

**Government of India
Ministry of Home Affairs
Department of Border Management
Land Ports Authority of India
1st Floor, Lok Nayak Bhawan, Khan Market
New Delhi**

No.1/Staff/2016/LPAI

5th October, 2016

VACANCY CIRCULAR

Subject: Filling up of various posts at LPAI Secretariat at New Delhi and various ICP locations on adhoc basis on deputation (foreign service) from those working in Central/State Governments only.

The Land Ports Authority of India (LPAI), a statutory (autonomous) organization set up under the LPAI Act 2010 for development and operation of Integrated Check Posts (ICPs) at various locations on international land borders of India, proposes to fill-up its different posts purely on adhoc basis by deputation (foreign service), as per the details given below:

A: LPAI Secretariat at New Delhi (from those working in Central Government only)				
Sl. No.	Name of Post	Pre-revised Pay Band + Grade Pay	Revised Pay Matrix Level	No. of posts to be filled up
1.	Director (Technical)	Pay Band-4 + 8700	Matrix Level- 13	1
2.	Under Secretary	Pay Band-3 + 6600	Matrix Level- 11	2/3
3.	Executive Engineer	Pay Band-3 + 6600	Matrix Level- 11	1
4.	Assistant Engineer (Civil & Elect.)	Pay Band-2 + 4600	Matrix Level- 7	2
5.	Section Officer	Pay Band-2 + 4600	Matrix Level- 7	1/2
6.	Private Secretary	Pay Band-2 + 4600	Matrix Level- 7	4
7.	Assistant	Pay Band-2 + 4200	Matrix Level- 6	6
8.	Jr. Engineer (Civil & Elect.)	Pay Band-2 + 4200	Matrix Level- 6	2
9.	Sr. Accountant	Pay Band-2 + 4200	Matrix Level- 6	1
10.	Personal Assistant	Pay Band-2 + 4200	Matrix Level- 6	3
11.	Accountant	Pay Band-1 + 2800	Matrix Level- 5	1
12.	Stenographer Gr. D	Pay Band-1 + 2400	Matrix Level- 4	3
13.	Cashier	Pay Band-1 + 1900	Matrix Level- 2	1
Total				28/30

<p>B: ICP Locations at Attari (Punjab on Indo Pakistan Border) Agartala (Tripura on Indo Bangladesh Border) Petrapole (WB on Indo Bangladesh Border) Raxaul (Bihar on Indo Nepal Border) Jogbani (Bihar on Indo Nepal Border) Moreh (Manipur on Indo Myanmar Border)</p> <p>(from those working in Central or State Governments only)</p>				
Sl. No.	Name of Post	Pre-revised Pay Band + Grade Pay	Revised Pay Matrix Level	No. of posts to be filled up
1	Manager (US Level)	Pay Band-3 + 6600	Matrix Level- 11	1 at Moreh, Manipur
2	Assistant	Pay Band-2 + 4200	Matrix Level- 6	7 i.e. two each at Attari, Petrapole & one each at Raxaul, Jogbani & Moreh
3	Stenographer Gr.D	Pay Band-1 + 2400	Matrix Level- 4	6 i.e. one each at Attari, Agartala, Petrapole, Raxaul, Jogbani & Moreh
Total				14

2. The details of eligibility and other conditions to apply, along with details of functions and responsibilities, for the above posts are given in **Annexure 'A'**.

3. The deputation will be initially for a period of three years, extendable up to five years. Period of deputation or short term contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department in the Central Government shall not exceed three years. **The adhoc appointment will not bestow on the appointee on deputation any claim for regular appointment.**

4. The deputation will be subject to various circulars of DOP&T on the subject and especially the terms and conditions of deputation as stipulated in DOP&T's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 will be applicable.

5. The age of the applicant shall not exceed 55 years as on the closing date of receipt of application.

6. The applicants to all the above posts should have sufficient exposure to basic working knowledge on computers in all the modules of MS Office including the knowledge of internet and be able to send/receive e-mails.
7. The format of application is appended as **Annexure 'B'**.
8. The applications of willing and eligible officials whose services could be spared immediately, on selection, may be sent along with attested copy of ACRs/APARs for the last 5 years and Vigilance Clearance / Integrating Certificate, through proper channel to the Under Secretary, Land Ports Authority of India, 1st Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003, so as to reach LPAI by **30.11.2016**.
9. Applicants may send advance copies by post at the above address and also on email id: chman.lpai@mha.gov.in. However, **applications received through proper channel, complete in all respects, will only be considered for selection.**
10. All the details in this regard may also be obtained from this Authority's website <http://lpai.gov.in> & <http://mha.nic.in/vacancies>.


(Thresia Mathew)
Under Secretary
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To

1. The Secretaries of all Departments of Government of India with a request to circulate it widely to all the officials under their control.
2. The Chief Secretaries and Resident Commissioners of all State Governments with a request to circulate it widely to all the officials under their control.
3. PPS to Secretary (BM)/ PS to JS (BM)/ Director (BM-I).
4. IT Section, MHA for posting on the web-site of MHA at <http://mha.nic.in/vacancies>.
5. IT Division, LPAI for posting on the web-site of LPAI <http://lpai.gov.in> at appropriate place.

Duties and Eligibility requirements for filling up various posts on Deputation in LPAI, New Delhi and various ICP locations

Post	Duties	Eligibility
A: LPAI Secretariat at New Delhi		
Director (Technical)	Head of technical wing and amongst others carry out examination of DPRs/DERs and technical reports, etc. of the ICP projects, monitoring and control of functions of ICPs while looking after the various projects related to ICPs. Any other duties assigned by Chairperson / Member (P&D), LPAI from time to time.	Officers of the Central Government - (a) (i) holding analogous post or the post of Superintending Engineer in Central Public Works Department or equivalent on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale Rs.15600-39100 (pay band 3) with grade pay Rs.7600/- or equivalent; and. (b) possessing experience of working in civil engineering or equivalent and having experience of monitoring of construction activities.
Under Secretary	To deal with areas such as policy, planning & development, finance and accounts, administration and coordination matters, etc. and any other related work assigned.	Officers of the Central Government - (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale Rs.15600-39100 (pay band 3) with grade pay Rs.5400/- or equivalent; and. (b) possessing experience in the fields of policy, planning and development, administration, human resource development, finance, vigilance, court cases, communication related matters.
Section Officer	To deal with policy, planning & development, finance and accounts, administration and coordination matters, etc. and any other related work assigned.	Officers of the Central Government or state Government - (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with 5 years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of Rs.9300-34800 (pay band - 2) with grade pay Rs.4200/- or equivalent; and. (b) possessing experience in the fields of policy, planning and development, administration, human resource development, finance, vigilance, court cases, communication related matters.
Assistant	To deal with policy, planning & development, finance and accounts, administration and coordination matters, etc. and any other related work assigned.	Officers of the Central Government - (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of Rs.5200-20200 (pay band 1) with grade pay Rs.2800/- or equivalent; and. (b) possessing experience in the fields of administration, human resource development, finance.

Private Secretary	Stenographic & related assistance to Chairman, Members, Secretary to LPAI and any other related work assigned.	Officers of the Central Government - (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of Rs.9300-34800 (pay band 2) with grade pay Rs.4200 in the Central Public Works Department or equivalent; and. (b) possessing experience of working as Private Secretary in a department of the Central Government.
Personal Assistant	Stenographic and related assistance to Chairman, Members and Secretary to LPAI and any other related work assigned.	Officers of the Central Government - (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of Rs.5200-20200 (pay band 1) with grade pay Rs.2800/- or equivalent; and. (b) possessing experience of working as personal assistant in the government department.
Stenographer Grade-D	Stenographic & related assistance to Chairman, Members and Secretary to LPAI and any other related work assigned.	Officers of the Central Government - (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of Rs.5200-20200 (pay band 1) with grade pay Rs.1900/- or equivalent; and. (b) possessing experience of working as personal assistant in the Government Department.
Executive Engineer	Examination of DPRs and Technical Reports/ DERs etc. of the projects of ICPs. Monitoring control of functions of ICPs while looking after the detailed projects related to ICPs. Submission of physical and financial reports to the Chairperson /Members of LPAI and other related work assigned.	Officers of the Central Government - (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with 7 years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of Rs.15600-39100 (pay band 3) with grade pay Rs.4600 or equivalent; and. (b) possessing experience of working on civil or electrical engineering in Central Public Works Department or equivalent organisations and having experience of monitoring of construction activities.
Assistant Engineer (Civil and Electrical)	Examination of DPRs and Technical Reports/ DERs etc of the projects of ICPs. Monitoring control of functions of ICPs while looking after the detailed projects related to ICPs. Submission of physical and financial reports to the Chairperson /Members of LPAI. Any other related work assigned.	Officers of the Central Government - (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of Rs.9300-34800 (pay band 2) with grade pay Rs.4200 in Central Public Works Department or equivalent; and. (b) possessing experience of working on civil or electrical engineering in the Central Public Works Department or equivalent organisations and having experience of monitoring of construction activities.

Jr. Engineer (Civil and Electrical)	Examination of DPRs and Technical Reports/ DERs etc of the projects of ICPs. Monitoring control of functions of ICPs while looking after the detailed projects related to ICPs. Submission of physical and financial reports to the Chairperson /Members of LPAI. Any other related work assigned.	Officers of the Central Government - (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with six years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale or Rs.9300-34800 (pay band 2) with grade pay Rs.4200 in Central Works Department or equivalent; and. (b) possessing experience of working on civil or electrical engineering in the Central Public Works Department or equivalent organisations and having experience of monitoring of construction activities.
Senior Accountant	Dealing with matters relating to budget, accounts and finance of LPAI, financial scrutiny of proposals. Any other related work assigned.	Officers of the Central Government - (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of Rs.5200-20200 (pay band 1) with grade pay Rs.2800/- or equivalent and. (b) possessing experience of working in accounts or finance, projects.
Accountant	Dealing with matters relating to budget, accounts and finance of LPAI, financial scrutiny of proposals. Any other related work assigned.	Officers of the Central Government - (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of Rs.5200-20,200/- (pay band 1) with grade pay Rs.2400/- or equivalent; and. (b) possessing experience of working in accounts or finance, projects.
Cashier	All Cashier related functions, and assisting DDO in discharge of work. Any other related work assigned.	Officers of the Central Government - (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of Rs.5200-20200 (pay band 1) with grade pay Rs.1900/- or equivalent; and. (b) possessing experience of working in accounts or finance projects or handling of cash.

B: At ICP Locations		
Manager (US Level)	Day to day administration and coordination of various stakeholders at ICPs. Reporting to headquarters on commercial, administrative & financial matters. Any other related work assigned.	Officers of the Central Government or State Government – (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of (Rs.15600-39100) (pay band 3) with grade pay Rs.5400/- or equivalent; and. (b) possessing experience in the fields of policy, planning and development, administration, human resource development, finance, vigilance, court cases and communication related matters.
Assistant	To carry out assigned administrative & other works at various ICPs and also to assist Managers at various ICPs. Any other related work assigned.	Officers of the Central Government or State Government - (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of Rs.5200-20200 (pay band 1) with grade pay Rs.2800/- or equivalent; and. (b) possessing experience in the fields of administration, human resource development, finance.
Stenographer Grade-D	Stenographic assistance to Managers, etc. of ICPs and any other work assigned.	Officers of the Central Government or State Government - (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of Rs.5200-20200 (pay band 1) with grade pay Rs.1900/- or equivalent; and. (b) possessing experience of working as personal assistant in the government department.

APPLICATION FOR THE POST OF:

AT:.....
(give name of location in case of ICP)

**Self attested
passport size
photograph**

1. Name of applicant with designation and complete office address (in block letters), e-mail & telephone No.
2. Residential Address with Phone No.
3. Date of Birth (in Christian era)
4. Whether belongs to SC/ST/OBC
5. Date of retirement under Central/State Govt. Rules
6. Educational Qualifications
7. Whether belongs to All India or Organized Gr. A Service
If yes, then mention name of Service and Batch
8. Post held on regular (i.e. substantive) basis and the date from which held with grade pay
9. Present pay
10. Details of Employment, of last 10 years in chronological order
enclose a separate sheet, duly authenticated under your signature.

Name of office / organization where employed	Post held	From	To	Basic pay	Grade pay	Major Duties
1	2	3	4	5	6	7

11. Nature of present employment, i.e. adhoc or temporary or permanent
12. In case the present employment is held on Deputation / contract basis, please state
- a) The date of initial appointment
- b) The period of appointment on deputation/ contract
- c) Name of the parent office/organization to which you belong
13. Training/Courses attended
14. Additional details about your present employment
Please state whether working under –
- a) Central Government
- b) State Government
- c) Autonomous Organizations
- d) Central Public Sector Undertaking
- e) State Public Sector Undertaking
15. Additional information, if any, which applicant may like to mention in support of his / her suitability for the post. Enclose a separate sheet, if required.

Date:

(SIGNATURE)

Mobile No:

Address (for communication):

Declaration by Applicant

1. I, hereby declare that my posting on deputation as..... in LPAI shall not bestow any right to me to claim either seniority in the said post in respect of the services rendered by me on deputation or regular appointment.
2. I will not claim absorption in LPAI in the said post.
3. I am liable to be repatriated to my parent organization for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing the deputation.

Date:

Place:

Signature of the applicant

CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE / OFFICER NOT BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE FORWARDING THE APPLICATION

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Attested copies of ACR/APAR for the last five years are enclosed.
4. Integrity is certified as
5. No disciplinary/vigilance case is pending or contemplated against the official. There is nothing against the applicant which makes him/her ineligible for consideration for appointment to the post applied for. No major/minor penalty is in force or current against the officials. The details of punishments awarded, if any, during the last 10 years are attached.
6. Recommendations:.....

Date
Place

Signature of the Head of office
with office seal and Telephone No.