

**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. 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.

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Post	<b>Administrative Officer - One (1) post (Exclusively for ST Candidates)</b>	
i.	Classification of post	General Central Services, Group 'B', Gazetted, Ministerial
ii.	Level in Pay Matrix (7 <sup>th</sup> CPC)	Level – 7 in Pay Matrix [Rs. 44900-142400]
iii.	Method of Appointment	Deputation
iv.	<b>Eligibility conditions for Deputation:</b> Officers of the Central Government who are: <b>(a)</b> i. Holding analogous post on regular basis in the parent cadre or Department; <b>OR</b> ii. Two years' service in the grade rendered after after appointment thereto on regular basis in the scale of pay of Rs. 6500-10900 (pre-revised) or equivalent in the parent cadre/department; and <b>(b)</b> Having two years' experience in Establishment and Accounts matters.	

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Post	<b>Assistant Administrative Officer - One (1) post (Exclusively for ST Candidates)</b>	
i.	Classification of post	General Central Services, Group 'B', Gazetted, Non-Ministerial
ii.	Level in Pay Matrix (7 <sup>th</sup> CPC)	Level – 7 in Pay Matrix [Rs. 44900-142400]
iii.	Method of Appointment	Deputation
iv.	<b>Eligibility conditions for Deputation:</b> Officers of the Central Government who are: <b>(a)</b> i. Holding analogous post on regular basis in the parent cadre or Department; <b>OR</b> ii. With five years' service in the grade rendered after after appointment thereto on regular basis in the pay level-6 (Rs. 35400-112400) or equivalent in the parent cadre/department. <b>[Note: Officers holding the post of Superintendent with three years regular service in the grade may also be considered] AND</b> <b>(b)</b> Possessing two years' experience in Establishment and Accounts Matters	

Post	<b>Assistant- One (1) post (Exclusively for ST Candidates)</b>	
i.	Classification of post	General Central Services, Group 'B', Non-Gazetted, Non-Ministerial
ii.	Level in Pay Matrix (7 <sup>th</sup> CPC)	Level – 6 in Pay Matrix [Pre- 7 <sup>th</sup> CPC: Rs. 9300-34800 + GP Rs. 4200/]
iii.	Method of Appointment	Deputation
iv.	<b>Eligibility conditions for Deputation (including short-term contract) or absorption:</b> Officers of the Central Government who are: <ol style="list-style-type: none"> <li>i. Holding analogous post on regular basis; or</li> <li>ii. with eight year's regular service in the grade of Upper Division Clerk or equivalent;</li> </ol>	

Post	<b>Upper Division Clerk- Three (3) posts= (1) post (Exclusively for ST Candidates)+ 2 posts for others</b>	
i.	Classification of post	General Central Services, Group 'C', Non-Gazetted, Non-Ministerial
ii.	Level in Pay Matrix (7 <sup>th</sup> CPC)	Level – 4 in pay matrix [Rs. 5200-20200 + GP Rs. 2400/]
iii.	Method of Appointment	Deputation
iv.	<b>Eligibility conditions for Deputation:</b> Persons working in Central Government <ol style="list-style-type: none"> <li>i. Holding analogous post on regular basis; OR</li> <li>ii. Level-2, Rs. 19900-63200, with at least eight years regular service in the grade of Lower Division Clerk or equivalent in PB-I [Rs.5200-20200 with Grade Pay of Rs.1900 (Pre revised)] / in the parent cadre or department]</li> </ol>	

Post	<b>Store Keeper- One (1) post</b>	
i.	Classification of post	General Central Services, Group 'B', Non-Gazetted, Ministerial
ii.	Level in Pay Matrix (7 <sup>th</sup> CPC)	Level – 6 in pay matrix [Rs. 9300-34800 + GP Rs. 4200/]
iii.	Method of Appointment	Deputation (including short-term contract) or absorption
iv.	<b>Eligibility conditions for Deputation (including short-term contract) or absorption:</b> Officers of the Central Government or State Government or Union Territories or Universities or Public Sector Undertakings or Statutory bodies/Autonomous bodies or Recognized Research Institutes or Semi-Government Organizations who are:	
	<ol style="list-style-type: none"> <li>a.                             <ol style="list-style-type: none"> <li>i. Holding analogous post on regular basis in the parent cadre or Department; or</li> <li>ii. with at least six years' regular service in Level-5 in the pay matrix or equivalent in the parent cadre/ Department; and</li> </ol> </li> <li>b Possessing the following educational qualifications and experience:                             <b>Essential Educational Qualification:</b> <ol style="list-style-type: none"> <li>i. Bachelor's Degree from a recognized university; and</li> <li>ii. Two years' experience of procurement and maintenance of stores.</li> </ol> </li> </ol>	

Post	<b>Stenographer (Grade-I) - Two (2) posts</b> (Note: Number may increase or decrease)	
i.	Classification of post	General Central Services, Group `B`, Non-Gazetted, Ministerial
ii.	Level in Pay Matrix (7 <sup>th</sup> CPC)	Level - 6 in pay matrix [Rs. 9300-34800 + GP Rs. 4200/]
iii.	Mode of appointment	Deputation (including short term contract):
iv.	<b>Eligibility conditions for deputation basis :</b> Officers under the Central government or State Government or Union Territories or recognized Research Institutions or Universities or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisation holding <ol style="list-style-type: none"> <li>i. analogous post on regular basis or</li> <li>ii. with ten years regular service in Level 4 in the pay matrix (Rs. 25500-81100)</li> </ol>	

Post	<b>Stenographer (Grade-II) - One (1) post</b>	
i.	Classification of post	General Central Services, Group `C`, Non-Gazetted, Ministerial
ii.	Pay Level	Level - 4 (Rs. 25500-81100) in pay matrix
iii.	Mode of appointment	Deputation (including short term contract):
iv.	<b>Eligibility conditions for deputation basis :</b> Officers of the Central or State Government <ol style="list-style-type: none"> <li>i) holding analogous post on regular basis; and</li> <li>ii) 12<sup>th</sup> class or equivalent from a recognized Board or University and</li> <li>iii) Skill Test Norms- Dictation: 10 mts @ 80 w.p.m.; Transcription: 50 mts (English), 65 mts. (Hindi) on computer only.</li> </ol>	

Post	<b>Data Entry Operator Grade - B - One (1) post</b>	
i.	No. of post	01 (One)
ii.	Classification of post	General Central Services, Group `C`, Non-Gazetted, Non-Ministerial
iii.	Pay Level	Level - 5 (Rs. 29200-92300) in pay matrix
iv.	Method of Appointment	Deputation
v.	<b>Eligibility conditions for deputation-</b> Officers of the Central or State Government: - <ol style="list-style-type: none"> <li>(a).               <ol style="list-style-type: none"> <li>i. holding analogous posts on regular basis in the parent cadre or department; or</li> <li>ii. With Five years' regular service rendered after appointment thereto on regular basis in the Level-4 or equivalent; and</li> </ol> </li> <li>(b). possessing the educational qualifications and experience mentioned below: -               <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>i. Degree from a recognized University;</li> <li>ii. A speed of not less than 8000 key depression per hour for data entry work.</li> </ol> </li> </ol>	

Post	Data Entry Operator Grade – C – One (1) post	
i.	No. of post	01 (One)
ii.	Classification of post	General Central Services, Group 'B', Non-Gazetted, Non-Ministerial
iii.	Pay Level	Level – 6 (Rs. 35400-112400) in pay matrix
iv.	Method of Appointment	Deputation (including short term contract)
v.	<p><b>Eligibility conditions for deputation-</b> Officers of the Central or State Government or Universities or recognized Research Institutes or Public Sector undertakings or Semi-Government or Statutory or Autonomous Organizations who are:</p> <p>(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</p> <p>(b). possessing the educational qualifications and experience mentioned below: -</p> <p><b>Essential</b></p> <p>i. Bachelor's Degree in Computer Application or Information Technology or Computer Science of a recognized University or Institute; and</p> <p>ii. Speed of not less than 15000 key depression per hour for data entry work to be ascertained through speed test on computer.</p>	

Post	Radiographer – One (1) post	
i.	No. of posts	01 (One)
ii.	Classification of post	General Central Services, Group 'C', Non-Gazetted, Non-Ministerial
iii.	Pay Level	Level - 5 (Rs. 29,200-92,300) in the Pay Matrix
iv.	Method of Appointment	Deputation/Absorption
v.	<p><b>Eligibility conditions for Deputation/ Absorption-</b> Officers of the Central or State Government: -</p> <p>(a)</p> <p>i. Holding analogous post on regular basis; or</p> <p>ii. With five years regular service in Level 4 (Pre-revised Rs. 25500-81100-) in the pay matrix; and</p> <p>(b) Possessing the following educational qualifications and experience:</p> <p><b>Essential</b></p> <p>i. 12<sup>th</sup> class or equivalent pass from recognized Board or University;</p> <p>ii. Diploma in Radiography from a recognized Institute.</p> <p><b>Desirable:</b> At least three years' experience in Radiography in a Government or Private Hospital.</p>	

Post	Offset Machineman – One (1) post	
i.	Classification of post	General Central Services, Group 'C', Non-Gazetted, Non-Ministerial
ii.	Pay Level	Level – 5 ( Rs. 29,200-92,300) in pay matrix
iii.	Method of recruitment	Deputation
iv.	<p><b>Eligibility conditions for deputation basis-</b> Officers of the Central Government or State Government or Public Sector Undertaking</p>	

	<p>(a)</p> <ol style="list-style-type: none"> <li>i. holding analogous post on regular basis; or</li> <li>ii. with five years regular service in the level 4 (Rs. 25800-81100) in the Pay Matrix and</li> </ol> <p>(b) possessing the following educational qualifications and experience:</p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>i. 12<sup>th</sup> Pass or equivalent from a recognized Board;</li> <li>ii. Diploma in Printing Technology (Offset) from a recognized institution</li> <li>iii. Two years' experience on Offset Machine doing single and multi color work from a recognized institute or Organisation</li> </ol>
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Post	Staff Car Driver (Grade-I) – One (1) post	
i.	Classification	General Central Service Group 'C', Non-Gazetted, Non-Ministerial
ii.	Pay Level	Level - 5 in the pay matrix (Rs. 29200-92300)
iii.	Method of Appointment	Deputation
iv.	<p><b>Eligibility conditions for Deputation</b> Officers of Central Government</p> <ol style="list-style-type: none"> <li>(i) Holding analogous post on regular basis; or</li> <li>(ii) With six years of regular service in level 4 in the pay matrix (Rs. 25500-81100) and have passed the trade test, specified by the Government.</li> </ol>	

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Post	Staff Car Driver (Grade-II) – One (1) post	
i.	Classification	General Central Service Group 'C', Non-Gazetted, Non-Ministerial
ii.	Pay Level	Level - 4 (Rs. 25500-81100) in pay matrix
iii.	Method of Appointment	Deputation/ absorption or re-employment from Armed Forces Personnel
iv.	<p><b>Eligibility conditions for Deputation/absorption:</b> Officials of the Central Government;</p> <ol style="list-style-type: none"> <li>i. holding analogous posts on regular basis; or</li> <li>ii. Staff Car Driver (Ordinary Grade) in Level 2 in the pay matrix (Rs. 19900-63200) with nine years of regular service</li> </ol> <p style="text-align: center;">Or</p> <p><b>For re-employment of Armed Forces Personnel;</b> The Armed Forces Personnel due to retire or to be transferred to reserve within a period of one year and having the requisite qualifications and experience prescribed for deputationist shall also be considered. If selected, such officers will be given deputation terms up to the date of which they are due for release from the Armed Forces; thereafter they may be continued on Re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made their appointment will be on re-employment basis (Re-employment up to the age of superannuation with reference to civil posts)</p>	

**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)

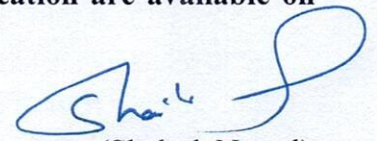
Applications for the above posts in the enclosed proforma (Annexure-I) along-with other documents of the eligible and willing officers, who can be spared in the event of their selection may please be sent to the following address within 60 days from the date of publication of the vacancy circular in 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.

**Note:** The details of the vacancies along with prescribed form of application are available on the LBSNAA Website <https://www.lbsnaa.gov.in/vacancy.php>



(Shelesh Nawal)

Deputy Director

Phone: 0135-222295/93

Email: [aoadmn\[lbsnaa\[at\]gov\[dot\]in](mailto:aoadmn[lbsnaa[at]gov[dot]in)

**Date: 3<sup>rd</sup> October, 2023**

**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> )	
	<b>Qualifications/Experience required as mentioned in the advertisement/ vacancy circular .</b>	<b>Qualifications/Experience possessed by the Officer</b>  [in the case of Degree and Post graduate qualifications Elective/ main subjects may be indicated by the <b>candidate</b> ]
	<b>Essential</b>	<b>Essential</b>
a)	Qualification:	Qualification:
b)	Experience	Experience

	Desirable		Desirable			
a)	Qualification:		Qualification:			
b)	Experience		Experience			
6.	Please <b>state clearly</b> whether in the light of entries made by you above, you meet the REQUISITE Essential Qualifications and work experience of the post.					
6.1	<b>Note:</b> 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. <b>Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.</b>					
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	



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**\*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.**

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	
<b>Note:</b>	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)	

<b>Note:</b>	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.	
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,
		Grade Pay
		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><b>Additional information</b>, 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 (1) additional academic qualifications, (2) Professional training and (3) work experience over and above prescribed in the vacancy circular/ advertisement]</p> <p><b>Note:</b> Enclose a separate sheet, if the space is insufficient.</p>	
16-B	<p><b>Achievement</b></p> <p>The candidates are requested to indicate information with regard to</p> <ul style="list-style-type: none"> <li>(i) Research Publications and Reports and Special Projects,</li> <li>(ii) Awards/Scholarship/Official Appreciation,</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and</li> <li>(iv) Patents registered in own name or achieved for the organisation</li> <li>(v) Any research/ Innovative measure involving official recognition</li> <li>(vi) other information.</li> </ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient.)</b></p>	

17	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	
	# (The option of `STC`/ `Absorption`/ Re-employment` are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “Re-employment”)	
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:\_\_\_\_\_

:\_\_\_\_\_

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)**