

No. T-24014/1/2022-TRPC  
Lal Bahadur Shastri National Academy of Administration, Mussoorie  
Department of Personnel & Training  
Government of India

Date 29.12.2023

### INVITATION OF APPLICATION

The Lal Bahadur Shastri National Academy of Administration [LBSNAA], Mussoorie under Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) is a premier training institute for the civil services in India. LBSNAA conducts training programs for civil servants posted at different ranks. A common Foundation Course is held for the young entrants to the All India Services (AIS) and other Central Services. This is followed by a professional training of the recruits of the Indian Administrative Service (IAS) and members of the Royal Bhutan Administrative Service. The Academy also conducts Mid-Career Training Programs (MCTP) for members of the IAS and Induction Training programs for officers promoted to the IAS from the State Civil Services. Alongside, workshops and seminars on policy issues are also conducted at the academy at regular intervals. For more details about the LBSNAA visit <http://www.lbsnaa.gov.in/>

The Centre for Urban Affairs and Infrastructure is a knowledge center in LBSNAA engaged in research, training and development in the realm of urban affairs and infrastructure. The Centre is mandated with curating training programmes for civil servants at different levels of seniority in the domains of urban affairs and infrastructure. The Centre for Urban Affairs and Infrastructure, LBSNAA invites applications for its Fellowship Programme. 01 (ONE) Number Research Fellowship is open to academicians/professionals/ retired civil servants interested in areas of urban and infrastructure research and training. **Applicants may note that research in the above areas should have relevance to public administration, public policy and governance.** Guidelines for Research Fellowship (Annex-1) and template of application to apply for Research Fellowship (Annex-2) are attached. Interested candidates are required to submit their application in the prescribed proforma (Annex-2) to Email ID [trdc.lbsnaa@nic.in](mailto:trdc.lbsnaa@nic.in) or by post to "The Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie, District-Dehradun, Uttarakhand, PIN- 248 179". Applications found incomplete will not be considered.

Last date for submission of application is January 26, 2024. Applications received thereafter will not be considered.

  
(Romeo Vincent Tete)  
Assistant Director  
LBSNAA, Mussoorie

Encl: TWO

## Research Fellowship Programme Guidelines

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### Key Responsibilities

1. Formulate research and analyse data relating to current and long-term uses of land; analyse issues relating to population, urban amenities, infrastructure, other facilities, land use planning and municipal finance.
2. Use GIS application and tools to work on layers of data, interpret GIS formats and analyse data for planning and decision making.
3. Curate course content in project planning including use cases, project management, project monitoring and evaluation tools, project finance and methods of dispute resolution.
4. Analyse project plans, DPRs, development and redevelopment plans as implemented in various cities. S/he shall study and analyse the roles and interrelationship between urban administrators, developers, civic leaders, and other public officials
5. Identify and present analytical reports on the various methods of implementing urban (developmental) projects like public-private partnerships and create, compile, and analyse materials relating to people's participation in various programmes.
6. Analyse legislations and policies including those pertaining to finance that are necessary to implement plans.

The Centre would typically conduct 5-6 (or more as per requirement) training programmes in urban affairs and infrastructure in a year for the Civil Service Officers at different levels. The Research Fellow in close coordination with the senior faculty members of the Centre is expected to design curriculum and courses for the training programmes. S/he would also help in conducting the training programme besides coordinating and following up on matters related to the training programmes with the Central Ministries, State departments and Urban local bodies.

### **Fellowship Requirements**

- At the end of the fellowship period, the Fellow shall submit a research paper on any one of projects s/he has been associated with at the Centre. The research paper may be published by the Academy subject to its quality, which would be assessed by an independent referee nominated by the Centre / Academy. Copyright of the publication will vest in LBSNAA.
- There will be a quarterly presentation of the progress before the Academic Council of the Academy. Continuation of the fellowship will be subject to satisfactory progress. The Fellow can simultaneously pursue other academic/professional assignments as long as these do not interfere with the research work of the fellowship.
- LBSNAA will have full rights to use the contents of the research paper submitted by the Research Fellow for academic/ training purposes.



## **Education and Experience**

The candidate shall preferably be a PhD scholar or have a Master's degree with at least 55 percent marks in aggregate. S/he should have proficiency in one or more areas like roads, railways, ports and shipping, civil aviation etc/ urban public systems / urban economics / urban planning / urban transport studies / urban finance / project finance / project management / contract management/ urban services. The candidate should have demonstrable experience in research in one or more areas mentioned above besides having good verbal and written communication skills. Proficiency in data analysis and word processing software is a must.

## **Terms of Fellowship**

### ***Entitlements***

***Fellowship: Fellows will be entitled to a monthly payment as per the following categories:***

- ***Rs. 75,000 (lump sum) for other than retired civil servants, in case they are not drawing salary for the period from any other source. A certificate to this effect would be required to be furnished by the Fellow.***
- ***Gross emoluments at the time of retirement minus pension for retired civil servants.***
- ***Serving civil servants on study or other kind of leave will draw salary from their parent department or in case they are on leave without pay, they will have pay protection up to Rs. 75,000/- (Rs. Seventy-five thousands only)***

### ***Accommodation:***

- ***Academy will provide furnished studio apartment (with parking facilities) on campus to Fellows on the payment of a license fee as may be decided by the Director.***

### ***Absence from Headquarters:***

- ***Residence on campus is mandatory, prior station leave will be required in case of weekends and official holidays.***
- ***Absence from headquarters on account of leave will be allowed up to two days for every completed month of the engagement. In addition, the Research Fellow can leave headquarters for a total period not exceeding twenty days (20 days), inclusive of weekends and holidays during one year, which will be reduced proportionately depending on the months of engagement. Any leave however, will require prior approval of competent authority. Any period of absence above this will be treated as leave without pay.***
- ***In the event of the engagement period being less than a year, the admissibility of the leave will be on a pro rata basis.***

### ***Travel Expenses:***

- ***Travelling Allowance/ Daily Allowance and use of staff car/ Academy taxi will be admissible only in case travel is undertaken at the behest of the Academy with the approval of the Director.***

- *For this purpose, the entitlement/s of a Professor of the Academy would be applicable.*

### ***Office, Internet and Library access:***

- *Fellows will also be provided with suitable study area/workstation.*
- *They will have free access to internet and Library for research purposes and will have the same entitlement to the use of the Library as is available to the Academy faculty.*
- *For reference purposes, they may procure any reading material, i.e. books and academic journals relevant to their topic of research through the Library. These will be inventoried by the Library and will be the property of the Library.*

### ***Stationary and Administrative Expenses:***

- *Stationary and photocopying facility will be provided to a limited extent, in furtherance of the research project.*
- *Fellows would not be entitled to use of Academy telephone for local/ outstation calls, except in the event of calls being made for official purposes.*

### ***Medical facilities:***

- *Fellows will have access to medical facilities available on the Academy Campus. This includes OPD, medicines and investigations.*
- *The Academy will not bear the cost of referrals to specialists or hospitalization/ indoor treatment.*

### ***Other facilities:***

- *Fellows would be entitled to all the recreational and sports facilities of the Academy on the same terms and conditions as the rest of the Academy faculty.*



*Application for the Award of Fellowship*

*This application is divided into 6 parts:*

- i) Personal Profile,*
- ii) Education Qualifications,*
- iii) Research Work,*
- iv) Professional Experience,*
- v) References and*
- vi) Project Proposal*

*If using the Microsoft Word version of this form, either complete the form electronically, or print the blank form and complete by hand. With the PDF version you must print out the form and complete it by hand.*

*Interested candidates are required to submit their application in the prescribed proforma (Annex-2) to the following address or E-mail the same to [trdc.lbsnaa@nic.in](mailto:trdc.lbsnaa@nic.in). Applications found incomplete will not be considered.*

*To*

*The Director*

*Lal Bahadur Shastri National Academy of Administration*

*Mussoorie, District- Dehradun,*

*Uttarakhand*

*PIN- 248 179*

*On cover of the envelope mention: Application for the post of Research Fellow (Urban and Infrastructure) at LBSNAA, Mussoorie*



(iii)	<i>Date of birth</i>	<i>d</i>	<i>d</i>	<i>m</i>	<i>m</i>	<i>y</i>	<i>y</i>	<i>y</i>	<i>y</i>
	<i>Date of birth (in words)</i>								

(iv)	<i>Age as on ( 01.01.2024)</i>	<i>d</i>	<i>d</i>	<i>m</i>	<i>m</i>	<i>y</i>	<i>y</i>	<i>y</i>	<i>y</i>

(v)	<i>Gender</i>	
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(vi) *Complete Postal Address for Communication*

<i>STATE</i>																				
										<i>PIN</i>										

(vii) *Permanent Address*

<i>STATE</i>																			
										<i>PIN</i>									

(viii) *Contact Details*

<i>Email ID for communication</i>	
<i>Telephone (Office)</i>	
<i>Telephone (Residence)</i>	
<i>Mobile Number</i>	



## ***2- Educational Qualification***

*Please list in chronological order matriculation onwards.*

<b><i>Year</i></b>	<b><i>Name of the Examination/degree</i></b>	<b><i>Subject (s)</i></b>	<b><i>Division / Grade</i></b>	<b><i>Name of the Institution &amp; Place</i></b>

### ***3- Research Work***

*Publication Authored / Edited (Please list in reverse chronological order)*

<b><i>Publication Name</i></b>	<b><i>Publisher</i></b>	<b><i>Date of Publication</i></b>	<b><i>Publication Type e.g. book, article, research paper etc.</i></b>

## 4- Professional Experience

*(Please give details of the last three assignments starting with the most recent employment. Give a brief description of the main duties and responsibilities, number of staff supervised, if applicable.*

*(i)*

<i>Dates (Month/Year)</i>	
<i>Employer Name</i>	
<i>Location/Country</i>	
<i>Position held (with scales of pay, if in service)</i>	
<i>Responsibilities</i>	

*(ii)*

<i>Dates (Month/Year)</i>	
<i>Employer Name</i>	
<i>Location/Country</i>	



<i>Position held (with scales of pay, if in service)</i>	
<i>Responsibilities</i>	

(ii)

<i>Dates (Month/Year)</i>	
<i>Employer Name</i>	
<i>Location/Country</i>	
<i>Position held (with scales of pay, if in service)</i>	
<i>Responsibilities</i>	

## 5- Two Reference

<i>1<sup>st</sup> Reference</i>	
<i>Name</i>	
<i>Job title/ Position</i>	
<i>Address</i>	
<i>Telephone/ Mobile</i>	
<i>Email</i>	

<i>2<sup>nd</sup> Reference</i>	
<i>Name</i>	
<i>Job title/ Position</i>	
<i>Address</i>	
<i>Telephone/ Mobile</i>	
<i>Email</i>	

## ***Declaration***

*(Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, to dismissal)*

*Yes, I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete.*

*Your signature / name*

*Designation*

*N.B.: Kindly ensure that all the required information is enclosed. It may not be possible to consider a candidate for want of complete information*