

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

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

No. A-35015/1/2022-ADM/ Vacancy-03/22

Date: 28-4-2022

VACANCY CIRCULAR

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

Lal Bahadur Shastri National Academy of Administration, a Central Training Institute for training of All India Services and other Services (Group-A) located at Mussoorie, District Dehradun, Uttarakhand 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	Library and Information Assistant- Three (3) posts	
i.	Method of recruitment	Deputation
ii.	Classification of post	General Central Services, Group 'B', Non-Gazetted, Non-Ministerial
iii.	Level in Pay Matrix (7 th CPC)	Level – 6 (Rs. 35,400-1,12,400) in the 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 for deputation: Officers of the Central Government or State Government or Union territories who are	
	a. i. holding analogous post on regular basis; and ii. Possessing the following educational qualifications and experience:	
	b Possessing the following educational qualifications and experience: Essential Educational Qualification: i. Bachelor's Degree in Library Science or Library and Information Science of a recognized University or Institute. ii. Two year's professional experience in a Library under Central or State Government or Union territories or Autonomous or Statutory organization or Public Sector Undertakings or University or Recognised Research or Educational Institute Desirable: Diploma in Computer Application from recognized University or Institute.	

vii.	Nature of Duties and responsibilities attached to the post <ul style="list-style-type: none"> • Readers service, Reserved book Unit, General Reading room, AMC of equipments. • Reference Queries, Inter-library loan, Reprography; Training & workshop. • Acquisition of Books, Accessioning, Bill Processing. • Classification; Cataloguing; RFID Tagging; Display of new arrivals; Release of list of Periodicals; E-Library; Repository; current contents; documentaries. • Indexing ; abstracting; News clippings; SDI; LIBSYS (maintenance); Release of Library Publications
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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: The period of deputation shall be two year in the first instance, extendable (if so required) as per existing instructions issued by the DoPT. 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.



(Romeo Vincent Tete)

Assistant Director

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Dated : 28th April, 2022

Copy forwarded to the following with the request that a wide publicity may be given to the vacancy circular in their Ministry and their attached/ subordinate/ Autonomous Organization/ Institutions and the applications of the eligible candidates may be forwarded to this office within stipulated time.

1. All Ministries/ Departments of Government of India
2. All Central Training Institute
3. All State Training Institute

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.	<p>Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.</p> <p>*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.</p>	
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.	<p>In case the present employment is held on deputation/contract basis, please state</p> <p>Note:</p> <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.	<p>Date of return from the last ex-cadre post, if any</p> <p>[if any post held on deputation in the past by the applicant, date of return from the last deputation, post and other details]</p>	
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.	<p>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]</p> <p>Note: Enclose a separate sheet, if the space is insufficient.</p>	
16.	<p>Achievement</p> <p>Note (The candidates are requested to indicate information with regard to</p> <p>(i) Research Publications and Reports and Special Projects,</p> <p>(ii) Awards/Scholarship/Official Appreciation,</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and</p> <p>(iv) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient.)</p>	
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 _____

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 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)