VACANCY CIRCULAR

No.A-12011/14/2011-ADM

Department of Personnel & Training,
LAL BAHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION, MUSSOORIE

Dated: 25th April, 2019

To

All Central Ministries/Departments/Chief Secretaries of State Governments

Sub: Filling up of the posts of Assistant Director in Lal Bahadur Shastri National Academy of Administration, Mussoorie on deputation (including short term contract) basis.

Sir,

I am directed to say that it is proposed to fill up the post of Assistant Director in Lal Bahadur Shastri National Academy of Administration, Mussoorie on Deputation basis. Pay matrix (Pay scale & Grade Pay), eligibility conditions and experience, period of deputation and duties etc. for the posts are as indicated below:

(1) Name of the Post : Assistant Director
Pay Matrix : Level-12 (Rs.78800 – 209200) in pay matrix
Method of recruitment : Deputation including short term contract
No. of Posts : Two posts *
Classification : General Central Service Group ‘A’ Gazetted, Ministerial

Eligibility

Officers under the Central Government or State Government (including officers from State Civil Services) or Union territory Administration:

a)

(i) holding analogous posts on regular basis in the parent cadre/department; or

(ii) with five years’ of regular service in the grade rendered after appointment thereto on regular basis in the Level 11 (67700 – 208700) or equivalent in the parent cadre/department or

(iii) with ten years’ of regular service in the grade rendered after appointment thereto on regular basis in the Level 10 (56100 – 177500) or equivalent in the parent cadre/department

b) Possessing the educational qualifications and experience as under:

(i) Bachelors Degree of a recognized University or Institute and
(ii) Five years’ experience in accounts, administration or establishment work in a Government Office or Statutory Body.

*Number of Posts may increase/decrease

Age Limit:

The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
**Period of Deputation:**

Period of deputation including period of deputation 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.

It is requested to circulate the vacancies and forward the application of the officers who are willing and fulfil the eligibility criteria and who can be spared immediately in the event of their selection to the undersigned, complete in all respects along with documents (cadre clearance, Integrity certificate, vigilance clearance, Major/Minor penalty imposed during the last ten years and up-to-date ACRs dossiers (or photocopy of ACRs for the last 5 years duly attested on each page by Gazetted Officer) may be sent to this office within 60 days from the date of publication in the Employment News Paper. Application received after the last date or without the CRs (or attested photocopies of the CRs) or otherwise found incomplete will not be considered. The copy of the application can also be forwarded through e-mail to adminsec.lbsnaa@nic.in

(Nandini Paliwal)
Deputy Director (Sr.) & Incharge Administration
रिक्ति परिपत्र
सं. A- 12011/14/2011-एडीएम
भारत सरकार
कार्यक एवं प्रशिक्षण विभाग,
लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मदुरौ

दिनांक: 25 अप्रेल, 2019

सेवा में,
समग्र केंद्रीय मंत्रालय/विभाग/राज्य सरकार के मुख्य सचिव

विषय: लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी में प्रतिनिधिमुक्ति (अल्पवाधि संबिदा सहित) के आधार पर सहायक निदेशक के पद को भरना।

महोदय,
मुझे यह कहने का निर्देश हुआ है कि लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी में प्रतिनिधिमुक्ति के आधार पर सहायक निदेशक के पद को भरने का प्रस्ताव है। पद हेतु पे मैट्रिक्स (वेतनमान तथा ग्रेड पे), पात्रता शर्तें जैसे अहिला एवं अनुभव, प्रतिनिधिमुक्ति की अवधि तथा दायित्व आदि का स्थाया नीचे दिया गया है:

(1) पद का नाम : सहायक निदेशक
पे मैट्रिक्स में वेतनमान : पे मैट्रिक्स में लेवल 12 (78800-209200 रू.)
पद की सं. : प्रतिनिधिमुक्ति अल्पवाधि संबिदा सहित
पदों की सं. : दो पद *
पदों का वर्गीकरण : सामान्य केंद्रीय सेवा, समूह ‘क’ राजपत्रिक, अनुसूचिवीय

योज्यता
केंद्र सरकार अथवा राज्य सरकार (राज्य सिविल सेवाओं के अधिकारियों सहित) या केंद्र शासित प्रदेश प्रशासन के अधिकारी जिन्होंने:-
(क) (i) मूल संवर्ग/विभाग में नियोजित अधिकार पर समान पद पर कार्य किया हो; या
(ii) लेवल 11 (67700-208700) में नियुक्ति अधिकार पर नियुक्ति के बाद उस रेड में पांच वर्ष की नियुक्ति सेवा की हो या मूल संवर्ग/विभाग में इसके समस्त अधिकार पर कार्य किया हो; या
(iii) लेख 10 (56100-177500) में नियुक्ति आधार पर नियुक्ति के बाद उस ओड़ में दस वर्ष की नियुक्ति सेवा की हो या मूल संवर्ग/विभाग में इसके समतुल्य पद पर कार्य किया हो; या

(ख) उपरोक्त सभी पदों के लिए शैक्षिक अहिंसा तथा अनुभव लिमितानुसार हैं:

(i) मान्यता प्राप्त विश्वविद्यालय या संस्थान से स्नातक की डिग्री तथा
(ii) सरकारी कार्यालय या स्वायत्त निकाय में लेखा, प्रशासन या स्थापना कार्य में पांच वर्ष का अनुभव।

*पदों की संख्या बढ़ाई/घटाई जा सकती है

आयु शीर्षा:
उपरोक्त सभी पदों के लिए प्रतिनियुक्ति द्वारा नियुक्ति की अधिकतम आयु शीर्षा आवेदन पत्रों की प्राप्ति की अंतिम तिथि को 56 वर्ष से अधिक नहीं होगी।

प्रतिनियुक्ति की अवधि:

केंद्र सरकार के इसी या किसी अन्य संगठन/विभाग में इस नियुक्ति से तक्कल पूर्व धारित दूसरे संवर्ग बाह्य पद में प्रतिनियुक्ति की अवधि सहित प्रतिनियुक्ति की अवधि उपरोक्त सभी पदों के लिए समाप्त: चार वर्ष से अधिक नहीं होगी।

अनुरोध किया जाता है कि इन रिक्तियों को परिपूर्ण करने और इन पदों के लिए इष्टुक तथा पात्रता मानदंड को पूरा करने वाले एवं इस अवसरों में उनका चयन हो जाने पर तक्कल कार्यभूमि किए जा सकने वाले अधिकारियों के आवेदन सभी दिनों से पूर्ण दस्तावेजों ( संवर्ग स्वीकृति, सत्यापन प्रमाण पत्र, सत्कार स्वीकृति, पिछले दस वर्षों के दौरान लगाई गई बढ़/घटा शासित तथा अद्यतन एसीआर डिजिटल (या राजस्वलिन अधिकारी/दूसरा प्रत्येक पृष्ठ पर यथाविधि साक्ष्यांकित पिछले 5 वर्षों की एसीआर की पोटो प्रति) सहित रोजगार समाचार में प्रकाशन की तिथि से 60 दिनों के भीतर अर्पित करने का कार्य करें। अंतिम तिथि के बाद प्राप्त या एसीआर (अथवा ए सी आर सत्यापित प्रतियां) के बिना या अपूर्ण आवेदन पत्र मान्य नहीं होंगे। आवेदन की प्रति ई-मेल adminsec.ubsnaa@nic.in के माध्यम से भी भेजें जा सकती है।

(नंदिनी पालीवाल)
उपनिदेशक (वरिष्ठ) एवं
प्रभावी प्रशासन
ANNEXURE-I

BIO-DATA/ CURRICULUM VITAE PROFORMA

FOR THE POST OF

<table>
<thead>
<tr>
<th>1. Name and Address (in Block Letters)</th>
<th></th>
</tr>
</thead>
</table>

1. (A) Telephone No, Fax No. & e-mail address:

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)

<table>
<thead>
<tr>
<th>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</th>
<th>Qualifications/Experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td>Essential</td>
</tr>
<tr>
<td>A) Qualification</td>
<td>A) Qualification</td>
</tr>
<tr>
<td>B) Experience</td>
<td>B) Experience</td>
</tr>
<tr>
<td>Desirable</td>
<td>Desirable</td>
</tr>
<tr>
<td>A) Qualification</td>
<td>A) Qualification</td>
</tr>
<tr>
<td>B) Experience</td>
<td>B) Experience</td>
</tr>
</tbody>
</table>

5.1 **Note:** This column needs to be amplified to indicate essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Officer at the time of issue of Circular and issue of Advertisement in the Employment News.

5.2 In the case of Degree and post Graduate Qualifications, Elective/main subjects and subsidiary subjects may be indicated by the candidate.
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.

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-date) with reference to the post applied.

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

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held on regular basis</th>
<th>From</th>
<th>To</th>
<th>*Pay Band and Grade Pay/Pay Scale of the post held on regular basis</th>
<th>Nature of Duties (in detail) highlighting experience required for the post applied for</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay Band and Grade Pay/Pay scale 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;

<table>
<thead>
<tr>
<th>Office/Institute</th>
<th>Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent
In case the present employment is held on deputation/contract basis, please state:

<table>
<thead>
<tr>
<th>a) The Date of initial appointment</th>
<th>b) Period of appointment on deputation/contract</th>
<th>c) Name of the parent office/organization to which the applicant belongs</th>
<th>d) Name of the post and pay of the post held in substantive capacity in the parent organisation</th>
</tr>
</thead>
</table>

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

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.

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

<table>
<thead>
<tr>
<th>Basis Pay in the PB</th>
<th>Grade Pay</th>
<th>Total Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Basis Pay which Scale of Pay and rate of increment</th>
<th>Dearness Pay/Interim relief/other Allowances etc., (With break-up details)</th>
<th>Total Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

16.A  Additional information, if any, relevant to the post you applied for in support of your suitability for the post
(This among other things may provide information with regard to (i) additional academic qualifications (ii)

Professional training and (iii) 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;
   (i) Research publications and reports and special projects
   (ii) Awards/Scholarships/Official Appreciation
   (iii) Affiliation with the professional bodies/institutions/Societies and;
   (iv) Patents registered in own name or achieved for the organization
   (v) Any research/innovative measure involving official recognition vi) 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


Mobile/Telephone No.

E-mail address:

Date

Certification by the Employment/ 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 possesses educational qualification and experience mentioned in the vacancy Circular. If selected, He/ She will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. Of India or above are enclosed.

iv) 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 in enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)
NORTH DELHI MUNICIPAL CORPORATION
Central Establishment Department
13th Floor, Dr. S.P. Mukherjee Civic Centre,
New Delhi - 110 002.

No. F.11(3)/CED(II)/86/Pt.VI/RK/2019/503

Dated: 21.05.2019

CIRCULAR

1) Chief Secretary,
   Govt. of NCT of Delhi.

2) All the Secretaries
   Govt. of India

3) All the Chief Secretaries
   States/Union Territories.


Sir/Madam,

Kindly refer to this Office Circular No. F.11(3)/CED(II)/86/Pt.VI/RK/2019/4837 dated 06.02.2019 (copy enclosed) on the subject cited above. I am directed to say that date for receipt of applications from suitable officers for the abovementioned post(s) has been extended upto 12.07.2019. All the willing officers/officials must send their applications alongwith ACRs for the preceding 05 years, Integrity Certificate, Vigilance Clearance & Cadre Clearance latest by 12.07.2019 in this office to scrutinize their applications. An advance copy may also be emailed at directorp-ndmc@mcd.gov.in & adminofficer2mcd@gmail.com.

This may kindly be given PRIORITY.

Encl:- As above

(Raminder Singh)
Asstt. Commissioner/Estt.

Copy to:
1. S.O-1/ (CED) with the request to upload the same on the website of North DMC.
2. Addl. Director (IT) with the request to upload the same under the head ‘Vacancies on deputation’ on the website of North DMC.

(Raminder Singh)
Asstt. Commissioner/Estt.
NORTH DELHI MUNICIPAL CORPORATION
Central Establishment Department
13th Floor, Dr. S.P. Mukherjee Civic Centre,
New Delhi - 110 002.

No.F.11(3)/CED((ii)/66/Pr.VI/RX/2019/ 4837
Dated:26.02.2019

CIRCULAR

1) Chief Secretary,
Govt. of NCT of Delhi.

2) All the Secretaries
Govt. of India

3) All the Chief Secretaries
States/Union Territories.


Sir/Madam,

I am directed to say that few posts of Addl. Commissioner in PB-4, Rs. 37400-67000+ G.P. 10,000, Deputy Commissioner in PB-4, Rs. 37400-67000+G.P. 07000/-, Addl. Dy. Commissioner/Jt. Assessor & Collector In PB-3, Rs. 15600-39100+ G.P. 7600, Assistant Commissioner/Dy. Assessor & Collector in PB-3, Rs. 15600-39100+ G.P. 6600 and Administrative Officer/Asstt. Assessor & Collector In PB-2, Rs. 9300-34800+ G.P. 5400 are vacant/likely to be vacant in near future and required to be filled up on deputation basis in North Delhi Municipal Corporation. Therefore, fresh applications are invited for the above mentioned post meeting the following eligibility criteria.

1. As per provisions to the post of Addl. Commissioner, Officers of the Indian Administrative Service or other All India Service or Central Services (Group 'A') holding the analogous post in PB-4 Rs. 37400 - 67000 + GP 10,000/- or 3 years service in the Grade Pay of 8700/- or equivalent are eligible for the post.

2. As per provisions to the post of Deputy Commissioner, Officers holding the analogous post in PB-4 Rs. 37400 - 67000 + GP 8700/- or Officers of the IAS with 15 years' service as such or officers of Central Services Group 'A' with 5 years' service in posts in the scale of Rs.12000-16500/- (pre-revised) (revised PB-III- 15600 - 39100 + GP 7600) or equivalent are eligible for the post.

3. As per provisions to the post of Addl. Dy. Commissioner/Jt. Assessor & Collector, officers holding the analogous post in PB-III Rs. 37400 - 67000 + GP 7600/- or 3 years service in the Grade Pay of 6600/- are eligible for the post.

4. As per provision to the post of Asstt. Commissioner/Dy. Assessor & Collector:-

Suitable officers of the Central Services Class-I of State Civil Services holding analogous posts or with 5 years regular service in the Pay Band 3 of Rs. 9300-34800 + G.P. of Rs. 5400/-.

(Handwritten Signature)
5. As per notified RRs to the post of Administrative Officer /Assistant Assessor & Collector:

Officers under the Central Govt./State Govt:

(a) (i) Holding analogous posts on regular basis in the parent cadre or department; or
(ii) With 2 years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-2 Rs. 9300-34800 + G.P. Rs. 4800/- or equivalent in the parent cadre/department; or
(iii) With 3 years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-2 Rs. 9300-34800 + Grade Pay Rs. 4600/- or equivalent in the parent cadre/department; and

(b) Possessing qualifications and experience prescribed for direct recruits i.e. Degree from a recognised University and 3 years experience of assessment and valuation of properties or administrative experience in a responsible position.

Since, the North Delhi Municipal Corporation follows the Rules/Regulations/Instructions issued by the Govt. of India from time to time, the laid down terms and conditions of deputation of the Govt. of India shall be applicable mutatis mutandis to the officer on deputation basis.

6. It is, therefore, requested that the names of suitable and willing officers along with their Application (Specimen enclosed), Bio-data, ACRs for the preceding five (5) years, Integrity Certificate, Vigilance Clearance and Cadre Clearance etc. may kindly be forwarded, within a period of 30 days so as to reach in the office of:

Assistant Commissioner (Estt.),
North Delhi Municipal Corporation,
13th Floor, Dr. Shyama Prasad Mulderjee Civic Centre,
New Delhi-110002

An advance copy of the application may be delivered at the given address and also by e-mail at director-ducmc@ndmc.gov.in.

7. All the Officials/Officers who had earlier applied for the aforesaid post(s) in response to this office Circular No. F. TT(3)/CED(TT)/86/FM/V/RK/2016/2059 dated 20.11.2016 need not to apply again.

8. This may kindly be given PRIORITY.

(Pankaj Kumar Sharma)
Asstt. Commissioner/Estt.

Ends:- As above

Copy to:

1. S.O-1/(CED) with the request to upload the same on the website of North DMC.
2. Addl. Director (TT) with the request to upload the same under the head 'Vacancies on deputation' on the website of North DMC.

(Pankaj Kumar Sharma)
Asstt. Commissioner (Estt.)
# APPLICATION


<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1.</td>
<td>Name in Block Letters</td>
</tr>
<tr>
<td>2.</td>
<td>Father’s/Husband’s Name</td>
</tr>
<tr>
<td>3.</td>
<td>Date of Birth (in Christian era)</td>
</tr>
<tr>
<td>4.</td>
<td>Date of Retirement under&lt;br&gt;Central/State Govt./Rule</td>
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<tr>
<td>5.</td>
<td>Nationality</td>
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<tr>
<td>6.</td>
<td>Male/Female</td>
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<tr>
<td>7.</td>
<td>Marital Status</td>
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<tr>
<td>8.</td>
<td>Whether belongs to SC/ST/OBC</td>
</tr>
<tr>
<td>9.</td>
<td>(i) Present/Correspondence Address&lt;br&gt;Phone No.</td>
</tr>
<tr>
<td></td>
<td>(ii) Permanent Address&lt;br&gt;Phone No.</td>
</tr>
<tr>
<td>10.</td>
<td>Post held on regular basis&lt;br&gt;(a) Name of the post&lt;br&gt;(b) Date from which held&lt;br&gt;(c) Pay Scale (Pay Level)</td>
</tr>
</tbody>
</table>

## Educational Qualification

<table>
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<tr>
<th>SN</th>
<th>Qualification</th>
<th>Subject</th>
<th>Year of passing/Division</th>
<th>Institute</th>
</tr>
</thead>
</table>

## Experience & Employment Details (attach extra sheet, if required)

<table>
<thead>
<tr>
<th>SN</th>
<th>Post Held</th>
<th>Organisation/ Dept.</th>
<th>Period</th>
<th>Pay Scale Enrolments</th>
<th>Nature of Duties</th>
</tr>
</thead>
</table>

## UNDERTAKING

I solemnly affirm that the above information submitted by me is correct to the best of my knowledge & belief. I also undertake that in the event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

Signature of the candidate
Phone/Contact No.

Dated: ________