

OFFICE: SECRETARY  
No. 3487/C/G  
Received on 12/8/2021  
Despatched on 13 AUG 2021

SECRETARY TO GOVERNMENT  
(Personnel)  
14.9.2021/Secy(Pers.)/2021  
Received on: 13.8.2021  
Despatched on: 13.8.21 e-Mail:

File No: A-35011/1/2020-ADM  
GOVERNMENT OF INDIA  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS  
DEPARTMENT OF PERSONNEL & TRAINING  
LAL BHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION  
MUSSOORIE - 248179  
e-Mail: aoadmn[dash]lbsnaa[at]gov[dot]in EPABX - 0135-2222288/2295

Dated : 19<sup>th</sup> July, 2021/28 आषाढ़ 1943

To

1. The Secretary of all Ministries/Departments of Government of India
2. The Chief Secretaries of All State Government

Subject : - Filling up of various posts (Store Keeper, Radiographer, Staff Car Driver(Ordinary Grade), Staff Car Driver (Grade-II), Data Entry Operator, Grade-C & Assistant Administrative Officer on Deputation basis in the Lal Bahadur Shastri National Academy of Administration, Mussoorie reg.

Secy(Pers)

Madam/Sir,

I am directed to say that the Lal Bahadur Shastri National Academy of Administration, Mussoorie proposes to fill up the various posts (Store Keeper, Radiographer, Staff Car Driver(Ordinary Grade), Staff Car Driver(Grade-II), Data Entry Operator (Grade-C) and Assistant Administrative Officer on Deputation basis from amongst suitable and eligible candidates working under Central Government/State Government/Union Territories/Public Sector Undertakings/ recognised Research Institutions/ Universities/ Semi-Government/Statutory or Autonomous Organisation.

1. The candidate selected shall be entitled to "Deputation(duty) allowance" on their basic pay drawn at such rate as may be determined by the Government of India from time to time. The eligibility conditions, qualifications and experience required for the post and other details are given in Annexure-I.
2. The period of deputation, including the period of deputation, in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 3 years. The maximum age limit for Deputation shall not exceed 56 years as on the closing date for receipt of applications.
3. The posts of Three(3) Assistant Administrative Officer will be filled up for the period of One(1) year only through deputation.
4. Application of only such candidates will be considered which are routed through proper channel and are accompanied with (i) Bio-data in the proforma as given in Annexure -II and (ii) Cadre Clearance.
5. Applications received after the closing date or without prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Candidates in case of selection for the post will not be allowed to withdraw their candidature subsequently.
6. Before forwarding the applications, Competent Authority must certify that information furnished by the applicants are verified with their Service record and found correct should also countersign the application with the office seal. It may also be confirmed that in the event of selection for appointment, the candidate concerned will be relieved of his/her duties.
7. The terms and conditions as contained in the DoPT O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time will govern the deputation.
8. It is requested that the application of suitable and eligible officers and who can be spared immediately in the event of selection may be sent to Deputy Director(Sr.), Lal Bahadur Shastri National Academy of Administration, Mussoorie - 248179 within a period of 60 days from the date of publication of this advertisement in the Employment News/Rozgar Samachar. (Date of Advertisement : 31.07.2021)
9. This may please be given wide circulation in various units of your organization. (Pg.no.10)
10. The last date for receiving Application form is 30.09.2021.

Yours faithfully,

Enclosure : Annexure I & II

Monika Dhami

(Monika Dhami)  
Deputy Director(Sr.)

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U.s(Pers)

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