VACANCY CIRCULAR

No.A-12011/36/2011-ADM
Government of India,
Department of Personnel & Training,
LAL BAHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION
MUSSOORIE

Dated: 11th November, 2019

To

The all Central Ministries/departments/Chief Secretaries of State Government/UTs and Vice Chancellors of all Universities/Institutions (As per list attached).

Sub: Filling up of the post of Public Relation Officer in Lal Bahadur Shastri National Academy of Administration, Mussoorie.

Sir,

I am directed to say that it is proposed to fill up one post of Public Relation Officer in Level 7 (Rs.44900 - 142400) in the Pay Matrix as per VII CPC (Pay Band-2 Rs.9300-34800 plus Grade Pay Rs.4600 as per VI CPC) on deputation (including short-term contract) or absorption basis. Eligibility conditions i.e. qualifications and experience, period of deputation and duties etc. are as indicated below:

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Public Relation Officer (No. of post:1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Band &amp; Grade Pay</td>
<td>Level 7 (Rs. 44900-142400) in the Pay Matrix (VII CPC) (Pay Band-2 Rs.9300 - 34800 + Grade Pay Rs. 4600)</td>
</tr>
<tr>
<td>Method of recruitment</td>
<td>Deputation (including short-term contract)/or Absorption</td>
</tr>
<tr>
<td>Classification</td>
<td>General Central Services, Group 'B' (Gazetted) Ministerial</td>
</tr>
</tbody>
</table>

Officers of the Central Government or State Governments or Union Territories or Universities or Public Sector Undertakings or Statutory bodies or Autonomous bodies or Recognized Research Institutes or Semi-Government Organisations :-

a. (i) Holding analogous post on regular basis in the parent cadre/department; or
   (ii) With atleast five years' regular service in the pay band -2, pay scale of rupees 9300-34800 with grade pay of rupees 4200 (pre-revised as per VI CPC) [Level -6 in Pay Matrix (Rs. 35400-112400)] or equivalent in the parent cadre/department; and

b. Possessing educational qualifications and experience prescribed below:

**Essential Qualifications:**

(v) A Bachelors Degree from a recognized university.
(vi) Diploma in Public Relation from a recognized University or Institute or two years experience in the field of Public Relation of a Department of Central or State Governments.
(vii) 10th pass with Hindi and English as a subject.
(viii) Knowledge of basic computer operations like MS Word, Excel and Power Point.
Note 1. Qualifications are relaxable at the discretion of the UPSC, for reasons to be recorded in writing, in case of candidates otherwise well qualified.

Note 2. The qualification regarding experience is relaxable at the discretion of the UPSC, for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, 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.

Age Limit:

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

Period of Deputation:

Period of deputation (including short term contract) including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.

Duties and responsibilities of the Post include:
To receive VVIPs, VIPs, Foreign delegation and other Senior Officer, Allotment of Guest Rooms, Upkeep of executive hostal as well as guest rooms, Liaison with the Academy Faculty. To organize visits and round to the Academy of various institutes and vistors and brief them about the Academy. Liaising with and answering enquiries from individuals and other organization.

It is requested to circulate the vacancy and forward the application of the officers who are willing and fulfill the eligibility criteria and can be spared immediately in the event of their selection to this Academy in the prescribed proforma as at Annexure-I, 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) within 60 days from the date of publication in the Employment News.

Application received after the last date or without the CRs (or attested photocopies of the CRs) 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

[Signature]
Deputy Director (Sr.) & Incharge Administration
रिक्तित भरण
सं. ए- 12011/36/2011-एडीएम
भारत सरकार
कार्यक एवं प्रशिक्षण विभाग,
लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी

दिनांक: 11 नवम्बर, 2019

सेवा में,
समग्र केंद्रीय मंचालन/विभाग/राज्य सरकार/केंद्र शासित प्रदेश के मुख्य सचिव तथा समस्त विश्वविद्यालयों/संस्थानों (संलग्न सूची के अनुसार) के कुलपति।

विषय: लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी में जनसंख्यक अधिकारी के पद को भरना।

महत्व,
मुझे यह कहने का निदेश हुआ है कि प्रतिनिधियुक्त (अन्तर्गत संविदा) या आमेलन के आधार पर 7वें केंद्रीय वेतन आयोग के अनुसार (वेतन बैंड-2, वेतनमान 9300-34800 र. + शेड वेतन 4600/- र.) पे-मैट्रिक्स में लेवल-7 (44900-142400 रुपए) में जनसंख्यक अधिकारी के एक पद को भरने का प्रस्ताव है। पद हेतु पात्रता शर्तें जैसे आवश्यक एवं अनुमोदन, प्रतिनिधियुक्त की अवधि तथा दायित्वों का व्योरा नीचे दिया गया है:

(1) पद नाम : जनसंख्यक अधिकारी (पद की सं. : 1)

वेतन बैंड एवं शेड वेतन : पे-मैट्रिक्स में लेवल 7 (44900-142400 रुपए)
(वेतन बैंड - 2, वेतनमान 9300-34800 र+शेड वेतन 4600/- र.)
(7वें केंद्रीय वेतन आयोग के अनुसार)

भर्ती की पदवी : प्रतिनिधियुक्त (अन्तर्गत संविदा सहित) या आमेलन

वर्गीकरण : सामान्य केंद्रीय सेवा, समूह 'ख', (राजपत्रित), अनुसन्धायी

केंद्र सरकार या राज्य सरकार या केंद्र शासित प्रदेश या विश्वविद्यालय या सार्वजनिक क्षेत्र के उपक्रम या सांविधानिक लिकायत या स्वायत्त लिकायत या मान्यता प्राप्त अनुसंधान संस्थान अथवा अर्थ-सरकारी संगठन के अधिकारी जिन्होंने:-

(क) (i) मूल संवर्ग/विभाग में नियुक्ति आयोग पर सर्व पद धारण किया हो, या
(ii) पे बैंड-2, वेतनमान 9300-34800 तथा शेड पे 4200/- रुपये (संशोधन पूर्व पर वैक केंद्रीय वेतन आयोग के अनुसार) (पे-मैट्रिक्स में लेवल-6 (35400-112400 रुपए) में कम से कम पांच वर्ष की नियुक्ति सेवा की हो अथवा मूल संवर्ग या विभाग में समस्तुल्य पद पर कार्य किया हो।
उपरोक्त पद हेतु प्रतिलिपित (अल्पवादि संबिदा सहित)द्वारा नियुक्ति की अधिकतम आयु सीमा आवेदन फर्म की प्राप्ति की अंतिम तिथि को 56 वर्ष से अधिक नहीं होगी।

प्रतिलिपित की अवधि:

जन संघर्ष परावर्ती पद के लिए केंद्र सरकार के उसी संघर्ष वा कोई अन्य संघर्ष अन्य विभाग में इस नियुक्ति से ही पहले धारित संगम - बाह्य पद की प्रतिलिपित की अवधि (अल्पवादि संबिदा सहित) सामान्यतः तीन वर्ष से अधिक नहीं होगी।

पद के कार्य वर्ष दायित्व:

विदेश, दी.आई.पी., वी.आई.पी. विदेशी प्रतिनिधिमंडल तथा अन्य विशेष अधिकारियों की अगुवानी करना, अतिथि कसोटी का आवंटन, अतिथि कसोटी के साथ-साथ कार्यवाही छात्रावासों की देखभाल करना, अकादमी संपादन से संबंधित रखना। विभिन्न संस्थाओं अथवा आयुक्तों के लिए अकादमी का दौरा एवं भाषण की व्यवस्था करना तथा उन्हें अकादमी के विषय में जानकारी देना।
इच्छुक अभ्यर्थियों को अपना आवेदन सत्यनिष्ठा प्रमाणपत्र, संरक्षण स्वीकृति, सत्यस्तंभ स्वीकृति, सशस्त्र अधिकारी दूसरा मूल रूप से यथाविधि हस्ताक्षरित पिछले 10 वर्षों के दोषियन समारोह गाई बाँटी/छोटी शासन तथा चयन हो जाने की स्थिति में कार्य मुक्त किए जाने वाले अधिकारी की पूर्ण एवं अद्यतन ए.सी.आर. (वार्षिक गोपनीय रिपोर्ट) डोजियर (समूह 'क' राजपत्रित अधिकारी दूसरा प्रत्येक पृष्ठ पर विधिवत प्रमाणित पिछले 5 वर्षों की वार्षिक गोपनीय रिपोर्ट की प्रतियां) सहित निर्धारित प्रति में तीन प्रतियों में इस विशेषण के रीजर्व मामलों पत्र में प्रकाशन की तिथि से 60 दिनों के अंदर भेजता होगा। अंतिम तिथि के बाद या गोपनीय रिपोर्ट के बिना या गोपनीय रिपोर्ट की सत्यापित प्रतिलिपियाँ के बिना प्राप्त आवेदन पत्रों या अपूर्ण आवेदन पत्रों पर विचार नहीं किया जाएगा।

नोट-निर्धारित प्रति सहित रिलेशन का ब्योरा ला.व.शा.सा.प्र. अकादमी की वेबसाइट http://lbsnaa.gov.in पर उपलब्ध है।

लंदिनी पारीवाल
उप निर्देशक (वरिष्ठ)
# Bio-data/ Curriculum Vitae Proforma

## 1. Name and Address
(In Block Letters)

## 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 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></td>
<td></td>
</tr>
</tbody>
</table>

### Essential

- **A** Qualification
- **B** Experience

### Desirable

- **A** Qualification
- **B** Experience

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.

5.1 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. Endorse 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>
</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>
</table>

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

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 how 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>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16A. 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) Patent 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 "ISTC" / "Absorption"/ "Re-employment" are available only if the vacancy circular specially mentioned recruitment by "ISTC" 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/d 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)
Ref: CDB-158/11/18

Dear Shri Jose,

NDDB is a Statutory Body Corporate and an institution of national importance created by an Act of Parliament i.e. NDDB Act, 1987. NDDB is engaged in providing financial assistance and technical consultancy to Dairy Co-operatives across the country. Since its inception in 1965, NDDB has implemented three major programmes i.e. the Operation Flood (in three phases), the Perspective Plan and the National Dairy Plan Phase I, keeping the farmers at the core of all its development activities/initiatives.

To strengthen the efforts of the organisation, we have initiated the process for recruitment of Managing Director, NDDB by publishing an advertisement in NDDB’s website. A copy of the Job Description for the position is attached. As per Clause 3 (1) of the NDDB Officers (Appointment, Pay and Allowances) Regulations, 1988, Managing Director is an officer of the NDDB holding a post designated as Managing Director thereof. It may please be noted that the post of Managing Director, NDDB is not an ACC post. Further, Clause 4 (1) of the above Regulations provides for creation of all posts and appointments in NDDB by the Board of NDDB. Accordingly, NDDB undertakes recruitment process for all the positions, other than the Chairman, who is appointed by the Central Government in terms of provision under Section 9 (1) of NDDB Act 37 of 1987.

In case there are any suitable State Cadre IAS Officers fulfilling the eligibility criteria mentioned in the advertisement containing job description equivalent to the rank of Additional Secretary in Government of India, they may apply against the advertisement on our website or send their resume at recruit_md@nddb.coop upto 6th January 2020 as per the applicable rules. Department of Personnel and Training (DoPT) has been requested that in case an officer from the IAS cadre is selected by NDDB, his services may be spared under Clause 6 (ii) of the Indian Administrative Service (Cadre) Rules, 1954 for an initial period of 3 years, extendable by another 2 years.

As per recruitment process, the candidates meeting the job specifications shall be invited to NDDB for interviews by a panel constituted by the Chairman, NDDB for the purpose.

With regards,

Yours sincerely,

(Dilip Rath)

Shri Tom Jose
Chief Secretary
Government of Kerala
Secretariat
Thiruvananthapuram – 695001
Kerala

Encl: as above
<table>
<thead>
<tr>
<th><strong>JOB DETAILS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Name</strong></td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><strong>Job Category</strong></td>
</tr>
<tr>
<td><strong>Profile Summary</strong></td>
</tr>
<tr>
<td><strong>Key roles and Responsibility</strong></td>
</tr>
<tr>
<td><strong>Qualification &amp; Experiences</strong></td>
</tr>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td><strong>Other Essential attributes and skills</strong></td>
</tr>
<tr>
<td><strong>Age</strong></td>
</tr>
<tr>
<td><strong>Remarks</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>