No. A-12011/45/2012-ADM
Lal Bahadur Shastri
National Academy of Administration (LBSNAA),
Mussoorie – 248179
[Government of India: Ministry of Personnel, Public Grievances & Pensions]
(Department of Personnel & Training)

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No. A-12011/45/2012-ADM Dated: 7th July, 2026

VACANCY CIRCULAR

Subject: Inviting nominations for filling up post of Administrative Officer (Accounts) in the LBSNAA, Mussoorie through proper 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 7th 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 [Pay Band-2, Rs.9300-34800/- with Grade Pay of Rs. 4200/- (pre-revised)] or equivalent in the parent cadre or department; AND

Contd…2/-

	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		List of duties and responsibilities attached to the post of Administrative Officer (Account) • 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. • Liaison with Pay & Account Office • Liaison with Principal Accounts Officer of Ministry of Personnel, Public Grievance & Pensions. • Liaison with various Banks where Academy has official dealing • Liaison with PFMS team of Ministry • Filing the Income Tax return for timely and correct submission of Quarterly and Annual Return. • To ensure correct deduction of TDS from Salary & other bills and distribution of Form 16 • Liaison and coordination with Ministry of Finance, Department of Expenditure, Department of Economic Affairs and DoPT with regard to allocation of Fund, Supplementary Grant, Re-appropriation of Funds and preparation of Demands for Grants etc. • Liaison with visiting Audit Wing/ parties of Ministry of PPG&P and other agencies to conduct Annual Internal and external audit.. • Monitoring the adjustment bills of all advances given to various stake holders. • Function as Drawing and Disbursement Officer. • To ensure that complete departmental accounts are maintained in accordance with the requirements under Rules of GoI. • To advice the Administrative Authorities on all financial matters within the field of delegated power. • To advice on matters relating to planning, budgeting, procurement and post-contractual. • Providing guidance on procurement through GeM • Timely disbursement of salary & other allowances. • Any other work assigned by the competent authority

Contd...3/-

3. PERIOD OF DEPUTATION:

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 or department of the Central Government shall ordinarily not exceed three years.

4. AGE LIMIT:

The maximum age limit for appointment by deputation (including Short term contract shall not be exceeding fifty-six years as on the closing date of the receipt of applications.

5. GENERAL:

i) The term and conditions of appointment of the official selected on deputation basis will be regulated 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.

ii) Candidates applying for the post will not be permitted to withdraw their name/ application on any stage of the selection process.

iii) Applications of only such candidates will be considered which will be received through proper channel (i.e. forwarded by the Competent Authority of Administrative setup of applicant's Department)

iv) Applications/ CV not accompanied by supporting certificates/ documents and experience claimed by the candidates would not be processed for determining the eligibility of the candidate for the selection.

v) Applications received after the closing date or received in-complete in any respect are liable to be summarily rejected. LBSNAA shall not be responsible for any delay on the part of postal department for delivery of application even if posted before the last date. No representation against such rejection will be entertained.

6. LAST DATE FOR SUBMISSION OF APPLICATION:

The last date of receipt of applications shall be Sixty (60) days (by 1730 hrs.) from the date of publication of this advertisement in the Employment News / Rozgar Samachar. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/post.

7. HOW TO APPLY:

a) Applications should be neatly typed on thick plain paper (A-4- size 210x297 mm) in the prescribed Curriculum Vitae Proforma (Annexure-I).

b) The application of eligible and willing candidates along with the following certificates/ documents may be forwarded in the CV Proforma through proper channel to Shri Romeo Vincent Tete, Professor and Associate In-charge Establishment, Lal Bahadur Shastri National Academy of Administration, Mussoorie-248179, District Dehradun (Uttarakhand) on or before the last date for submission of application.

Contd..4/-

i. Attested photocopies of the ACRs for the last five years (attested on each page by an officer not below the rank of an Under Secretary to the govt. of India).

ii. Certificate of Vigilance Clearance;

iii. Certificate of Integrity; and

iv. Certificate of Major/ Minor penalties imposed on the official during last 10 years; (If no penalty has been imposed, a `NIL' certificate should be enclosed).

c) While forwarding the applications, the certificate given at the end of the Curriculum Vitae Proforma may also be completed.

d) The application should be sent by Registered Post or through Speed Post in a cover superscribed "Application for the post of [mention name of post here]" in LBSNAA on deputation basis"

8. Attested copies of certificates in support of educational qualifications, date of birth and experience should be attached with the application. Candidate will have to produce the original certificates thereof as and when required.

9. Advance copies of the Applications will not be entertained, if the application is not received through proper channel.

(Romeo Vincent Tete)
Professor & Associate
In-charge Establishment
Phone: 0135-2222295
Email: aoadmn[dash]lbsnaa[at]gov[dot]in

Post applied for: Administrative Officer (Accounts)
Last date for submission of application:

ANNEXURE-I

BIODATA/ CURRICULUM VITAE PROFORMA FOR SUBMISSION BY THE CANDIDATES FOR APPOINTMENT ON DEPUTATION

{In accordance with DoPT OM # AB-14017/28/2014-Estt.(RR) dated 2.7.2015)

(Submitted to LBSNAA, Mussoorie)

FOR THE POST OF _____

1.	Name & Address [in Block letters]	
2.	Date of Birth (in Christian era):	
3.	(a) Date of entry into service	
	(b) 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 as mentioned in the advertisement/ vacancy circular.	Qualifications/Experience possessed by the Officer [in the case of Degree and Post graduate qualifications Elective/ main subjects may be indicated by the candidate]
	Essential	Essential [To be mentioned by the applicant]
a	Officers of the Central Government or State Governments or Union territories or Public Sector Undertakings or Autonomous bodies	Mention [type] of your organisation
	Holding analogous post on regular basis in the parent cadre or department;	Yes No
	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;	Yes No

	Pass in the Subordinate Accounts Service Examination or equivalent examination conducted by any one of the organised accounts department of the Central Government	Yes No
	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	Yes No
6.	Please state clearly whether in the light of entries made by you above, you meet the REQUISITE Essential Qualifications and work experience of the post.	.
6.1	Note: Borrowing Departments are to provide their specific comments/ vies confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	
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 on regular basis	From	To	Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay / pay level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay level of the post held on regular basis to be mentioned.			
Office / Institution	Pay, Pay Band, and Grade Pay drawn under ACP/ MACP Scheme	From	To

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/organization to which the applicant belong	
d)	Name of the post and Pay of the post held in substantive capacity in the parent organization	
Note: 9.1	In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate	
Note: 9.2	Information under Column 9(c) and (d) must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.	
10.	if any post held on deputation in the past by the applicant, date of return from the last deputation, post and other details	

11.	Additional details about present employment, please state whether working under (Indicate the name of your employer against the relevant column)	
a)	Central Government	
b)	State Government	
c)	Autonomous Organisations	
d)	Government Undertakings	
e)	Universities	
f)	Others	
12.	Please state whether you are working in the same Department and are in the feeder grade of feeder to feeder grade	
13.	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.	

14.	Total emoluments per month now drawn. [Basic pay, Grade Pay, Total emoluments]		
	Basic pay in PB	Grade Pay	Total emoluments

15.	In case the applicant belongs to an organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim relief/ other allowances etc. (with break up details)	Total Emolument

16-A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. This among other things may provide information with regard to (i) additional academic qualifications, (ii) Professional Training and (iii) work experience over and above prescribed in the vacancy circular/ advertisement] Note: Enclose a separate sheet, if the space is insufficient.

16-B	Achievement - The candidates are requested to indicate information with regard to (Note: Enclose a separate sheet if the space is insufficient.)	
i.	Research Publications and Reports and Special Projects	
ii.	Awards/Scholarship/Official Appreciation	
iii.	Affiliation with the professional bodies/ institutions/ societies and	
iv.	Patents registered in own name or achieved for the organisation	
v.	Any research/ Innovative measure involving official recognition	
vi.	Any other information.	
17	Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment basis# (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
	# (The option of `STC'/ `Absorption'/ Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	
18.	Whether belongs to SC/ST.	

have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by documents submitted in respect of Essential Qualifications/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld

Signature of the candidate _____

Address : _____

Contact Number: _____

Email ID : _____

COUNTERSIGNED BY FORWARDING AUTHORITY.

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possess educational qualification and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

Also certified that:

(i) There is no vigilance case pending/contemplated against him/her.

(ii) His / Her integrity is certified.

(iii) His / Her [complete ACR/APAR Dossier in original is enclosed/] photocopies of the ACRs/ APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.

(iv) No major/minor penalties have been imposed on him/her during the last 10 years OR A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned

(Employer/ Cadre Controlling Authority **with seal)**