

No.21/3/2014-CS-I(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

2nd Floor, Lok Nayak Bhavan, New Delhi-110003
The 16th July, 2014

OFFICE MEMORANDUM

Subject: Filling up of three posts of Project Managers and one post of Project Director in Ministry of Women & Child Development by transfer on deputation basis- regd.

Lal Bahadur Shastri National Academy of Administration, Mussoorie-248179 have invited applications for filling up 4 posts of Assistant Director in the academy on deputation basis. The detailed eligibility conditions, job requirement of the posts etc. are annexed.

2. Ministries/Departments are requested to give wide publicity to the above vacancies among CSS Officers and may forward duly signed applications, if any to Ranjana Chopra, IAS, Joint Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie -248179, Uttarakhand, within 45 days from the date of issue of this circular under intimation to this Office.
3. Cadre Clearance in respect of CSS Officers at the level of Under Secretary and above may be obtained from this Division before the application is forwarded to LBSNAA.


(R K Girdhar)

Under Secretary to the Government of India
☎: 24629413

Deputy Secretary/Under Secretary (Administration/Estt.),
Ministry/Deptt, of-----,
(As per list)



Ranjana Chopra, IAS
Joint Director

LBSNAA

Sub: Filling up posts of Assistant Director in LBS National Academy of Administration Mussoorie.

Dear Ms. Sharma,

We have four vacancies of Assistant Director at the Academy, Two posts are in the Pay Scale of Rs. 15600-39100 with Grade Pay Rs. 6600/- and two posts with Grade Pay Rs. 7600/- (Pay Band: 3). It is proposed to fill up these posts through deputation from Central/State Civil Service Offices.

- i. The essential qualifications, experience required for the two posts in Grade Pay Rs. 6600/- is as under:
 - (xvi) Officer under the Central/State Governments;
 - (xvii) Holding analogous posts; or
 - (xviii) With 5 years' service in posts in the Grade Pay Rs. 5400/-; or
 - (xix) With 7 years' service in the Grade Pay Rs. 4600/-; and
 - (xx) Having experience in Administration, Accounts and Establishment matters.
2. The essential qualifications, experience required for the two posts in Grade Pay Rs. 7600/- is as under:
 - (xiii) Officer under the Central/State Governments;
 - (xiv) Holding analogous posts; or
 - (xv) With 5 years' service in posts in the Grade Pay Rs. 6600/-; or
 - (xvi) With 10 years' service in the Grade Pay 5400/- and having experience in Administration, Accounts and Establishment matters.
3. The period of deputation shall not exceed 3 years.
4. The duties and responsibilities of the posts are enclosed in (Annexure I).
5. Mussoorie as you know, has very good facilities for school education and has a salubrious climate. Academy will also provide rent free residential accommodation to all officers posted here.

I shall be grateful if you could kindly send a panel of eligible officers in the above pay band from the Central Secretariat Services, alongwith their (i) bio-data as in the proforma at (Annexure II), (ii) complete and upto-date service record, (iii) Vigilance/Integrity certificate at the earliest.

Regards

Yours sincerely,

M
(Ranjana Chopra)

Ms. Vandana Sharma
Director (CS II)
Government of India.
Department of Personnel & Training,
Room No. 348, North Block
New Delhi

लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी (भारत सरकार) मसूरी - 248 179

Lal Bahadur Shastri National Academy of Administration (Govt. of India) Mussoorie - 248 179

EPABX : (0135) 2222000, 2632374, 2632489, 2632405, 2632236, 2632367 Fax : (0135) 2632350, 2632720

Website : <http://www.lbsna.gov.in>

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Eligibility and Job-Descriptions for Posts of Assistant Directors to be filled on Deputation**1. Pay and Eligibility**

The post of Assistant Director is in Pay band 3 with Pay Scale of Rs 15600-39000 p.m. and grade pay of RS 6600. Officers serving under the State / Central Government on analogous post and pay scale having experience in Administration, Accounts, Establishment matters are eligible.

Officers having similar work experience and drawing lower grade pay will also be considered, and if selected be offered the above pay scale and grade pay of Rs 6600, provided that they have worked on posts carrying Grade pay of Rs 5400 for at least 5 years or on posts carrying Grade Pay of Rs 4800 for at least 7 years.

2. Job Descriptions

Brief job descriptions of two positions are given below:

(I) Assistant Director (Administration)

All work relating to Administration in the Academy including personnel and HR matters relating to the Officer Trainees and the Employees of the academy under the overall supervision of the supervising JD/DD. The key responsibilities will inter-alia include:

- (a) All work relating to appointment of Directorial Staff and their service matters
- (b) All work relating to regular and ad-hoc appointment of Teaching Faculty including Professors and Readers.
- (c) All work relating to Service matters of Officer Trainees which the Academy is required to perform while they are at the Academy.
- (d) All work relating to Appointment, Transfers, promotions etc. of Group 'A', 'B' and 'C' employees of the academy including maintenance of discipline.
- (e) Laying down of Standard Operating Procedures for various sections of the Academy and monitoring of compliance.
- (f) All work as Secretary, Central Government Employees Coordination Committee, Mussoorie
- (g) In addition to the above, the Assistant Director will also be expected to perform duties as Associate Course Coordinator (ACC) for various training programme. As an ACC h/she will be a part of the course team and will discharge responsibilities assigned by the Course Coordinator.
- (h) Such other work as may be specifically assigned by the Deputy Director/Joint Director/Director.

(II) Assistant Director (Operations)

All work relating to planning, supervision and monitoring of new works undertaken by the CPWD in the academy, maintenance of all residential and non-residential buildings of the academy, protocol and security matters and procurement of goods and services under the overall supervision of the Joint / Deputy Director. The key responsibilities will inter-alia include:

- (a) Matters relating to and coordination with CPWD (Civil, Electrical & Horticulture Wings) for all new works and maintenance of and repair of existing buildings. This will include preparing plans for new works, preparation of Master Plan, hiring of architecture services, and supervision of works.
- (b) Maintenance and operations of all teaching, hostels and guest house facilities. This will include administration of outsourcing contracts and monitoring of their implementation on day to day basis.
- (c) Acquisition, requisition, leasing of land and buildings
- (d) Budgetary and Accounts matters of these sections including parliament/RTI Questions, Court cases etc.
- (e) Purchase, maintenance and disposal of condemned stores, including furniture and furnishings, various office equipments and purchase related to Riding Establishment
- (f) Protocol/security matters including organizing VVIP/VIP visits.
- (g) In addition to the above, the Assistant Director will also be expected to perform duties as Associate Course Coordinator (ACC) for various training programme. As an ACC h/she will be a part of the course team and will discharge responsibilities assigned by the Course Coordinator.
- (h) Such other work as may be specifically assigned by the Deputy Director/Joint Director/Director.

Annexure II

APPLICATION PROFORMA

FOR THE POST OF _____

1. Name and Address in Block letters:
2. Telephone No., Fax No. & e-mail address:
3. Date of Birth (in Christian era):
4. Date of retirement under Central/State Government rules:
5. Educational Qualifications:
6. 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	Qualifications/Experience possessed by the Officer
Essential	(1)	
	(2)	
	(3)	
Desired	(1)	
	(2)	

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
8. 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	From	To	Scale of Pay and Basic Pay* therein	Nature of Duties

***Basic Pay in the post being held on regular basis.**

9. Nature of present employment, i.e., ad-hoc or temporary or quasi permanent or permanent.
10. 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

11. Date of return from the last ex-cadre post, if any
12. Additional details about present employment
Please state whether working under
- a) Central Government
 - b) State Government
 - c) Autonomous Organisations
 - d) Government Undertakings
 - e) Universities
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.
15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
16. Whether belongs to SC/ST.
17. Remarks (The candidates may 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.)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate with date
Address: _____

Mobile/Telephone No. _____
E-mail address: _____

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

Certified that the particulars furnished by _____ are correct and he possess educational qualification and experience mentioned in the vacancy circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him.
- (ii) His complete ACRs for the last five years duly attested (on each page) are enclosed.
- (iii) His integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him during the last 10 years.
- (v) List of major/minor penalties imposed during the last 10 years if any is enclosed.
(Not Applicable)

Signature: _____
Name: _____

Department: _____
Office Seal: _____