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 Principal System Analyst 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 Principal System Analyst 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 the Post : Principal System Analyst
Pay Band & Grade Pay : Level 12 (Rs. 78800 – 209200) in Pay Matrix
Method of recruitment : Deputation (including short-term contract)
Classification : General Central Services, Group ‘A’ Gazetted Non-Ministerial
No. of posts : One

Officers under Central or State Governments or Union territory Administrations or Public Sector Undertakings or Universities or Recognised Research Institutions or Semi-Government or Autonomous bodies or Statutory organisations:-

(i) Holding analogous post on regular basis in the parent cadre/department; or

(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in posts in Level 11 in the pay matrix [Pay Band-3, Rs. 15600-39100/- with Grade Pay of Rs.6600/- (pre-revised)] or equivalent in the parent cadre or department; and

b. Possessing the following educational qualifications:

**Essential Qualifications:**

(a) (i) Master's Degree in Computer Application or Computer Science or Information Technology with 8 years of Experience in the field of programming or Information System (in design, development and organizing computerized information storage and retrieval system) in a Government Office or Public Sector Undertaking or Autonomous Body or Statutory Body or in any recognized institution; or

(ii) Bachelor's in Engineering (Computer Engineering or Computer Science or Information Technology) with nine years or experience in the field of programming or Information System (in design, development and organizing computerized information storage and retrieval system) in a Government Office or Public Sector Undertakings or Autonomous Body or Statutory Body or in any recognized institution.
Duties and responsibilities of the Post include:

Promotion, Planning, Design and Development of Computerisation service of LBSNAA, Mussoorie. Assist in the overall functioning of the Computer Centre and provide technical services to staff as required. To maintain the website, development and maintenance of networking portal, E-office, Re-designing the website, online learning, administer the systems, network and day to day office facilities in the Office Maintenance and Hardware Support. Formulate and implement strategies to continually upgrade the network, handling the files of computer centre etc. and any other work assigned by the Competent Authorities.

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

Period:
Initially the period of deputation is for one year extendable upto maximum three years.

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.

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

(Nandini Paliwal)
Deputy Director (Sr.) & Incharge Administration