

No.A-12034/12/2016-ISTM  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel & Training  
Training Division

.....

Old JNU Campus, Block IV, 4<sup>th</sup> Floor,  
New Mehrauli Road, New Delhi-110067  
Dated: 27<sup>th</sup> December, 2016

**OFFICE MEMORANDUM**

Subject: Amendment in Recruitment Rules for the post of Additional Director in the Institute of Secretariat Training & Management –regarding

.....

The undersigned is directed to upload the draft recruitment rules for the post of Additional Director in the Institute of Secretariat Training & Management, New Delhi and to request for comments, if any, from all the stakeholders on the draft RRs. The comments may kindly be sent to the Section Officer, ISTM Section, Training Division, DoPT /e-mail id: anita.bilung@nic.in latest by 26.01.2017.

Encl.: As above.



(O. P. Chawla)

Under Secretary to the Government of India

Tel.: 011-2616 6856

To

All concerned Stakeholders

Copy to:

1. Director, ISTM, New Delhi – A copy of draft RRs on the aforementioned post is enclosed with a request to upload the draft RRs in their Institutes' website.
2. NIC, Training Division with the request to upload the above OM along with draft RRs for the post of Additional Director in the Institute of Secretariat Training & Management, New Delhi.

[To be published in the Gazette of India Part II, Section 3, Sub-Section (i)]  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

## NOTIFICATION

New Delhi the December, 2016

G.S.R... – In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Institute of Secretariat Training and Management (Additional Director) Recruitment Rules, 2013, except as respects things done or omitted to have been done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Additional Director in the Institute of Secretariat Training and Management, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, namely:-

**1. Short title and commencement:-**

- (i) These rules may be called the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Institute of Secretariat Training and Management (Additional Director) Recruitment Rules, 2016.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of post, classification and Level in the pay matrix:-** The number of the said post, its classification and LEVEL in the PAY MATRIX shall be as specified in columns (2) to (4) of the schedule annexed to the rules.

**3. Method of recruitment, age-limit, qualifications, etc.:-** The method of recruitment, age-limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.

**4. Disqualification:-** No person,

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage, is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Power to relax:-** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving:-** Nothing in these rules shall affect reservation, relaxations of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special category of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of the post.	Number of post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non selection post.	Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Additional Director	*01 (2016) * Subject to variation dependent on workload.	General Central Service, Group-A, Gazetted, Non-Ministerial.	LEVEL 13 (₹ 118500 - ₹ 214100)	Not applicable	Not applicable.	Not applicable.	Not applicable.	Two years for re-employed armed forces personnel.	(i) By deputation (including short term contract)/ re-employment for armed forces personnel.

<p>In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made.</p>	<p>If a Departmental Promotion Committee exists, what is its composition.</p>	<p>Circumstances in which Union Public Service Commission is to be consulted in making recruitment.</p>
(11)	(12)	(13)
<p><b>Deputation (including short term contract):</b> Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or recognised Research Institutions or Universities or Semi Government or Statutory or Autonomous Organisation:</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years' service in the level rendered after appointment thereto on a regular basis in posts in the Level 12 or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience:</p> <p><b>Essential:</b></p> <p>(i) Master's Degree from a recognized University; and (ii) Twelve years' experience including two years' experience of planning, designing, conducting training programmes from any recognised organisations/ Training Institutes.</p> <p><b>Desirable:</b></p> <p>(i) Degree or Diploma in Management or Public Administration from a recognised University or Institute. (ii) Certificate of being trained in training techniques and methods from recognised Training Institute.</p>	<p><b>Group 'A' Departmental Promotion Committee (for considering confirmation on re-employment)</b></p> <p><u>Composition of DPC</u> (i) Additional Secretary, Department of Personnel and Training – Chairman (i) Joint Secretary (Training)-Member (iii) Joint Secretary (Administrative Tribunal and Administration)- Member (iv) Director, Institute of Secretariat Training and Management - Member.</p>	<p>Consultation with Union Public Service Commission is necessary.</p>

<p><b>Deputation /Re-employment (For Armed Forces Personnel):</b> Armed forces personnel in the rank of Colonel in Indian Army or Captain in Indian Navy or Group Captain in Indian Air Force in the Level 13 who are due to retire or to be transferred to reserve within a period of one year and having the experience and qualifications prescribed for deputationists shall also be considered. Such persons would be given deputation terms up to the date on which they may be continued on re-employment.</p> <p>(Re-employment up to the age of superannuation with reference to civil posts)</p> <p>Note 1:- The period of deputation (including short term contract) including the period of deputation in another ex cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed 7 ½ years. This may be further extended upto 10 years on the recommendations of the Director, ISTM as per the institutional requirements with the approval of the competent authority.</p> <p>Note 2: The maximum age-limit for appointment by deputation (including short term contract) shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p>		
--	--	--

{F. No. A-12034/12/2016-ISTM}

(O.P.Chawla)  
Under Secretary to the Government of India