

Office of the
Development Commissioner
Chief Secretariat, Puducherry

No. 3027 (DC/Per)/2020
27 JUL 2020
Received on:
27 JUL 2020
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OFFICE OF THE CHIEF SECRETARY
PUDUCHERRY
No. 2267/CS/2020
Received on 24/7/2020
Despatched on 27 JUL 2020

VACANCY CIRCULAR
No. A-12011/45/2012-ADM
Government of India,

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

Dated: 2nd July, 2020
Dinank : Asadha 11, Saka Era 1942

To

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

Sub: Filling up the post of Administrative Officer (Accounts) in Lal Bahadur Shastri National Academy of Administration, Mussoorie.

I am directed to say that it is proposed to fill up the post of Administrative Officer (Accounts) 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 : Administrative Officer (Accounts)
Pay Band & Grade Pay : Level 7 (Rs. 44900 – 142400) in Pay Matrix
Method of recruitment : Deputation (including short-term contract)
Classification : General Central Services, Group 'B' Gazetted, Ministerial
No. of posts : One

Officers of the Central or State Governments or Union territories or Public Sector Undertakings or Autonomous bodies:-

- (b) (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 6 in the pay matrix [Pay Band-2, Rs.9300-34800/- with Grade Pay of Rs. 4200/- (pre-revised)] or equivalent in the parent cadre or department; and
- (b) Possessing any of the following qualifications:
(i) Pass in the Subordinate Accounts Service Examination or equivalent examination conducted by any one of the organised accounts department of the Central Government, or
(ii) Successful completion of training in cash and accounts work in the Institute of Secretariat Training and Management or an equivalent training course and three years' experience in cash, accounts and budget work.

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28.07.20

Duties and responsibilities of the Post include:

Function as Drawing and Disbursement Officer. To ensure that budget is drawn as per instructions issued by Finance Ministry/DoPT. To scrutinize budget proposals thoroughly, before sending them to DoPT. To ensure that complete departmental accounts are maintained in accordance with the requirements under GFR. To advise the Administrative Authorities on all financial matters within the field of delegated power. To involve in all stages of procurement. To advise on matters relating to planning, budgeting, procurement and post-contractual. Any other work assigned by the competent authority.

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. The deputation will be governed by the terms and conditions as contained in the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17/06/2010 as amended from time to time.

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. Applications received after the last date or without the ACRs (or attested photocopies of the ACRs) 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://www.lbsnaa.gov.in>

Monika Dhami
(Monika Dhami)
Deputy Director (Sr.) &
Incharge Administration