

400.

No.A-35018/01/2009/MF.CGA(A)/Gr.B/-I
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI

DATE September, 2010

CIRCULAR

Enclosed please find the following vacancy circular regarding filling up of the post on deputation basis :-

S.No.	Letter No. & Date	Organisation	Deputation post with scale	Eligibility
	No.11011/INGAF/ADMN./MI SC./ICAS(P)/2010-11 Dated 22.09.2010	Lal Bahadur Shastri National Academy of Administration, Mussoorie	Assistant Director (Rs.15600- 39100 + GP 6600/- Pay Band -3)	PAO/ Sr.AO

The applications of willing and eligible officers may please be forwarded to this office alongwith Vigilance Clearance Certificate/Integrity Certificate /Statement of Major /Minor Penalty imposed, if any.


(RATTAN SINGH)
Sr.Accounts Officer

To

All Pr.CCA/CCA/CA/Dy.CAs

भारत सरकार / Government of India

वित्त मंत्रालय, व्यय विभाग / Ministry of Finance, Department of Expenditure
शासकीय लेखा एवं वित्त संस्थान / INSTITUTE OF GOVERNMENT ACCOUNTS & FINANCE
ब्लॉक नं. 4, जे. एन. यू. केम्पस (ओल्ड) / Block No. IV, JNU Campus (old)
नई दिल्ली-110 067 / New Delhi - 110 067
Tele: 2610 4072, 2610 5713, 2616 0282 Fax: 2610 5378, 2617 5968

No.11011/INGAF/Admn/Misc./ICAS (P)/2010-11/1257 Dated: 22nd Sep 10

To

The Joint Controller General of Accounts (Group 'B' Section),
O/o the Controller General of Accounts,
7th Floor, Lok Nayak Bhawan, Khan Market,
New Delhi - 110 003

Sub.: Filling up four posts of Assistant Director in LBS National Academy
of Administration, Mussoorie on deputation

Sir,

Please find enclosed herewith letter No.2/1/2009-EST dated 10th Sep
10 from Joint Director, Lal Bahadur Shastri National Academy of
Administration, Mussoorie for the filling up four posts of Assistant Director
in LBS National Academy of Administration, Mussoorie for further necessary
action at your end.

Pl. notify in website &
circulate to CEAo/CAS
for
22/9/10

Yours faithfully,



(H. S. Chhabra) 22/9/10

Asstt. Accounts Officer (Admn.)

SrAO (Gr B)

689/JT-CAREMS/10
23/9

MS. Anurika
23/09



LBSNAA
1959-2009

Lal Bahadur Shastri National Academy of Administration

Sanjeev Chopra
Joint Director

No.2/1/2009-EST
Dated : 10th September, 2010

M
17/9
AO (Adm)

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

Dear Ms. Prasad,

We have two vacancies of Assistant Director (Training) and two vacancies of Assistant Director (Infrastructure) at the Academy in the pay scale of Rs. 15600-39100 + Grade Pay Rs. 6600 (Pay Band: 3). It is proposed to fill up these posts through deputation from Central/State Civil Service Officers. The essential qualifications, experience etc. required for the posts are as under:

- i). Officer under the central/State Governments;
 - ii). Holding analogous posts; or
 - iii). With 5 years service in posts in the pre-revised scale of pay of Rs. 8000-13500 or equivalent or with 8 years service in posts in the pre-revised scale of pay of Rs. 6500-10500 and having experience in Administration, Accounts and Establishment matters.
 - iv). The period of deputation shall not exceed 2 years.
2. The duties and responsibilities of the posts are enclosed in Annexure I and II.
3. Mussoorie, as you know, has very good facilities for school education and has a salubrious climate. Academy also provides rent free residential accommodation to all officers posted here.
4. I shall be grateful if you would kindly send a panel of names of suitable and willing officers who can be spared immediately alongwith (i) bio-data as in the proforma at Annexure III (ii) complete and upto-date CR dossiers (or photocopies of ACRs for the last 5 years duly attested by a Group 'A' Gazetted Officer) (iii) cadre clearance (iv) Vigilance/Integrity certificate at the earliest.

Regards,

Yours sincerely,

(Signature)
(Sanjeev Chopra)

Mrs. Sujata Prasad, ICAS,
Director,
Institute of Government Accounts & Finance,
Old JNU Campus, Block No. IV,
New Mehrauli Road,
New Delhi-110067

Duties and responsibilities of the Assistant Directors in the Lal Bahadur Shastri National Academy of Administration, Mussoorie.

Duties of Assistant Director (Training)

The Academy runs various induction as well as In-Service Courses for the All-India Services and Central Civil Services, Group 'A' and other Workshops and Conferences, such as, Conference of Heads of ATIs, retreat of IAS officers, etc.

Apart from this, the Training, Research & Development Cell deals with preparing the annual training programme of the Academy, data base of Guest Speakers/Faculty, sponsoring of the Academy faculty for various training programmes in and outside India.

The Assistant Director (Training) will look after and coordinate all the functions relating to TRG-I, II III and TRDC. Broadly, the main duties of Assitant Director (Training) are assigned as under:-

1. Liaison with the Academy faculty, guest faculty, and other outside organizations/agencies and the participants in the smooth conduct of the courses assigned to the Academy by the Government.
2. To work as nodal officer in relation to the correspondence with the State/Central Governments, officer-trainees and participants, regarding conduct of the courses.
3. Coordinating all the other activities like joining and relieving formalities, tying up arrangements of outside tours of the officer-trainees and participants within India and abroad and providing local logistics.

4. To assist the Course Coordinators of various Courses in various activities like finalizing the course manual, reading material, timetable, guest faculty, formation of groups, conduct of classes and extra-curricular activities.
5. Correspondence with State Governments/officer-trainees of Phase-I & II during their district training.
6. Correspondence regarding Winter Study Tour of the Officer-trainees for their attachments with PSUs/Army/ BPST, Travel Agencies, Railways, State Transport Deptts., State Govts. and district authorities.
7. Furnishing of information as and when required by various authorities/sections like TRDC, Raj Bhasha, Admin and Parliament/RTI questions relating to these Sections.
8. Issue of Misc. notices, circulars, notes, etc.
9. Nomination of Faculty/Staff for various training courses in India and abroad.
10. Nomination of Faculty Coordinators for different courses, Clubs & Societies, Counsellors,
11. Preparing and finalization of the annual report, training calendar and conduct/minutes of Academic Council Meetings of the Faculty
12. Coordinating visits of foreign delegation, and visitors Abroad.

13. Collaboration with outside institutions in India/Abroad, such as ENA, University of Austin, MoUs, etc.
14. Coordination and follow up of Standing Syllabus Review Committee meetings, and Membership of CII/India International/CAPAM, etc.
15. Overall Supervision and coordination with sectional heads of Training Sections I, II, III and TRDC vis-à-vis the Deputy Directors Incharge of these Sections.
16. Any other work assigned by the Course Coordinators, Joint Director and the Director.

Duties of Assistant Director (Infrastructure)

The infrastructure of the Academy is manned by the Sections, namely, Estate Section, Supplies & Services Section, Protocol, Electronic & Communication, Reprographic and Computers. The Assistant Director (Infrastructure) will have to deal with all these Sections and coordinate their work with CPWD as well as the outside agencies. The duties and responsibilities of the Assistant Director (Infrastructure) will be supervision, liaison and coordination of the activities of these Sections which are as follows:-

1. Acquisition, requisition, leasing of land and buildings;
2. Proper maintenance of and repairs to existing buildings;
3. Planning and construction of new buildings;
4. Preparation of Master Plan, Architecture services and reconstruction of the Academy buildings;
5. Garden establishment and all related matters;
6. Matters relating to and coordination with CPWD (Civil, Electrical and Horticulture Wings);
7. Allotment of hostel rooms and guest rooms;
8. Allotment of shops, garages, etc.
9. Eviction of unauthorized occupants from the Academy premises;
10. Assessment and collection of rent, electricity and water charges. Processing of electricity and water bills and Municipal charges including house tax, etc.;
11. Planning, installation & maintenance of fire-fighting equipment;
12. Security of Academy premises and property. Deployment and supervision over security staff. Issue of passes to tradesmen and issue identity cards to the visitors, traders, daily wage workers, labourers engaged by the various contractors/agencies, temporary employees of Mess and various other units, etc.;
13. Deployment of and supervision of Caretakers, Sanitary Inspectors, Sweepers, Farashes & Guest Room Orderlies;
14. Deployment of and supervision over Carpenters, Electrician and casual labourers;

15. Budgetary and Accounts matters of these Sections including Parliament/RTI Questions, Court Cases, Monthly/Annual returns, etc.
16. Purchase, maintenance and disposal of condemned stores, including furniture and furnishings;
17. Purchase for Officers' Mess and other Clubs & Societies;
18. Purchase and issue of Livery items;
19. Purchase and issue of stationery and other consumable items;
20. Heating arrangements including purchase of fuel and issue fire-wood, charcoal and soft-coke;
21. Installation of telephones. Operation & maintenance of Fax and Photocopying equipments, Aqua-guards, RO and other water purifier systems;
22. Purchase of office equipments (including printing, duplicating, electronic and electrical equipments);
23. Maintenance of Language Laboratories;
24. Purchase relating to Riding Establishment;
25. Deployment of and supervision over class room and Reprographic staff;
26. Purchase, installation and maintenance of cable-network, televisions, audio/video equipments and PA systems;
27. Purchase, maintenance and disposal of unserviceable and condemned vehicles, log-books and such other related equipments (including of hiring of taxis/buses other vehicles, etc.)
28. Transport arrangements for guest, faculty, Academy staff, probationers and In-Service and other course participants (including participants of Workshops/Conferences/Seminars/Cultural events/VIP visits, etc.
29. Up-keep and maintenance of all hostel blocks, office-rooms, residences and other buildings of the Academy including purchase of linen and sanitary items;
30. Allotment of office and residential accommodation, hostel blocks, guest rooms (including Guest House accommodation in Delhi)

31. Budgetary and accounts matter, including maintenance of expenditure registers wherever required;
 32. Proper functioning and maintenance of all internal & P&T telephones, EPABX, Reception Room, Gate-Entry and security systems;
 33. Protocol/security matters during VVIP/VIP visits;
 34. He has to work a lynch-pin between course coordinators, staff, faculty and guest speakers and other outside agencies/organizations, vis-à-vis the Joint Director and the Director.
 35. Any other work assigned by the Joint Director and the Director.
-

Application for the post of _____

BIO DATA PROFORMA

1. Name and Address in Block letters:
2. Date of Birth (in Christian era):
3. 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	Qualifications/experience possessed by the officer
Essential	(1)	
	(2)	
	(3)	
Desired	(1)	
	(2)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post
7. 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

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/organisation to which you belong

10. Date of return from the last ex-cadre post, if any
11. Additional details about present employment
Please state whether working under
- Central Government
 - State Government
 - Autonomous Organisations
 - Government Undertakings
 - Universities
12. 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
13. Total emoluments per month now drawn
14. 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.
15. Whether belongs to SC/ST
16. Remarks

Address _____
Signature of the candidate _____

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

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

Also certified that.

- There is no vigilance case pending/contemplated against him/her.
- His/her complete ACR Dossier/ACRs for the last five years duly attested (on each page) are enclosed.
- His/her integrity is beyond doubt.
- No major/minor penalties have been imposed on him/her during the last 10 years.
- List of major/minor penalties imposed during the last 10 years if any.
- A cadre clearance certificate from his/her parent office

Signature _____
Name & Department
Office Seal