

F.No.13016/1/2010-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 Meharauli Road,  
New Delhi-110067.

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

**OFFICE MEMORANDUM**

**Subject:- Filling up of the faculty post Joint Director (Financial Management) on deputation basis in the Institute of Secretariat Training & Management, New Delhi.**

The undersigned is directed to say that the Institute of Secretariat Training and Management (ISTM), New Delhi require urgently the services of suitable officer for appointment to the post of **Joint Director (Financial Management)** on deputation basis.

2. The qualifications and experience required and other details for the above post are given at **Annexure 'A'**.

3. Since this is 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.

4. It is requested that the applications (in quadruplicate) in the enclosed proforma (Annexure II) along with the complete and up-to-date CR dossiers (or photocopies of CRs for the last 5 years duly attested by a Group 'A' Gazetted Officer) of the officers, who would be spared in the event of their selection may be sent through proper channel to the Director (Training), Training Division, Department of Personnel and Training, Block IV, 3<sup>rd</sup> Floor, Old JNU Campus, New Meharauli Road, New Delhi-110067 within **60 days** from the date of publication of this circular in Employment News/ Rozgar Samachar. Applications received after the last date or without the CRs (or without attested 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 applications subsequently.

.../...

5. While forwarding the applications, it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary or vigilance case is pending or contemplated against the officer. It may also be confirmed that in the event of selection for appointment the officer concerned will be relieved of his duties. The integrity of the officer may also please be certified.

6. This may please be given wide circulation in the various units of the Ministry/Department, including attached and subordinate offices.

*Alexander*  
18/01/2010  
(Anita Alexander)  
Under Secretary (A&I)  
Tel: 26168761

To

All Ministries/Departments of the Government of Indian (as per standard list)

Copy to:-

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

*Alexander*  
18/01/2010  
(Anita Alexander)  
Under Secretary (A&I)  
Tel: 26168761

*Please Issue R&I  
D.O P (G) North Block  
All Ministries/Departments*



**ANNEXURE 'A'**

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

1. Name : Joint Director (Financial Management)
2. Number of posts : 1 (one)
3. Date from which vacant : 17.05.2010
4. Classification : General Central Service Group 'A' (Gazetted)
5. Scale of Pay : Rs15,600.-39,100/-  
(Pre-revised:12000-375-16500)
6. Grade Pay Rs.7600/-
7. Training Allowance: 30% of basic pay(Basic pay is defined as pay in the Pay Band plus Grade pay)
8. Period of deputation: Period of deputation including period of deputation in another ex-cadre post, held immediately preceding appointment in ISTM, in the same of some other organisation/department shall not exceed 5 years.
9. Duties and Responsibilities of the post:
  - I. To schedule, organise and direct training programmes for supervisory and operating level officers of the Central/State Government/autonomous bodies etc.
  - II. To produce training materials, case studies, practical exercises etc. and
  - III. To assist the Director of the Institute in Administrative and training matters.
10. Pay/Allowances :

A deputationist shall be entitled to:  
His/her grade pay in his/her parent cadre/organisation plus training allowance at the rate of 30% of his/her 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;

Training allowance will be reduced by special pay, deputation pay and allowance thereon to which a faculty member might be entitled in the Institute.

11. Qualifications, Experience and Eligibility required for the post :

**Transfer on deputation**

Officers under the Central Government including the Defence Services (other than Junior Commissioned Officers) –

- (a) (i) Holding analogous posts; or  
(ii) With 3 years' service in the posts in the scale of Rs. 10,000-15,200 or equivalent; **and**
- (b) Possessing the following educational qualifications and experience:-

**Essential:-**

- (i) Degree of a recognised University or equivalent.
- (ii) Thorough knowledge of techniques and methods in the area of Financial Management.

**Desirable:-**

- (i) Masters' Degree of a recognized University or equivalent;
- (ii) Formal training in teaching / training methods or in organising and management of training programmes;
- (iii) Experience of teaching/organising training programmes; and
- (iv) Specialised knowledge of Public Administration / Establishment and Administrative matters / Management Services/ Decision making / Behavioural Sciences / Elementary Statistics / Performance Budgeting / Management Information System / Any other specialised area of Financial Management .

12. Age: Not exceeding 56 years as on closing date of receipt of application.

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ANNEXURE-B

APPLICATION FOR THE POST OF JOINT DIRECTOR (FINANCIAL MANAGEMENT)

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.

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

7.

Office/ Institute/ Organi- sation	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