

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-110511.

F.NO.E-13012/1/2018(Rectt.) | १७९१ - ११०१

7th September, 2018

VACANCY CIRCULAR

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

The Land Ports Authority of India (LPAI), a statutory body set up under the LPAI Act 2010 for development and management of Land Ports / Integrated Check Posts (ICPs) at various locations on international land borders of India, proposes to fill-up the following posts on deputation from amongst Central/State Government officials or on Short Term Contract basis (only for posts at Sl.No. 3-10 in LPAI Sectt. and Sl.No.2 & 3 in ICPs)

A: LPAI Secretariat at New Delhi (from those working in Central Government only)				
Sl. No.	Name of Post	Pre-revised Pay Band + Grade Pay	Pay Matrix Level (7 th CPC)	No. of posts to be filled up
1.	Under Secretary	Pay Band-3 + 6600	Level- 11	1 / 2
2.	Executive Engineer	Pay Band-3 + 6600	Level- 11	1
3.	Assistant Engineer (Electrical.)	Pay Band-2 + 4600	Level- 7	1
4.	Private Secretary	Pay Band-2 + 4600	Level- 7	3
5.	Assistant	Pay Band-2 + 4200	Level- 6	4
6.	Jr. Engineer (Civil & Elect.)	Pay Band-2 + 4200	Level- 6	2
7.	Personal Assistant	Pay Band-2 + 4200	Level- 6	3
8.	Accountant	Pay Band-1 + 2800	Level- 5	1
9.	Stenographer Gr. D	Pay Band-1 + 2400	Level- 4	3
10.	Cashier	Pay Band-1 + 1900	Level- 2	1
Total				20/ 21

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)					
Dawki (Meghalaya on Indo Bangladesh Border)					
(from those working in Central or State Governments only)					
Sl. No.	Name of Post	Pay Matrix Level	Pre-revised PB + GP	No. of posts to be filled up	Place of posting
1	Manager (US Level)	11	PB-3 + 6600	01	Dawki, Meghalaya
2	Assistant	6	PB-2 + 4200	08	Two each at Attari, Petrapole & one each at Agartala, Jogbani, Moreh & Dawki
3	Stenographer Gr.D	4	PB-1 + 2400	07	One each at Attari, Agartala, Petrapole, Raxaul, Jogbani, Moreh & Dawki
Total				16	


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 upto seven years as per DoPT's guidelines in this regard. Period of deputation or short term contract (only for posts at Sl.No. 3-10 in LPAI Sectt. and Sl.No.2 & 3 in ICPs) 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 appointment will not bestow on the appointee on deputation any claim for regular appointment.
4. The deputation will be subject to various guidelines of DOP&T on the subject especially the terms and conditions of deputation as stipulated in OM.No.6/8/2009-Estt. (Pay II) dated 17.06.2010, and subsequent amendments made thereon.
5. The age of the applicant shall not exceed 56 years as on the closing date of receipt of application as per DOP&T O.M. No. AB-14017/11/2017-Estt.(RR) date 5th February,2018.
6. **The last date for receiving of applications is 29-10-2018.**
7. The applicants to all the above posts should have basic working knowledge on computers particularly in all the modules of MS Office including e-office, email etc.
8. The format of application is appended as **Annexure 'B'**.

9. 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 / Integrity Certificate, through proper channel to the Under Secretary(Estt.), Land Ports Authority of India, 1st Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003, so as to reach LPAI by **29.10.2018**.

10. LPAI is not an eligible office for GPRA.

11. Applicants may send advance copies by post at the above address and also on email id: thresia.mathew@nic.in. However, only the **applications received through proper channel by the due date and complete in all respects, will be considered for selection.**

12. All the details in this regard may also be obtained from this Authority's website http://lpai.gov.in & http://mha.nic.in/vacancies and National Career Service (NCS) Portal : www.ncs.gov.in .


28/10/2018

(Thresia Mathew)
Under Secretary

Tel: 011-24340715

E-mail: thresia.mathew@nic.in

To

1. The Secretaries of all Departments of Government of India with the request to circulate it widely to all the officials under their control.
2. The Chief Secretaries and Resident Commissioners of all State Governments with the request to circulate it widely to all the officials under their control.
3. DG BSF, Block No. 10, CGO Complex, Lodhi Road, New Delhi, Delhi 110003 with the request to circulate it widely to all the officials under their control.
4. DG SSB, Vivekanand Marg, East Block 5, RK Puram, New Delhi, Delhi 110066 with the request to circulate it widely to all the officials under their control.
5. DG ITBP, Block No-2, CGO Complex, Lodi Road, New Delhi, Delhi 110003 with the request to circulate it widely to all the officials under their control.
6. DG Assam Rifles, E. Khasi Hills (Shillong), Meghalaya, India with the request to circulate it widely to all the officials under their control.
7. PPS to Spl. Secretary (BM)/ PS to JS (BM)/ DS (BM-II).
8. Managers at Attari, Agartala, Petrapole, Raxaul, Jogbani and Moreh Land Ports.
9. ✓ IT Section, MHA for posting on the web-site of MHA at http://mha.nic.in/vacancies.
10. IT Division, LPAI for posting on the web-site of LPAI http://lpai.gov.in at appropriate place.
11. IT Division, NCS for posting on the web-site of NCS Portal www.ncs.gov.in at appropriate place.
12. Notice Board, LPAI

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		
Under Secretary	To deal with areas such as policy, planning & development, trade and commerce, 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 (Level-10 of Pay Matrix ₹56100-177500/-); and. (b) possessing experience in the fields of policy, planning and development, trade & commerce, budgeting, administration, finance, vigilance, court cases, human resource development related matters.
Manager (US Level)	Day to day administration and coordination with 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 (Level-10 of Pay Matrix ₹56100-177500); and. (b) possessing experience in the fields of policy, planning and development finance, vigilance, court cases and communication related matters.
Executive Engineer	Examination of DPRs and Technical Reports/ DERs etc. of the projects of ICPs. Monitoring construction and execution of projects including document preparation and record maintenance 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 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 ₹4600 or equivalent (Level-7 of Pay Matrix ₹44900-142400/-); and. (b) possessing experience of working on civil or electrical engineering in Central Public Works Department or equivalent organisations and having experience of monitoring construction activities.

Assistant Engineer (Electrical)	Monitoring of work and construction activities, preparation of PPR and DPR and any other related work assigned.	<p>Officers of the Central Government –</p> <p>(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 ₹9300-34800 (pay band 2) with grade pay ₹4200 in Central Public Works Department or equivalent (Level-6 of Pay Matrix ₹35400-112400/-); and.</p> <p>(b) possessing experience of working on electrical engineering in the Central Public Works Department or equivalent organisations and having experience of construction activities (c) Short term contract employment is for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central/State Govt. and below the age of sixty five years.</p>
Private Secretary	Stenographic and related assistance to Officers of LPAI including managing e.mail/ e-office accounts, preparation of presentations and any other related work assigned.	<p>Officers of the Central Government –</p> <p>(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 ₹9300-34800 (pay band 2) with grade pay ₹4200 in the Central Public Works Department or equivalent; and.</p> <p>(b) possessing experience of working as Private Secretary in a department of the Central Government.</p> <p>(c) Short term contract employment is for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central/State Govt. and below the age of sixty five years.</p>
Assistant	<p><u>At HQ LPAI-</u> To deal with policy, planning & development, budget, finance and accounts and matters related to Estt. and General Administration, trade and commerce, projects, vigilance, court case and coordination matters.</p> <p><u>AT ICPs of LPAI*</u> - To carry out assigned administrative and other works at various ICPs and also to assist Managers at various ICPs. and matters related to Estt. and General Administration, trade and commerce, projects, vigilance , court case.</p>	<p>Officers of the Central Government -</p> <p>(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 ₹5200-20200 (pay band 1) with grade pay ₹2800/- or equivalent (Level-5 of Pay Matrix ₹29200-92300/-); and.</p> <p>(b) possessing experience in the fields of administration, human resource development, finance.</p> <p>(c) Short term contract employment is for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central/State Govt. and below the age of sixty five years.</p> <p>*[Those working in Central/ State Government may apply for the post at ICPs]</p>

Junior Engineer (Civil and Electrical)	Planning and monitoring of works and construction activities and any other related work assigned.	<p>Officers of the Central Government -</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(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 ₹4200 in Central Works Department or equivalent (Level-6 of Pay Matrix ₹35400-112400/-); and.</p> <p>(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.</p> <p>(c) Short term contract employment is for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central/State Govt. and below the age of sixty five years.</p>
Personal Assistant	Stenographic and related assistance to Officers of LPAI including managing e-mail / e-office accounts, preparation of presentations and working on M.S. Office including excel, power point etc. and any other related work assigned.	<p>Officers of the Central Government -</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(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 ₹2800/- or equivalent (Level-6 of Pay Matrix ₹35400-112400/-); and.</p> <p>(b) possessing experience of working as personal assistant in the Central government department.</p> <p>(c) Short term contract employment is for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central/State Govt. and below the age of sixty five years.</p>
Accountant	To deal with matters relating to audit, accounts, finance and projects, book keeping, advance accountancy and any other related work assigned. Should also be able to work in Tally, excel, etc.	<p>Officers of the Central Government -</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of ₹5200-20,200/- (pay band 1) with grade pay ₹2400/- or equivalent (Level-4 of Pay Matrix ₹25500-81100/-); and.</p> <p>(b) possessing experience of working in accounts or finance projects in Central Government /Department.</p> <p>(c) Short term contract employment is for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central/State Govt. and below the age of sixty five years.</p>

Steno-grapher Grade-D	<p>AT HQ LPAI- Stenographic & related assistance to officers of LPAI and computer skill including power point, excel etc., knowledge of e-office and any other related work assigned.</p> <p>At ICP of LPAI* - Stenographic assistance to Managers of ICPs, computer skills including power point, excel etc., knowledge of e-office and any other related work assigned.</p>	<p>Officers of the Central Government -</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of ₹5200-20200 (pay band 1) with grade pay ₹1900/- or equivalent (Level-2 of Pay Matrix ₹19900-63200/-); and.</p> <p>(b) possessing experience of working as personal assistant/stenographer in the Government Department.</p> <p>(c) Short term contract employment is for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central/State Govt. and below the age of sixty five years.</p> <p>*[Those working in Central/ State Government may apply for the post at ICPs]</p>
Cashier	All Cashier related functions, and assisting DDO in reconciliation of accounts and maintenance of relevant registers.	<p>Officers of the Central Government -</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of ₹5200-20200 (pay band 1) with grade pay ₹1900/- or equivalent (Level-2 of Pay Matrix ₹19900-63200/-); and.</p> <p>(b) possessing experience of working in accounts or finance projects or handling of cash.</p> <p>(c) Short term contract employment is for a period of maximum six months at a time, from amongst the officers retired from an analogous post in Central/State Govt. and below the age of sixty years</p>

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 years in chronological order, enclose a separate sheet if required, duly authenticated under your signature.

Name of office / organization where employed	Post held	From	To	Basic pay	Grade pay	Pay Matrix Level	Major Duties
1	2	3	4	5	6	7	8

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 vis a-viz the "duties" mentioned in column 2 of Annexure-A. 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. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/ she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.

Signature _____

Name _____

Designation _____

Telephone No. _____

Date:
Place:

Official Seal