


No. A-12024/1/2022-ADM
LAL BAHADUR SHASTRITI
NATIONAL ACADEMY OF ADMINISTRATION
MUSSOORIE

Dated: 10th April, 2023

The Lal Bahadur Shastri National Academy of Administration [LBSNAA], Mussoorie under Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) is a premier training institute for the civil services in India. LBSNAA conducts training program for civil servants posted at different ranks. A common Foundation Course is held for the young entrants to the All India Services (AIS) and other Central Services. This is followed by a professional training of the recruits of the Indian Administrative Service (IAS) and members of the Royal Bhutan Administrative Service. The Academy also conducts Mid-Career Training Program (MCTP) for members of the IAS and Induction Training program for officers promoted to the IAS from the State Civil Services. Alongside, workshops and seminars on policy issues are also conducted at the academy at regular intervals. For more details about the LBSNAA visit <http://www.lbsnaa.gov.in/>

The LBSNAA wishes to invites applications for its fellowship Programme. One number Research Fellowship is open to academicians/professionals interested in areas of **Management**. **Applicants may note that research in the above areas should have relevance to Public Administration, Public Policy and Governance.** The Research Fellow are engaged on contract basis initially for a period of one year, which may be extended on satisfactory performance and if services required. Details of Guidelines for Research Fellow, remuneration, eligibility conditions, tenure etc. for the post is available on the institute web site <https://www.lbsnaa.gov.in>

Interested candidates are required to submit their application in the prescribed proforma along with supporting documents to email aoadmn-lbsnaa@gov.in or by post to "The Deputy Director i/c Administration, Lal Bahadur Shastri National Academy of Administration, Mussoorie, Dehradun, Uttarakhand, PIN code- 248179" on or before 28th April, 2023


(Shelesh Nawal)
Deputy Director &
In-charge Administration

Annex-1: Research Fellowship Programme Guidelines

Fellowship Requirements

Submission of Monographs

- The Fellow shall submit a monograph based on the research project as decided by competent authority of LBSNAA which is align with overall Training Need. The monograph will be published by the Academy subject to its quality, which would be assessed by an independent referee nominated by the Academy. Copyright of the monograph will vest in LBSNAA.
- Research should be based on material available and should be aligned with Training need.
- There will be a quarterly presentation of the progress before the Academic Council of the Academy. Continuation of the fellowship will be subject to satisfactory progress. Fellows can simultaneously pursue other academic/professional assignments with prior approval.
- LBSNAA will have full rights to use the contents of the monograph submitted by the Research Fellow for academic/ training purpose.
- The RFs must do all the work assigned by faculty related to every aspect of training.

Enriching the academic environment of LBSNAA

- Fellows would be expected to contribute to the academic environment of the Academy by their involvement in the Academic Council and assisting in the design and delivery of training programmes, workshops and conferences organized by the Academy.

Entitlements

Terms of Fellowship

Fellowship: Fellows will be entitled to a monthly payment as per the following categories:

- Rs. 75,000 (lump sum)

Accommodation:

- Academy will provide furnished studio apartment (with parking facilities) on campus to Fellows on the payment of a license fee as may be decided by the Director.

Absence from Headquarters:

- Residence on campus is mandatory, prior station leave will be required in case of weekends and official holidays.
- Absence from headquarters on account of leave will be allowed up to two days for every completed month of the engagement. In addition, the Research Fellow can leave headquarters for a total period not exceeding twenty days (20 days), inclusive of weekends and holidays during one year, which will be reduced proportionately depending on the months of engagement. Any leave however, will require prior approval of competent authority. Any period of absence above this will be treated as leave without pay.
- In the event of the engagement period being less than a year, the admissibility of the leave

Application for the Award of Fellowship

will be on a pro rata basis.

Travel Expenses:

- Travelling Allowance/ Daily Allowance and use of staff car/ Academy taxi will be admissible only in case travel is undertaken at the behest of the Academy with the approval of the HoD.
- For this purpose, the entitlement/s of level-10 in pay matrix that is equivalent to starting pay of Group-A officers as per 7th CPC.

Office, Internet and Library access:

- Fellows will also be provided with suitable study area/workstation.
- They will have free access to internet and Library for research purposes and will have the same entitlement to the use of the Library as is available to the Academy faculty.
- For reference purposes, they may procure any reading material, i.e. books and academic journals relevant to their topic of research through the Library. These will be inventoried by the Library and will be the property of the Library.

Stationary and Administrative Expenses:

- Stationary and photocopying facility will be provided to a limited extent, in furtherance of the research project.
- Fellows would not be entitled to use of Academy telephone for local/ outstation calls, except in the event of calls being made for official purposes.

Medical facilities:

- Fellows will have access to medical facilities available on the Academy Campus. This includes OPD, medicines and investigations.
- The Academy will not bear the cost of referrals to specialists or hospitalization/ indoor treatment.

Travel Requirements:

The position requires extensive travel within India.

Job Summary:

Research Fellow will identify and create content for documenting LBSNAA trainings, events and activities knowledge products, collaterals, website, and social media.

Key Responsibilities:

- Curate creative content for knowledge products, IEC, event collaterals, website and social media
- Produce high-quality, well-written, and visually appealing content
- Documentation support to the training programs and activities under LBSNAA
- Build and maintain communications assets, including photo, story, and video banks
- Archive organizational knowledge assets/maintain a comprehensive digital and printed materials library of all relevant documents, guidelines and Knowledge Products
- Undertake field visits to study the processes and identify case studies and best practices for documentation purposes
- Capturing all the important/key aspects of the respective training programs, including a brief on program components, unique features of the program, the transformation brought by the programs.

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- Developing separate/dedicated documents for programs, events, consultations, deliberations, and meetings that are part of various training programs. For instance, Aarambh, Meeting with Padmashree Awardees, Eminent Sportsperson-In Residence, Clubs & Societies, Certificate Courses, etc.
- Process documentation of the ongoing courses - Common Foundation Course, Mid-Career training Programme, Joint Civil Military Programme, Induction Training Programme.
- Developing synopses of the existing training packages and modules, that will provide a brief summary of the training package/modules, including objective, method of delivery, expected outcomes, activities, and feedback.
- Developing brief reports on the major events that take place in the Academy.
- Any other knowledge management work as assigned by the line manager.

Work Experience

- Minimum 5-8 years of experience in communications, preferably developing high-quality resources and publications, video and audio resources, writing for various publications, handling the media, and brand messaging through social media
- Experienced in creative content development on the subject.
- Experience in working in the development organisations sector, preferably public health.
- Demonstrated track record in website content development and management, writing and editing articles, social media, reports, brochures, newsletters and emailers
- Excellent English and Hindi language communication skills, both written and verbal, are essential
- Good working knowledge of computer applications, especially MS office; knowledge of working on designing softwares (CorelDraw, InDesign, Photoshop, etc.) will be an added advantage
- Readiness to travel

Education:

- Ph.D or applied for Ph.D in the relevant stream which candidate applied

Key Competencies:

- The candidate must possess background knowledge of relevant stream i.e. Law, Economics, Management, Public Administration.
- S/He must have excellent reporting, documentation and communication skills.
- S/He must have excellent writing skills and presentation skills
- S/He must be good with cross-functional coordination
- S/He must possess good teamwork abilities and the ability to work well in an interdisciplinary team
- Ability to produce documents and mobilise resources independently
- Proactiveness and attention to detail
- Ability to multitask and have a problem-solving approach
- Ability to handle a variety of assignments under the pressure of deadlines

Annex-2: Application for the Award of Fellowship

This application is divided into 6 parts:

- i) Personal profile,
- ii) Education Qualifications,
- iii) Research work,
- iv) Professional experience and
- v) References

If using the Microsoft Word version of this form, either complete the form electronically, or print the blank form and complete by hand. With the PDF version you must print out the form and complete by hand.

Interested candidates are required to submit their application in the prescribed proforma (Annex-2) to the following address or E-mail the same to aoadmn-lbsnaa@gov.in. Applications found incomplete will not be considered.

To

The Director
Lal Bahadur Shastri National Academy of Administration
Mussoorie, District- Dehradun,
Uttarakhand
PIN- 248 179

On cover of the envelope mention: Application for Research Fellowship in subject
.....of at LBSNAA, Mussoorie

Application for the Award of Fellowship

Attach
recent Photo

I- Personal Profile

Sl. No.	Candidate Type [Government Employed/ Private Employed / Retired]	Present occupation [last occupation in case of Retired]	Date since present position held

(i) Name in full (write in Capital Letters. Leave on box blank between every two parts of the name)

(ii) Father's / Husband's Name

(iii)	Date of birth	d	d	m	m	y	y	y	y
	Date of birth (in words)								

(iv)	Age as on (1-10-2018)	d	d	m	m	y	y	y	y

(v)	Gender								
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Application for the Award of Fellowship

(vi) Complete Postal Address for Communication

STATE																				
										PIN										

(vii) Permanent Address

STATE																					
										PIN											

(viii) Contact Details

Email ID for communication	
Telephone (Office)	
Telephone (Residence)	
Mobile Number	

2- Educational Qualification

Please list in *chronological order* matriculation onwards.

Year attended	Name of the Examination /degree	Subject (s)	Division / Grade	Name of the Institution & Place

Application for the Award of Fellowship

3- Research Work

Publication Authored / Edited (Most recent listed first)

Publication Name	Publisher	Date of Publication	Publication Type e.g. book, article, research paper etc.

4- Professional Experience

(Please give details of last three assignments *starting with the most recent employment*. Give a brief description of the main duties and responsibilities, number of staff supervised, if applicable.

(i)

Dates (Month/Year)	
Employer Name	
Location/Country	
Position held (with scales of pay, if in service)	
Responsibilities	

(ii)

Dates (Month/Year)	
Employer Name	

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Location/Country	
Position held (with scales of pay, if in service)	
Responsibilities	

(iii)

Dates (Month/Year)	
Employer Name	
Location/Country	
Position held (with scales of pay, if in service)	
Responsibilities	

5- Two Reference

1st Reference	
Name	
Job title/ Position	
Address	
Telephone/ Mobile	
Email	

2nd Reference	
Name	
Job title/ Position	

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Address	
Telephone/ Mobile	
Email	

Synopsis of the Research Project

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Declaration

(Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, to dismissal)

Yes, I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete.

Your signature / name
Designation

Application for the Award of Fellowship

N.B.: Kindly ensure that all the required information is enclosed. It may not be possible to consider a candidate for want of complete information