

No. 13016/02/2010-Trg.I  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Training Division

Block IV, 3<sup>rd</sup> Floor,  
Old JNU Campus,  
New Mehrauli Road,  
New Delhi-110067.

Dated: 18<sup>th</sup> January, 2010.

**OFFICE MEMORANDUM**

**Subject:-Filling up of the faculty post of Deputy Director (Management Services), on deputation basis in the Institute of Secretariat Training and Management, New Delhi- regarding.**

The undersigned is directed to say that the Institute of Secretariat Training and Management (ISTM), New Delhi urgently requires the services of suitable officers for appointment to the faculty posts of Deputy Director (Management Services) on deputation basis. The qualifications and experience required for this post and other details are given in **Annexure 'A'**.

2. Since this is a faculty post in a training institute engaged in imparting training to the Central Government employees and the job involves imparting training, it is preferable that only those officers who have necessary aptitude/flair for teaching should apply.

3. It is requested that the applications (in quadruplicate) in the enclosed proforma (**Annexure 'B'**) may be sent through proper channel to the Deputy Secretary (Training), Training Division, Department of Personnel and Training, Block IV, 3<sup>rd</sup> Floor, Old JNU Campus, New Mehrauli Road, New Delhi-110067 within **60 days** from the date of publication of this Circular in Employment News/Rozgar Samachar together with the following:-

- (i) Up-to-date ACR dossier of the applicants or clear photocopies of their ACRs for last 5 years duly attested by a Group 'A' officer.
- (ii) A statement showing major or minor penalties, if any, imposed on the officer.
- (iii) Integrity Certificate/Vigilance Clearance in respect of the officer.
- (iv) Cadre clearance in respect of the officer.

4. Applications received after the closing date of receipt of applications or without the CR dossiers (or photocopies of CRs) or otherwise found incomplete are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. While forwarding the application, it may be verified and certified that the particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his duties.

5. This may please be given wide circulation in the various units of the Ministries/Departments, including attached and subordinate offices.

*Alexander*  
18/01/2010  
(Anita Alexander)

Under Secretary to the Govt. of India  
Tel: 26168761

To

✓ All Ministries/Departments of the Government of India. (As per standard list)  
(Including UPSC, Election Commission/Central Vigilance Commission etc.).

Copy to:-

- ✓ 1. ISTM ( Shri Chandan Mukherjee, Deputy Director (Admn.),  
Administrative Block, Old JNU Campus, New Mehrauli Road, New Delhi-110067  
with the request to kindly arrange to publish in The Employment News/Rozgar  
Samachar under intimation to this Division.

*Alexander*  
18/01/2010  
(Anita Alexander)

Under Secretary to the Govt. of India  
Tel: 26168761

*Please issue ASI  
D.O.P (1) North Block  
All Ministries/Department*

*20/01/2010*

*[Handwritten signature]*

**ANNEXURE-'A'**

**Qualifications, experience and other details required for the post of  
Deputy Director (Management Services) in the ISTM.**

1. Name : Deputy Director (Management Services)
2. Number of posts : 1 (One)
3. Date from which vacant: 17.02.2010
4. Classification : General Central Civil Services  
Group 'A' (Gazetted)
5. Pay Band : PB-3: Rs.15600-39100/-
6. Grade Pay : Rs.6600/-
7. Training Allowance : 30% of Basic Pay (Basic Pay is defined as pay in the Pay Band plus Grade Pay)
8. Period of deputation : Five years, subject to the condition that the period of deputation, including period of deputation in another ex-cadre post, held immediately preceding appointment in ISTM, in the same or some other organization/department shall not exceed five years.
9. Duties and responsibilities of the post
  - (i) Designing, organizing and conducting training programmes on Work Study, Form Design, Office Layout, Management Information System and other Management Techniques as required from time to time.
  - (ii) Preparing course material, practical exercises, background material and other related training material.
  - (iii) Delivering lectures, conducting and guiding practical work, using teaching techniques and equipments like projector, training films, video camera, syndicate work, leading group discussions etc.
  - (iv) Guiding and conducting project studies by participants of various training programmes.
10. Pay & Allowances : A deputationist shall be entitled to his/her basic pay (pay in the Pay Band of the parent cadre plus Grade Pay) drawn in his/her parent cadre/organization and training allowance at the rate of 30% of his basic pay drawn from time to time in the revised pay scale in terms of this Department's O.M. No. 12017/2/86-Trg. dt. 31.3.1987, as amended from time to time.

11. Qualifications,  
experience and  
eligibility required  
for the post

Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Autonomous Organizations or Statutory or Semi Government Organizations

- (1)(i) Holding analogous post on regular basis in the parent cadre or Department, or  
(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the post in the pre-revised scale of pay of Rs.8000-13500/- or equivalent in the parent cadre or Department; or  
(iii) With 8 years' service in the grade rendered after appointment thereto on regular basis in post in the pre-revised scale of pay of Rs.6500-10500/- or equivalent in the parent cadre or Department, and

(2) Possessing the following educational qualifications and experience:

**Essential:-**

(a)(i) Degree from a recognized University or equivalent.

(ii) Should have successfully completed the Advanced Management Services Course conducted by the Institute of Secretariat Training & Management or any other equivalent course in a Government recognized Institution; **Or**

(b) Should have successfully completed the Basic Management Services Course conducted by the Institute of Secretariat Training & Management or any other equivalent course in a Government recognized Institution, and have held continuously for not less than 2 years a post of Senior/Junior Analyst or equivalent post in one or more of the following, viz. -

(i) the O&M/ Work Study/Management Services Unit of a Ministry/Department/Offices of the Central Government.

(ii) the Staff Inspection Unit of the Ministry of Finance.

(iii) the Department of Administrative Reforms & Public Grievances; **Or**

(c) Should have held continuously for not less than 3 years such a post of Senior/Junior Analyst or equivalent post as referred to (b) above; **Or**

ANNEXURE-B

APPLICATION FOR THE POST OF DEPUTY DIRECTOR (MANAGEMENT SERVICES)

BIO-DATA PROFORMA

1. Name and address (in BLOCK LETTERS)  
Telephone No.
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Government Rules
4. Educational Qualifications
5. Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)

Qualifications/Experience Required

Qualifications/Experience possessed  
by the Officer

Essential:

Desirable:

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

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Qualifications/Experience Required

Qualifications/Experience possessed  
by the Officer

Essential:

Desirable:

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.



Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

7.

Office/ Institute/ Organisa- tion	Post Held and Service/ Cadre to which he/she belongs	From	To	Scale of pay and Classifi- cation (Group) of Post	Whether held on Regular/ ad-hoc basis	Nature of Duties
1	2	3	4	5	6	7

8. Nature of present employment, i.e.

- (i) ad-hoc basis
- (ii) regular/on temporary basis
- (iii) Permanent or Quasi-Permanent basis
- (iv) Grade Pay drawn at present
- (v) Pay in the pay band

9. In case the present employment is held on deputation/contract basis, please state:

- (a) The date of initial appointment
- (b) Period of appointment on deputation/contract
- (c) Name of the parent office/organisation to which you belong

10. Additional details about present employment. Please state whether working under:

- (a) Central Government
- (b) State Government
- (c) Autonomous Organisation
- (d) Government Undertaking
- (e) Universities

11. Are you in Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

12. Total emoluments per month presently drawn

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

14. Whether belong to SC/ST

15. Remarks

Signature of the candidate

Date.....

Address .

..... Countersigned with office seal by the authorised signatory of the parent office.