

A-12011/14/2018- ADM
Government of India,
Department of Personnel & Training,
LAL BHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION
MUSSOORIE

Vacancy Circular

Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, the apex institution for training of senior civil servants wishes to engage the services of bright young professionals as Teaching Associates (Research Interns) to assist the faculty in Teaching/Training and Research activities. Candidate who have an interest in and aptitude for training/research are eligible. The position is contractual with an initial contract period of one year which may be extended for another two terms of one year each based on performance of the Teaching Associate and requirements of the Academy. Teaching Associates will be paid a consolidated sum of Rs. 40,000 per month and will be provided accommodation in hostels (on twin sharing basis) on payment of prescribed charges.

| Sl. No. | Subject | No. of Vacancies | Educational Qualification (Essential) |
|---------|---|------------------|---------------------------------------|
| 1. | Management | 01 | Masters in Management |
| Note: | Preference will be given to persons who are registered for a Ph.D or are pursuing M. Phil program in relevant discipline and to those who may have worked in similar capacity in the past. | | |

Interested candidates are required to submit their application in the prescribed proforma by post to the **Deputy Director, (I/c Administration) Lal Bahadur Shastri National Academy of Administration, Mussoorie** along with relevant documents (i.e 10th pass certificate, essential qualifications certificate and experience certificate, if any) within 21 days of the publication of advertisement in newspapers.


(Shelesh Nawal)
Deputy Director

Annexure I

Qualifications and Terms of Appointment for the post of Teaching Associate (Research Intern)

- i. Post-Graduation Degree in Management with at least 55% marks and having an aptitude for academics and research.
- ii. Candidates should be proficient in use of computers.
- iii. Preference will be given to persons who are registered for a Ph. D or are pursuing M. Phil programme in relevant discipline and to those who may have worked in similar capacity in the past.
- iv. Teaching Associate (Research Intern) will be appointed on Contract for a term of one year, which may be extended by another two terms of one year each based on performance appraisal. No Research Interns (Teaching Associate) will be engaged beyond three terms in any case.
- v. In case work of any Intern is not satisfactory, the contract can be terminated any time after giving a notice of 1 month or, at the discretion of the Academy, by giving one month remuneration in lieu of the notice. An Intern may also terminate the contract after giving one month notice or payment of one month remuneration in lieu thereof.
- vi. Teaching Associates (Research Interns) will be paid a consolidated remuneration of Rs. 40,000 p.m. The amount of remuneration so fixed, shall remain unchanged during the term of contract including extension, if any.
- vii. If travel on official duty, Teaching Associates (Research Interns) will be reimbursed travel expenses at the rates applicable to a Group 'B' employees in Level 6 in the pay matrix.
- viii. Candidates should be below 35 years of age.


(Shelesh Nawal)
Deputy Director

Annexure-II

APPLICATION PROFORMA

FOR THE POSITION OF TEACHING ASSOCIATE _____

Passport
Size self-
Attested
Photo here
(Not more
than 3 months
old)

1. Name in Block letters:
2. Father's name in Block letters:
3. Gender: [Male / Female / Transgender]
4. Address in Block letters:
5. Phone no. & e-mail address:
6. Date of Birth (in Christian era):
7. Personal ID No. / Aadhaar number:
8. PAN number:
9. Educational Qualifications (12" Class and above):

| Sl. No. | Name of Board/University | Year of Passing | Degree & Subjects | Overall Marks % | Distinction if any |
|---------|--------------------------|-----------------|-------------------|-----------------|--------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |

10. Are you currently registered as a student? If yes, give details. If no, please specify your current occupation.
11. In case you have qualified UGC NET, give details of subjects and marks obtained?

12. Professional experience if any:
13. Why do you wish to join the Academy as a Teaching Associate (Research Intern) (Please attach a separate sheet, not exceeding 250 words)
14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
15. Please give details of
(i) Research Publications and Reports and Special Projects,
(ii) Awards/Scholarship/Official Appreciation,
(iii) Affiliation with the professional bodies/institutions/societies and
(iv) any other information that you think will strengthen your application.
16. Name and contact details of two References (Ex/current teachers)

Signature of the candidate with date

Address: _____

Mobile/Telephone No _____