



Seey DOP
5/11/24

By Post/Email

भारत सरकार, (कार्मिक और प्रशिक्षण विभाग)
लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी
मसूरी 248 179 (उत्तराखण्ड)

Government of India (Department of Personnel & Training)
Lal Bahadur Shastri National Academy of Administration

Mussoorie - 248 179, (Uttarakhand)

EPABX: 0135-2222000, 2632236, 2632489

FAX: 0135-2632350, 2632720

Email: adminsec.lbsnaa@nic.in

No. A-12011/45/2012-ADM

Date: 23rd October, 2024

कार्यालय मुख्य सचिव

राजस्थान, जयपुर

क्रमांक CS/24/4167352

दिनांक 5/11/24

To

AS PER LIST ATTACHED

Sub: Filling up the post of Administrative Officer (Accounts) in Lal Bahadur Shastri National Academy of Administration [LBSNAA], Mussoorie - reg

Sir/Madam

It is proposed to fill up the post of Administrative Officer (Accounts) in LBSNAA which is a central government office. In this connection, a copy of advertisement along with norms & criteria for the post is enclosed. The vacancy notice as well as proforma of application is available on the LBSNAA website. (<https://www.lbsnaa.gov.in>)

In this regard, it is requested that the vacancy notice may be shared with the employees of your department. It is also requested that the applications of eligible officers may be forwarded so as to reach this Department within 60 days of the publication of the advertisement.

Applications in the prescribed format should be sent through the cadre controlling authority/ Department of applicant to the undersigned.

Yours faithfully,

(Shelesh Nawa)
Deputy Director

Encl: As above

Lal Bahadur Shastri
National Academy of Administration (LBSNAA),
Mussoorie – 248179
[Government of India: Ministry of Personnel, Public Grievances & Pensions]
(Department of Personnel & Training)

E-mail: [aoadmn\[dash\]lbsnaa\[at\]gov\[dot\]in](mailto:aoadmn[dash]lbsnaa[at]gov[dot]in),

Website- <http://www.lbsnaa.gov.in>

No. A-12011/45/2012-ADM

Date: 23rd October, 2024

VACANCY CIRCULAR

Subject: Inviting nominations for filling up post of Administrative Officer (Accounts) in the LBSNAA, Mussoorie through permissible channel

The Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie under the Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) is the premier training institute for the Civil Services in India and conducts various training modules for civil servants posted at different ranks.

2. The Academy invites application from willing and eligible candidate for filling up the vacancy mentioned below as per mode of appointment, Essential Qualifications/ Experience etc. required for the posts.

Post	Administrative Officer (Accounts)- One (1) post	
i.	Method of appointment	Deputation (including short term contract)
ii.	Classification of post	General Central Services, [Group 'B'; Gazetted, Ministerial]
iii.	Level in Pay Matrix (7th CPC)	Level – 7 (Rs. 44900 -142400) in pay matrix of 7th CPC [As per 6th CPC: Pay Band-2 [Rs. 9300-34800 + GP Rs. 4600/]
iv.	Period of deputation/Tenure	Period of deputation (ISTC) shall be initially for three year to be extendable as per DoP&T guidelines.
v.	DA/HRA & all Other allowances	As admissible under the Central Government order from time to time.
vi.	Eligibility conditions for Deputation (including short-term contract): Officers of the Central Government or State Governments or Union territories or Public Sector Undertakings or Autonomous bodies::	
	a.	i. Holding analogous posts on regular basis in the parent cadre or 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 [<i>Pay Band-2, Rs.9300-34800/- with Grade Pay of Rs. 4200/- (pre-revised)</i>] 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.
Nature of duties	<u>List of duties and responsibilities attached to the post of Administrative Officer (Account)</u> <ul style="list-style-type: none">• Pre-auditing and signing of all types of Bills• Monitoring of Budget and all Reports and Returns.• Making and signing of all weekly, bi-weekly, monthly, bi-monthly, quarterly, half yearly and yearly reports & returns.• Making and signing Last Pay Certificates issued to concerned from this office.	

