

No. D-30028/1/2023-LIB
Government of India
Department of Personnel and Training
Lal Bahadur Shastri National Academy of Administration, Mussoorie

Dated: 9th May, 2023

Subject: Vacancy Circular for engagement of Young Professional (Library) in LBSNAA, Mussoorie

The Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie under the Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) intends to hire talented, innovative and dynamic Young Profession (Library) on contractual basis.

1.	Name of position	Young Professional (Library)
2.	Number of position	04 (Four)
3.	Age	On closing date of submission of application age should be between 21 years to maximum 45 years
4.	Period of Contract	Initially for one year which can be extended for two more years (01 years at a time) subject to requirement of the services in the organisation and satisfactory performance of the candidate.
5.	Remuneration (per month)	Consolidated remuneration @ Rs. 40,000/- per month
6.	Educational Qualification	Essential Qualification Bachelor's Degree in Library Science or Library and Information Science of a recognised University or Institute; Desirable qualification <ul style="list-style-type: none">• Knowledge of Library Management Software KOHA• Working experience in Government/ Academic/ Public/ Special Library
7.	Job Description	<ul style="list-style-type: none">• Classification; Cataloguing; RFID Tagging; Display of new arrivals; Release of list of Periodicals; E-Library; Repository; current contents; documentaries.• Periodicals; E-Library; Repository; current contents; documentaries.• Indexing ; abstracting; News clippings; SDI; LIBSYS (maintenance); Release of Library Publications• Readers service, Reserved book Unit, General Reading room, AMC of equipment.• Reference Queries, Inter-library loan, Acquisition of Books, Accessioning, Bill Processing.

Format for Application

- Advertisement No. : D-30020/1/2023-LIB
- Position Applied for : Young Professional (Library)
1. Name in full (In Block letters) :
(As in class 10th/ High School Certificate)
 2. Father's Name :
(As in Class 10th/ High School Certificates)
 3. Permanent Address :
 4. Candidate Date of Birth (DD/MM/YYYY format) :
(As in Class 10th / High School Certificates)
 5. Mobile Number :
 6. E-mail id :
 7. Nationality :
 8. (a) Educational Qualifications beginning from SSC (10th Onwards):

Name of the Examination Passed	Year of Passing	Name of the Board/ University	Subject studied	Division % of marks obtained (If CGPA Score, put equivalent percentage as per formula of your institute)
High School (10 th Class)				
Intermediate (12 th Class)				
Graduation				

(b) Professional/Technical Qualifications

Name of the Examination Passed	Year of Passing	Details of Course	Board/ University	Subject Studied	Division/ % of marks obtained (If CGPA Score put equivalent percentage as per formula of your institute)

9. Work Experience in chronological order, starting with the first job:-

Name & address of Employer	Period of service		Designation of post & Salary drawn per month	Total length of service	Nature of work & level of responsibilities
	From	To			

10. Any other relevant information:-

Declaration & Certificate

I hereby declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, I understand that this position is purely temporary on contract basis, if it is found after my appointment at the Centre that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Place.....

Signature of the Candidate.....

Mobile

No. A-12011/2/2023-ADM
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Lal Bahadur Shastri National Academy of Administration, Mussoorie

Dated: 25 April, 2023

Subject: Procedure and Guidelines for engagement of Young Professionals in LBSNAA, Mussoorie

The following guidelines and procedures are being prescribed for engagement of Young Professionals in LBSNAA until such time as these guidelines are amended or new guidelines issued. These guidelines will come into effect from the date of issue.

1. Purpose and Scope of Application:

1.1 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. LBSNAA conducts various training modules for civil servants posted at different ranks. A Foundation Course is held for the young entrants to the All India Services and other central Services. This is followed by a professional training of recruits to the Indian Administrative Service (IAS) including members of the Royal Bhutan Administrative Service. The Academy also conducts the Mid-Career Training Program (MCTP) for members of the IAS and an Induction Training Program for officers promoted to the IAS from the state civil services.

LBSNAA, Mussoorie; a premier training institute for Civil Service Training and Capacity Building has been deeply engaged with the Public Policy and Public Administration for over six decades. The Academy endeavours to render civil servants to be ready to "Lead to learn" and "Learn to lead". The ultimate aim is to prepare Indian civil servants for the future by making them more creative, constructive, imaginative, innovative, proactive, professional, progressive, energetic, enabling, transparent and technology enable. .

1.2 The General conditions of Contracts for the services of Young Professionals will be incorporated into their individual contracts

2. Definitions: The following definitions apply for the purpose of the present instructions:

2.1 "Young Professional" means a person recruited in an individual capacity to work in the LBSNAA.

- 2.2 **"Services"** covers a range of service that are of professional nature and are provided by Young Professional. These services typically will be of specialized nature in tune with the tasks of LBSNAA.
- 2.3 **"Individual consultant or service provider"** means Young Professional. Individual Consultants or service providers are recruited for similar activities as Consultancy/Service providing firms when a full team is not considered necessary. They may be independent experts not permanently associated with any particular firm, or they may be employees of a firm recruited on an individual basis. They may also be employees of an agency, institution, or university' that are normally recruited for project implementation supervision, provision of specific expert advice on a highly technical subject, policy guidance, special studies, compliance supervision, training, or implementation monitoring. Individual consultants/ service providers are not normally recruited for project preparation unless the proposed project is simple and, generally, a repeat of an already established and successful project.
- 2.4 **"Consultancy Services"** covers a range of services that are of an advisory or professional nature and are provided by consultants. These services typically involve providing expert or strategic advice e.g. management consultants, policy consultants or communications consultants. Advisory and project related Consultancy services which include, for example feasibility studies, project management, costing, accounting and taxation services, training and development etc.

3. **Terms of reference**

- 3.1 Heads of Functional Wings/Section at LBSNAA will provide Terms of Reference {ToR}, describing the work to be performed by the YPs. The terms of reference shall include the functions to be performed and outputs to be delivered. The functions and outputs shall be specific, measurable, attainable, results-based and time-bound.

4. **Contractual terms and conditions:**

- 4.1 **Legal Status:** The Individual Young Professional shall have the legal status of an independent Young Professional vis-a-vis LBSNAA, and shall not be regarded, for any purposes, as being either a "staff member" of LBSNAA, or an "official" of LBSNAA. Accordingly, nothing within or relating to the contract shall establish the relationship of employer and employee, or of principal and agent, between LBSNAA and the Individual Young Professional.
- 4.2 **Standards of Conduct:**
- 4.2.1 In General the Individual Young Professional shall neither seek nor accept instructions from any authority external to LBSNAA in connection with the performance of its obligations under the Contract. The Individual Young Professional shall not take any action in respect of its performance of the Contract or otherwise related to its obligations under the Contract that may adversely affect the interests of LBSNAA, and the Individual Young Professional shall perform its obligations under the Contract with the fullest regard to the interests of LBSNAA. The Individual Young Professional should ensure that he/she has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of LBSNAA.

The Individual Young Professional shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Contract. In the performance of the Contract the Individual Young Professional shall comply with the standards of Conduct. Failure to comply with the same is grounds for termination of the Individual Young Professional for cause.

4.2.2 Termination: The LBSNAA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course it will provide one month's notice to the individual Young Professional. The contract of Young Professionals may be terminated, after giving one month notice, in following situation

- If the Young Professional is unable to do the assigned work.
- Quality of the assigned work is not to the satisfaction of the LBSNAA.
- If the young Professional is absent from duty without due authorization
- If the LBSNAA elects not to renew the contract of the Young Professional at the end of period.

4.2.3 Termination shall be effected by written notice of 30 days served to the Young Professionals. The termination will be without prejudice to either party's rights accrued before termination.

4.2.4 The individual Young Professional can also seek for termination of the contract upon giving one month's notice to the LBSNAA, in case he/she opts to quit the assignment.

4.2.5 Prohibition of Sexual Exploitation and Abuse: In the performance of the Contract, the Individual Young Professional shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". The Individual Young Professional acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition, nothing herein shall limit the right of LBSNAA to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

4.3 Title Rights, Copyrights, Patents and Other Proprietary Rights:

4.3.1 Title to any equipment and supplies that may be furnished by LBSNAA to the Individual Young Professional for the performance of any obligations under the Contract shall rest with LBSNAA, and any such equipment shall be returned to LBSNAA at the conclusion of the Contract or when no longer needed by the Individual Young Professional. Such equipment, when returned to LBSNAA, shall be in the same condition as when delivered to the Individual Young Professional, subject to normal wear and tear, and the Individual Young Professional shall be liable to compensate LBSNAA for any damage or degradation of the equipment that is beyond normal wear and tear.

4.3.2 LBSNAA shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Individual Young Professional has developed for LBSNAA under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Individual Young Professional acknowledges and agrees that such products, documents and other materials constitute works made for hire for LBSNAA. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual Young Professional under the Contract shall be the property of LBSNAA, shall be made available for use or inspection by LBSNAA at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to LBSNAA authorized officials on completion of work under the Contract.

4.4 Confidential Nature of Documents and Information: The Individual Young Professional would be subject to the provisions of the Indian Official Secrets Act, 1923 as amended from time to time. The Individual Young Professional shall not, except with the previous sanction of LBSNAA or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspapers or periodical either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him by LBSNAA.

4.5 Use of Name, Emblem or Official Seal of the LBSNAA: Individual Young Professional shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with LBSNAA, nor shall the Individual Young Professional, in any manner whatsoever, use the name, emblem or official seal of LBSNAA, or any abbreviation of the name of LBSNAA, in connection with its business or otherwise without the written permission of LBSNAA.

4.6 Insurance: The Individual Young Professional shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of its obligations under the Contract, as well as for arranging, at the Individual Young Professional's sole expense, such life, health and other forms of insurance as the Individual Young Professional may consider to be appropriate to cover the period during which the Individual Young Professional provides services under the Contract.

4.7 Force Majeure and other Conditions:

4.7.1 Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Individual Young Professional.

4.7.2 The Individual Young Professional acknowledges and agrees that, with respect to any obligations under the Contract that the Individual Young Professional must perform in or for any areas in which LBSNAA is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.

- 4.8 Audits and Investigations:** Each invoice paid by LBSNAA shall be subject to a post-payment audit by auditors, whether internal or external, of LBSNAA or by other authorized and qualified agents of LBSNAA at any time during the term of the Contract and for a period of two (2) years following the expiration or prior termination of the Contract. LBSNAA shall be entitled to a refund from the Individual Young Professional for any amounts shown by such audits to have been paid by LBSNAA other than in accordance with the terms and conditions of the Contract. The Individual Young Professional acknowledges and agrees that, from time to time, LBSNAA may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Individual YP generally relating to performance of the Contract. The right of LBSNAA to conduct an investigation and the Individual YP's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Individual YP shall provide its full and timely cooperation with any such inspections, post payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Individual YP's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to LBSNAA access to the Individual Young Professional's premises at reasonable times and on reasonable conditions in connection with such access to the Individual Young Professional's personnel and relevant documentation.
- 4.9 Settlement of Disputes:** LBSNAA and the Individual Young Professional shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof.
- 4.10 Arbitration:** Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to the Director, LBSNAA for arbitration. The Director, LBSNAA may appoint an arbitrator for the settlement of the controversy.
- 4.11 Conflict of Interest:** The Individual YP shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Individual Young Professional are not found satisfactory or found in conflict with the interests of the LBSNAA/Government of India, his/her services will be liable for discontinuation without assigning any reason.

5. General Terms & Conditions

- 5.1 Tenure:** Initial engagement of YP will be for one year which is extendable for two more years (01 years at a time) subject to requirement of the services of the YP in the organisation and satisfactory performance of the candidate after evaluation by an officer of the level of Officer In-charge of concerned section/ wing.
- 5.2** The Young Professionals will be appointed on full-time basis and will not be permitted to take up any other assignment during the period of work with LBSNAA.
- 5.3** The appointment of Young Professionals is of a temporary nature and the LBSNAA can cancel the appointment at any time without providing any reason for it.
- 5.4 Number of Individual YPs:** The total number of Individual YPs to be engaged by LBSNAA shall depend on the actual requirement at a particular point of time and provision of budget.
- 5.5 Place of posting:** Mussoorie, District Dehradun, Uttarakhand
- 5.6** The engagement as Young Professional is subject to verification of documents related to education qualification and experience. If any information / documents submitted by the Young Professional is found false/wrong at any stage, his/her engagement will be terminated immediately and the appropriate action will be taken against him/her as per rules.
- 5.7** The Working hours for the YPs will be same as regular employees of LBSNAA. No extra benefit will be allowed for working beyond office hours. However, in exigencies of work, Young Professionals may be required to sit late and may be called on Saturday/ Sunday and other holidays also.
- 5.8** The Young Professionals can apply for higher position in LBSNAA competing with other external candidates provided they meet the eligibility criteria for the higher positions advertised on contract basis. However, keeping in view their experience in LBSNAA and expertise in the subject, exceptionally deserving candidates may be provided relaxation in period of experience by six months (compared to external candidate) along with exemption in terms of minimum salary being drawn in existing position while screening their applications.

6. Educational Qualifications, Age, Experience and Remuneration:

- 6.1 Educational Qualification:** In general qualifications of the post will be mentioned. However any specific Qualifications/ Experience may be prescribed as per actual requirement of the job.

Essential: shall be mentioned in the notification/advertisement/RFP as per the requirement of requisition unit/section.

Desirable: shall be mentioned in the notification/advertisement/RFP as per the requirement of requisition unit/section.

6.2 Experience, Basic Skills, Age and Remuneration:

6.2.1 As per requirement of the post

6.2.2. Candidates must possess strong analytical communication (written and verbal), interpersonal skills, proficiency in using MS Office good command over language [Hindi or English]

6.2.3. Minimum age under Young Professional category will be 21 years and maximum 45 years with relation as per rules.

6.2.4. **Remuneration:** The remuneration provided to the Young Professional shall be notified according to vacancy and will be notified in respective vacancy circular. Young Professional will not be entitled for any separate monthly allowances including but not limited to conveyance allowance, House Rent Allowances etc. Dearness Allowance, Residential telephone, CGHS, Medical reimbursement etc.

7. **TA/ DA** - The individual Young Professional may require to undertake domestic tours in the context of the work/assignment, subject to approval of the competent authority the LBSNAA shall reimburse the cost of travel and daily allowance as per the Rules / Regulations of the Central Government applicable to Group-B Non-Gazetted.

8. Selection Process

- a) The selection of Young Professionals shall be made in accordance with the provisions contained in GFR 2017 under Rules 177 to 196 and Chapter 7 - Selection of Individual Young Professional/ Service Provider (para 7.1 and 7.2) Chapter - 6 (para 6.5) of Manual for Procurement for Consultancy and Other Services 2017.
- b) The requirement of LBSNAA will be advertised from time to time on its website as well as in at least one newspaper (both Hindi and English).
- c) **Criteria for evaluation of candidates:** The applications received will be scrutinized and shortlisted on the basis of qualification and experience. Mere fulfillment of qualification may not confer any right to shortlist. The criteria to shortlist the candidate is as under:
- d) For each requirement/ position of YP, at least five applicants shall be shortlisted based on their qualifying academic performance as per assessment criteria. These shortlisted candidates will undergo a panel interview. For specialized jobs related to administrative/ financial/ legal/ technical position, if necessary, written tests and assignments may also be conducted before the panel interview. In case of tie at any stage all the candidates who have same marks will be considered to have qualified for further round.
- e) Candidates having more than one eligible, qualification shall have to choose only one for selection process
- f) The suitability of candidates will be evaluated based on decided by the authority and application to the post such as their qualification, experience and performance in personal Interaction/ interview to assess the suitability of candidate for a particular job profile.

- g) Out of 100 % index, 50 % weightage will be given to Qualification by assessing the marks obtained by the candidates from class 10th to the Post Graduate degree, 20 % weightage will be given to experience by assessing the number of years candidates have worked in relevant field and 30% weightage will be given to the score obtained by candidates in personal interaction.

- 8.2 The applications received shall be placed before a Screening Committee with following composition:

Officer In-charge Administration	Chairman
Officer In-charge of concerned section/ Faculty Coordinator of concerned faculty	Member
Assistant Director (Administration)	Member Secretary

- 8.3 The Screening Committee shall shortlist the applicants and recommends a panel of at least 5 eligible candidates per vacancy for final interaction with the Young Professional Selection Committee.

- 8.4 The panel of Shortlisted applications shall be placed before a **Young Professional Selection Committee (YPSC)** with following composition:

Joint Director/ Special Director	Chairman
Officer In-charge, Administration	Member-Secretary
Officer In-charge of the requisition section/ unit	Member
Assistant Director, Administration	Member

- 8.5 The Selection Committee may devise its own method for selection of suitable candidates as per the requirement. The Selection Committee may recommend a panel of names for keeping in reserve list with validity.

- 8.6 In certain exceptional cases, with the approval of the Secretary selection from a single source as per GFR 2017 may also be considered. However, full justification for this must be given by the Young Professional Selection Committee (YPSC).

9. **Payment:** The payment will be released by LBSNAA within one week after completion of the month based on the attendance registered by the individual YP (biometric or Face Recognition System or as is in practice in LBSNAA) or on certification by concerned officer in case the individual Young Professional has been deputed to another place.

10. **Leave:** The YP at LBSNAA will be eligible for 8 days leave in a calendar year on a pro-rata basis and 02 restricted holidays as per the rules of Government of India/LBSNAA. Intervening weekly holidays or Gazetted holidays during a spell of leave shall not be counted against the admissible leaves. The un-availed leaves will not be carried forward to next calendar year/ contract period. In addition to this, YPs may also be allowed compensatory leave in lieu of the duty assigned on holidays but not more than 02 leaves can accrue in a month. The Compensatory leave can be

accumulated only up to 05 days at a time and YPs may be allowed to avail the same within 03 months.

Further, leave up to one month can be considered without remuneration with the prior approval of controlling Officer. However, in exceptional cases like need for professional development, training etc. this condition may be relaxed with the approval of Controlling Authority in Academy, subject to official exigencies.

- 11. Tax Deduction at Source:** The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the LBSNAA will issue TDS Certificate(s). Goods and Service Tax, as applicable shall be admissible to the Individual Young Professionals. The LBSNAA undertake no liability for taxes or other contribution payable by the Individual Young Professional on payments made under this contract.
- 12. Police Verification:** Police verification of the Individual Young Professionals shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract of individual Young Professional shall cease to exist with immediate effect without any notice.
- 13. Training:** After joining, a minimum of two days induction training program related to his/her function may be organized for all the individual YPs where they are posted.
- 14. Relaxation:** Where the Director, LBSNAA is of the opinion that it is necessary or expedient so to do, it may by order and for reasons to be recorded in writing, relax any of the provisions of these rules.
- 15.** This issues with the approval of Director, LBSNAA.