को ध्यानपूर्वक पढ़ा है और मैं भली प्रकार से अवगत हूँ कि अनिवार्य योग्यता/कार्य अनुभव के संबंध में मेरे द्वारा प्रस्तुत दस्तावेजों के समर्थन में विधिवत रूप से व्यक्ति वृत्त(करिकुलम विटे) में प्रस्तुत जानकारी का भी चयन समिति द्वारा इस पद के लिए चयन के लिए मूल्यांकन किया जाएगा। मेरे द्वारा प्रस्तुत सूचना/विवरण मेरी जानकारी के अनुसार सही और सत्य है और मेरे चयन पर प्रभाव डालने वाले किसी भी तथ्य को छिपाया/गुप्त नहीं रखा गया है।

स्थान: _____

दिनांक: _____

उम्मीदवार के हस्ताक्षर _____

(As is given in your ID Proof)

पता : _____

: _____

: _____

नियोक्ता/कार्यालय प्रमुख/अग्रेषण प्राधिकारी द्वारा प्रस्तुत किया जाने वाला प्रमाण पत्र

प्रमाणित किया जाता है कि उपरोक्त आवेदक द्वारा प्रस्तुत व्यौरा/सूचना/विवरण अभिलेखों में उपलब्ध तथ्यों के अनुसार सत्य और सही है। वह रिक्ति परिपत्र में उल्लिखित शैक्षणिक योग्यता और अनुभव रखता/रखती है। चयन होने पर, उन्हें तत्काल कार्यमुक्त कर दिया जाएगा।

यह भी प्रमाणित किया जाता है कि:

- (i) आवेदक के विरुद्ध कोई सतर्कता मामला लंबित/प्रक्रियाधीन नहीं है।
- (ii) पिछले पांच वर्षों के लिए राजपत्रित अधिकारी द्वारा विधिवत सत्यापित (प्रत्येक पृष्ठ पर) आवेदक का पूरा एसीआर डोजियर / एसीआर संलग्न है।
- (iii) आवेदक की सत्यनिष्ठा पर कोई संदेह नहीं है।
- (iv) पिछले 10 वर्षों के दौरान आवेदक पर कोई बड़ा/छोटा दंड नहीं लगाया गया है अथवा पिछले 10 वर्षों के दौरान आवेदक पर लगाए गए बड़े/छोटे दंडों का सूचीबद्ध विवरण संलग्न है (जैसा भी मामला हो)।

प्रतिहस्ताक्षरित

कार्यालय की मुहर : _____