

No.A-12034/03/2016-ISTM  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel & Training  
Training Division

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Old JNU Campus, Block IV, 3<sup>th</sup> Floor,  
New Mehrauli Road, New Delhi-110067  
Dated: 16<sup>th</sup> August, 2017

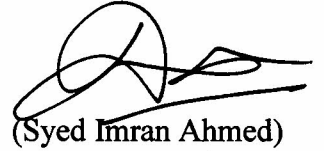
**OFFICE MEMORANDUM**

Subject: Amendment in Recruitment Rules for the post of Assistant Director (English Shorthand & Typewriting) in the Institute of Secretariat Training & Management –regarding

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The undersigned is directed to upload the draft recruitment rules for the post of (English Shorthand & Typewriting) 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 undersigned on e-mail id: 'syedimran.ahmed@nic.in' latest by 14.09.2017.

Encl.: As above.



(Syed Imran Ahmed)  
Under Secretary to the Government of India  
Tel: 011-26107967  
E-mail: syedimran.ahmed@nic.in

To

All concerned Stakeholders

Copy to: NIC, Training Division with the request to upload the above OM along with draft RRs for the post of Assistant Director (English Shorthand & Typewriting) in the Institute of Secretariat Training & Management, New Delhi.

Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

**NOTIFICATION**

New Delhi the August, 2017

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, Assistant Director (English Shorthand and Typewriting) Recruitment Rules, 2015 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Assistant Director (English Shorthand and Typewriting) 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:-** (1) These rules may be called the Institute of Secretariat Training and Management Assistant Director (English Shorthand and Typewriting) Recruitment Rules, 2017.  
  
(2) 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 these rules.
3. **Method of recruitment, age limit and qualification etc.:-** The method of recruitment to the said post, age limit, qualifications and other matters relating thereto 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 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 reservations, 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.



In case of recruitment by promotion or deputation or absorption, Grades from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p>Deputation</p> <p>Office under the Central Government:</p> <p>a. (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with two years' service in the Level rendered after appointment thereto on regular basis in posts in Level-7 in the pay matrix in the parent cadre or department; and</p> <p>b. Possessing the following educational qualifications:- Essential: - (i) Degree of a recognised University; (ii) Proficiency in Shorthand / Typewriting (iii) Working knowledge of computer</p> <p>Desirable: -  Any of the Training of the Trainer (TOT) course preferably Direct Training Skill (DTS) course.</p> <p>(Period of Deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall <b>ordinarily not exceed five</b> years. The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of the receipt of applications).</p>	Not applicable.	Consultation with the Union Public Service Commission is not necessary.

[F.No.A-12034/09/2012-ISTM]

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