

Land Ports Authority of India

Ministry of Home Affairs

1st Floor, Lok Nayak Bhawan, Khan Market
New Delhi-110003

No.100-07/Staff/2014-LPAI / 12090

Dated: 7th October, 2015

VACANCY NOTIFICATION

Subject: Vacancy circular to fill up various posts at LPAI Secretariat at New Delhi and various ICP locations on adhoc basis on deputation from the those working in Central/State Governments only

The Land Ports Authority of India (LPAI), a statutory organization set up under the LPAI Act 2010 for creation and operations of Integrated Check Posts (ICPs) at various locations on international border of India, proposes to fill-up its different posts in various pay bands purely on adhoc basis by deputation, as per the details given below:

A: LPAI Secretariat at New Delhi

from those working in Central Government only

S. No.	Name of Post	Pay Band+Grade Pay (Rs.)	No. pf posts to be filled up
1.	Director (Technical)	Pay Band-4 + 8700	1
2.	Under Secretary	Pay Band-3 + 6600	2
3.	Executive Engineer	Pay Band-3 + 6600	1
4.	Assistant Engineer (Civil & Elect./IT)	Pay Band-2 + 4600	2
5.	Section Officer	Pay Band-2 + 4600	2/3
6.	Private Secretary	Pay Band-2 + 4600	4
7.	Assistant	Pay Band-2 + 4200	5
8.	Jr. Engineer (Civil & Elect.)	Pay Band-2 + 4200	2
9.	Sr. Accountant	Pay Band-2 + 4200	1
10.	Personal Assistant	Pay Band-2 + 4200	4
11.	Accountant	Pay Band-1 + 2800	1
12.	Stenographer Gr.D	Pay Band-1 + 2400	3
13.	Cashier	Pay Band-1 + 1900	1
Total			29/30

B: ICP Locations at
Attari (Punjab on Indo Pakistan Border),
Raxaul (Bihar on Indo Nepal Border),
Jogbani (Bihar on Indo Nepal Border),
Agartala (Tripura on Indo Bangladesh Border),
Petrapole (WB on Indo Bangladesh Border),

from those working in Central or State Governments only

S. No.	Name of Post	Pay Band+Grade Pay (Rs.)	No. of posts to be filled up
1	Manager (US Level)	Pay Band-3 + 6600	1 at Attari
2	Assistant	Pay Band-2 + 4200	8 ie two each at Attari, Petrapole & Raxaul and one each at Jogbani & Agartala
3	Stenographer Gr.D	Pay Band-1 + 2400	5 ie one each at Attari, Petrapole, Raxaul, Jogbani & Agartala
Total			14

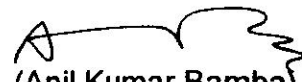
2. The eligibility conditions to apply for the above posts are enclosed as Annexure 'A'.
3. The period of deputation will be initially for one year. **The adhoc appointment will not bestow on the appointee on deputation any claim for regular appointment.**
4. The above posts have been sanctioned up to 30.04.2016 and are likely to be extended. **These posts are also subject to LPAI Employees Regulations, as and when notified.**
5. 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 OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 will be applicable. The age of the applicant shall not exceed 56 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 period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization / Department of the Central Government shall not exceed 3 years.

8. The format of application is appended as Annexure 'B'.

9. The applications forms of the willing and eligible officials whose services can be spared may be sent along with attested copy of ACRs/APAR for the last 5 years so as to reach LPAI at the above address. Belated/incomplete applications will be rejected. Applicants are encouraged to send advance copies by post at the above address and also on email id: chman.lpai@mha.gov.in.

10. The last date for submission of application is 30.11.2015.


(Anil Kumar Bamba)
Member (P&D)

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) / Deputy Secretary (BM)
4. It Section, MHA for posting on the web-site of MHA at <http://mha.nic.in> at appropriate place.

Annexure 'A' to LPAI No.100-07/Staff/2014-LPAI dated 06.10.2015

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

Post	Duties	Eligibility	Experience
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.	(i) Holding analogous post on regular basis of Superintending Engineer in CPWD or equivalent; or (ii) With 5 years regular service in PB 3 (Rs.15600-39100) with grade pay Rs.7600 in CPWD or equivalent.	Possessing experience of working on civil side in CPWD or equivalent & having experience of monitoring of construction activities, etc.
<u>Under Secretary</u> in areas of Admn / Planning & Development / Finance	To deal with areas such as policy, planning & development, finance and accounts, administration and coordination matters, etc. and any other related work assigned.	(i) Holding analogous or equivalent post on regular basis; or (ii) With 3 years regular service in the pay band 3 (Rs. 15600-39100) with Grade Pay Rs. 5400/- or equivalent.	Possessing experience in major areas of policy, planning and development, administration, human resource development, finance, vigilance, court cases, communication related matters, etc
<u>Section Officer</u> in areas of Admn / Planning & Development / Finance	To deal with policy, planning & development, finance and accounts, administration and coordination matters, etc. and any other related work assigned.	(i) Holding analogous or equivalent post on regular basis; or (ii) With 3 years regular service in the pay band 2 (Rs. 9300-34800) with Grade Pay Rs. 4200/- or equivalent.	Possessing experience in major areas such as policy, planning and development, administration, human resource development, finance, vigilance, court cases, communication related matters, etc.
<u>Assistant</u> in areas of Admn / Planning & Development / Finance	To deal with policy, planning & development, finance and accounts, administration and coordination matters, etc. and any other related work assigned.	(i) Holding analogous or equivalent post on regular basis; or (ii) With 3 years regular service in the pay band 1 (5200-20200) with GP Rs.2800/- or equivalent.	Possessing experience in major areas such as administration, human resource development, finance, etc.

Private Secretary	Stenographic & related assistance to Chairman, Members, Secretary to LPAI and any other related work assigned.	Holding analogous or equivalent post on regular basis	As Private Secretary
Personal Assistant	Stenographic and related assistance to Chairman, Members and Secretary to LPAI and any other related work assigned.	Holding analogous or equivalent post on regular basis	As Personal Assistant
Stenographer Grade-D	Stenographic & related assistance to Chairman, Members and Secretary to LPAI and any other related work assigned.	Holding analogous or equivalent post on regular basis	As Stenographer
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.	(i) Holding analogous post on regular basis in CPWD or equivalent; or (ii) With 3 years regular service in PB 3 (Rs.15600-39100) with grade pay Rs.6600 as in CPWD or equivalent.	Possessing experience of working on civil/ electrical side in CPWD or equivalent organizations & having experience of monitoring of construction activities, etc.
<u>Assistant Engineer</u> In areas of civil, electrical /IT	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.	(i) Holding analogous post on regular basis in CPWD or equivalent; or (ii) With 3 years regular service in PB 2 (Rs.9300-34800) with grade pay Rs.4200 in CPWD or equivalent.	Possessing experience of working on civil/ IT side in CPWD or equivalent organizations & having experience of monitoring of construction activities, etc.
<u>Jr. Engineer</u> in areas of civil / 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	(i) Holding analogous post on regular basis in CPWD or equivalent; or (ii) With 3 years regular service in PB 2 (Rs.9300-34800) with grade pay Rs.2800 in CPWD or equivalent.	Possessing experience of working on civil/ electrical side in CPWD or equivalent organizations & having experience of monitoring of construction activities, etc.

	work assigned.		
Senior Accountant	Dealing with matters relating to budget, accounts and finance of LPAI, financial scrutiny of proposals. Any other related work assigned.	(i) Holding analogous or equivalent post on regular basis; or (ii) With 3 years regular service in the pay band 1(Rs.5200-20200) with Grade Pay Rs. 2800/- or equivalent.	Possessing experience of working in accounts / finance, projects, etc.
Accountant	Dealing with matters relating to budget, accounts and finance of LPAI, financial scrutiny of proposals. Any other related work assigned.	Holding analogous or equivalent post on regular basis	Possessing experience of working in accounts/ finance, projects, etc.
Cashier	All Cashier related functions, and assisting DDO in discharge of work. Any other related work assigned.	Holding analogous or equivalent post on regular basis	Possessing experience of working in accounts / finance, projects, cash, etc.

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.	(i) Holding analogous or equivalent post on regular basis; or (ii) With 3 year regular service in the pay band-3 (Rs. 15600-39100) with Grade Pay Rs. 5400/- or equivalent.	Possessing experience in major areas such as 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.	(i) Holding analogous or equivalent post on regular basis; or (ii) With 3 years regular service in the pay band 1 (Rs. 5200-20200) with Grade Pay Rs. 2800/- or equivalent.	Possessing experience in major areas such as administration, human resource development, finance, etc.
Stenographer Grade-D	Stenographic assistance to Managers, etc. of ICPs and any other work assigned.	Holding analogous or equivalent post on regular basis	As stenographer

**Self attested
passport size
photograph**

APPLICATION FOR THE POST OF:

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

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 year 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
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12. Nature of present employment, i.e. adhoc or temporary or permanent
13. In case the present employment is held on Deputation / contract basis, please state
- The date of initial appointment
 - The period of appointment on deputation/ contract
 - Name of the parent office/organization to which you belong
14. Training/Courses attended
15. Additional details about your present employment
Please state whether working under –
- Central Government
 - State Government
 - Autonomous Organizations
 - Central Public Sector Undertaking
 - State Public Sector Undertaking
16. 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

- 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.
- I will not claim absorption in LPAI in the said post.
- 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.