



VACANCY CIRCULAR

No. A-12011/6/2011-ADM

Government of India,

Department of Personnel & Training,

LAL BHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION, MUSSOORIE



Dated: 16th November, 2020

दिनांक: 25 कार्तिक 1942

To,

All Central Ministries/Departments/Chief Secretaries of State Government/UTs/Universities
(As per list attached)

Sub: Filling up the post of Reader in Hindi in Lal Bahadur Shastri National Academy of Administration, Mussoorie.

Sir,

I am directed to say that it is proposed to fill up the post of Reader in Hindi in the Lal Bahadur Shastri National Academy of Administration, Mussoorie on deputation (including short-term contract) basis. Scale of pay, eligibility conditions i.e. qualifications and experience, period of deputation and duties etc. for the post are indicated below:

Name of Post	: Reader in Hindi
Number of posts	: 1 (One)
Pay Level	: Level 12 in the pay matrix [Pay Band:3 Rs.15600-39100 with Grade Pay Rs. 7600 (pre-revised)]
Method of recruitment	: Promotion/Deputation (including short-term contract)
Classification	: General Central Services, Group 'A' Gazetted

Eligibility

Officer of the Central Government/State Governments/Union territories/ Public Sector Undertakings/Universities/Recognised Research Institutions/ Autonomous/Semi-Government/ Statutory Organisations :

- (a) (i) Holding analogous posts on regular basis; or
(ii) With five years' regular service in posts in Level 11 of the pay matrix [PB-3 Rs.15600-39100 with GP Rs.6600/- (pre-revised)] or equivalent; or
(iii) With ten years' regular service in post in Level 10 of the pay matrix [PB -3 Rs.15600-39100 with GP Rs.5400/- (Pre-revised) or equivalent; and

(b) Possessing the following educational qualifications and experience as below:-

Essential:

- (i) Post Graduate Degree in Hindi from a recognised University or equivalent; and
(ii) Five years experience in teaching Hindi at college or University level.

Desirable:

- (i) Doctorate Degree in Hindi from a recognised University or equivalent.

Services-II Branch

Diary No

24/12/2020

- (ii) Knowledge at the level of Matriculation of one of the Languages other than Hindi mentioned in the Eighth Schedule of the Constitution.

Note 1: Qualifications are relaxable at the discretion of the UPSC in case of candidates otherwise well qualified.

Note 2. The qualification(s) regarding experience is/are relaxable at the discretion of the UPSC in the case of candidates belonging to the SC and ST, if at any stage of selection, the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

(The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.)

Note 3. The Departmental Assistant Professor in Hindi with ten year's regular service in the grade and possessing the educational qualifications prescribed for direct recruitment shall also be considered alongwith deputationists and in case he/she is selected for appointment to the post the same shall be deemed to have been filled by promotion.

Age limit: The maximum age limit for appointment by deputation including short-term contract shall not be exceeding 56 years as on the closing date of the receipt of applications.

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

Duties and responsibilities of the Post include: Teaching, Training, Counselling, Preparation of Reading Material, Setting of Examination Paper, functions of Course Co-ordinator/Associate Course Coordinator etc.

The candidate selected to the post of Reader in Hindi on deputation basis will be entitled to training allowance @ 24% of his/her basic pay in the parent department, in lieu of deputation allowance if deputationist opts for the pay scale of his/her parent department.

Willing and eligible candidates who would be spared in the event of their selection may submit their applications in triplicate in the prescribed proforma along with documents (Cadre clearance, Integrity certificate, vigilance clearance, Major/Minor penalty imposed during the last ten years and upto-date ACR dossiers (or photocopies of ACRs for the last 5 years duly attested on each page by Group "A" Gazetted Officer)) addressed to **The Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie - 248 179** within 60 days from the date of publication of the advertisement in Employment News/Rozgar Samachar. Application received after the last date or without the documents noted above or otherwise found incomplete will not be considered.

Note: The details of the vacancy along with prescribed form are available on the LBSNAA Website <http://lbsnaa.gov.in>

Monika Dhami
(Monika Dhami)
Deputy Director (Sr.)

BIO-DATA/CURRICULUM VITAE PROFORMA

FOR THE POST OF

1. Name and Address with email & telephone (in Block Letters)	
2. Date of Birth (in Christian era)	
3. I) Date of entry into service	
II) 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
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 in the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>6.1 Note: 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.</p>	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Level of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***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. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

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 the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p>9.1 Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above 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</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			

11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others					
12. Please state whether you are working in the same Department and are in the feeder grade or 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 in the PB/pay level		Grade Pay		Total Emoluments	
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest slip issued by the Organization 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 Emoluments	
16. A Additional information, if any, relevant to the past you applied for 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. B Achievements: The candidates are requested to indicate information with regard to; (1) Research publications and reports and special projects (2) Awards/Scholarships/Official Appreciation (3) Affiliation with the professional bodies/institutions/societies and; (4) Patents registered in own name or achieved for the organization (5) Any research/innovative measure involving official recognition (6) 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# (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 the documents in respect of Essential Qualification/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.....
.....

Date

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 will be relieved immediately.

2. Also certified that;

- 1) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.....
- 2) His/Her CR integrity is certified.
- 3) His Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 year duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- 4) No major/minor penalty has 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

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(Employer/Cadre Controlling Authority with seal)