

No.A-12034/14/2016-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, 4<sup>th</sup> Floor,  
New Mehrauli Road, New Delhi-110067  
Dated: 8<sup>th</sup> February, 2017

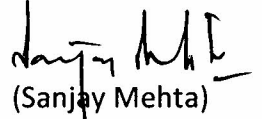
**OFFICE MEMORANDUM**

Subject: Amendment of Recruitment Rules for the post of Training Equipment Operator (TEO) in the pay level -5 of pay matrix in the ISTM.

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The undersigned is directed to upload the draft Recruitment Rules for the post of Training Equipment Operator 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 on email ID: [sanjay.mehta@nic.in](mailto:sanjay.mehta@nic.in) and [an.narayanan@nic.in](mailto:an.narayanan@nic.in) latest by 09.03.2017.

Encl.: As above.



(Sanjay Mehta)

Under Secretary to the Government of India  
Telephone: 011-2616 1871  
[sanjay.mehta@nic.in](mailto:sanjay.mehta@nic.in)

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 Training Equipment Operator 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 February, 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 (Project Operator) Recruitment Rules, 1990, 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 Training Equipment Operator (TEO) in the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Institute of Secretariat Training and Management namely:-

1. **Short title and commencement:** – (1) These rules may be called the Institute of Secretariat Training and Management Training Equipment Operator Recruitment Rules, 2016.  
  
(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, qualifications, etc.** – The method of recruitment, 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, 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, relaxation 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**

<b>Name of the post.</b>	<b>Number of post.</b>	<b>Classification.</b>	<b>Level in the pay matrix</b>	<b>Whether selection post or non selection post.</b>	<b>Age limit.</b>	<b>Educational and other qualifications required for direct recruits.</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.</b>	<b>Period of probation if any.</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Training Equipment Operator	01 (2016)* * (Subject of variation dependent on workload)	General Central Service Group C Non – Gazetted Non-Ministerial	Level 5 in the pay matrix	Not applicable	Upto 25 years (Relaxable for Government servants up to 40 years)  NOTE: The crucial date for determining the age limit shall be the closing date for receipt of applications from India (except for Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahaul and Spiti, Andaman and Nicobar Islands and Lakshadweep)	<ol style="list-style-type: none"> <li>12<sup>th</sup> class pass or equivalent from recognised board.</li> <li>Certificate for handling and maintenance of a 16 mm film projector or VCR, TV and other equipment from a Government institute / Government recognised institute.</li> <li>Two years experience in handling audio-visual equipment including camera/ video recording.</li> </ol> <p>Note: Qualification and experience are relaxable at the discretion of the competent authority.</p>	Not applicable.	Two years

Method of recruitment whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	In the case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation, transfer 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.
(10)	(11)	(12)	(13)
<p>By Direct Recruitment</p> <p>Note: Vacancy caused by the incumbent being away in transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled up on deputation basis from officers of Central Government/ Public Sector Undertakings/Autonomous bodies and having the following qualifications:</p> <p>(i) (a) Holding analogous posts;</p> <p>(b) With five year's regular service in the post with pay in Level-4 of pay matrix and;</p> <p>(ii) Possessing the qualifications prescribed for direct recruits.</p>	Not Applicable	<p>Departmental Promotion Committee (for confirmation) consist of:</p> <ol style="list-style-type: none"> <li>1. Additional Director, Institute of Secretariat Training &amp; Management - Chairman.</li> <li>2. Deputy Director (Administration) Institute of Secretariat Training and Management – Member.</li> <li>3. An Officer from the office of Commissioner for scheduled Castes/Scheduled Tribes - Member.</li> <li>4. Section Officer, Institute of Secretariat Training and Management – Member</li> </ol>	Not applicable

{F.No. A-12034/15/2016-ISTM}

Under Secretary to the Government of India