



No. A.35020/03/2012-ISTM | 122

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
DEPARTMENT OF PERSONNEL AND TRAINING
INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT
ADMINISTRATIVE BLOCK, JNU(OLD) CAMPUS, OLOF PLAME MARG
NEW DELHI 110067

SUBJECT: Filling up of the faculty posts of one Deputy Director (Financial Management), one Assistant Director (Office Management) and one non faculty post of Assistant Library & Information Officer on deputation basis in the Institute of Secretariat Training and Management, New Delhi – Reg.

Applications are invited from eligible and suitable officers for filling of the faculty posts of one (01) Deputy Director (Financial Management) [DD(FM)] and one (01) Assistant Director (Office Management) [AD(OM)] and one (01) non faculty post of Assistant Library & Information Officer (AL&IO) on deputation basis. The period of deputation including period of deputation in another cadre post held immediately preceding this appointment in the same or some other organization/Department shall not exceed 5 years in case of DD (FM) and AD (OM) and 3 years in case of AL&IO. The officer selected for the post of DD(FM) and AD(OM) respectively shall be entitled to 'training allowance' on her/his basic pay drawn from time to time at such rate as may be determined by the Government of India from time to time, whereas officer selected on the post of AL&IO will be entitled to deputation allowance, as per deputation terms and no training allowance.

2. Details of the eligibility conditions for appointment to the vacant posts in ISTM and the prescribed Proforma, in which applications can be sent, may be downloaded from DoPT's website: www.persmin.nic.in as well as from the ISTM website: www.istm.nic.in.

3. Applications of only such officers/candidates will be considered which are routed through proper channel and are accompanied by (i) Bio-data(in quadruplicate) in the proforma given in Annexure-II (ii) Attested photocopies of ACRs/APARs for the last five years(ACRs/APARs to be attested by an officer not below the rank of Under Secretary) (iii) Vigilance clearance (Annexure-III) (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years as given in Annexure-iv and (v) Cadre Clearance.

4. It is requested that applications of suitable and eligible officers and who can be spared immediately in the event of selection may be sent to the [UNDER SECRETARY (LTDP-ISTM), TRAINING DIVISION, BLOCK-IV, 4th FLOOR (Room No 416), JNU(OLD) CAMPUS, NEW DELHI-110067] within a period of 60 days from the date of publication of this advertisement in the Employment News.


(Rajeev Kumar Kundi)
Deputy Director(Admn)
Tel.No.26102597



o/c



No. A.35020/03/2012-ISTM | 122
Government of India
Institute of Secretariat Training & Management
Department of Personnel & Training
JNU(Old) Campus,
Olof Palme Marg, New Delhi-110067
Telephone No. 26102597; Fax No. 26104183

Dated, 23 November, 2012

To
The Secretary
All Ministries/ Departments of Government of India
(As per standard list)

Subject:-Filling up of the faculty posts of one Deputy Director (Financial Management), one Assistant Director (Office Management) and one non faculty post of Assistant Library & Information Officer on deputation basis in the Institute of Secretariat Training and Management, New Delhi – Reg.

Madam/Sir,

I am directed to say that the Institute of Secretariat Training and Management (ISTM), New Delhi proposes to fill up the following Faculty and other Posts by appointment on deputation basis from amongst suitable and eligible officers working under Central Government. The officers [mentioned in column (i)-(ii)] selected shall be entitled to 'training allowance' on their basic pay drawn from time to time at such rate as may be determined by the Government of India from time to time.

- (i) Deputy Director (Financial Management)-01
- (ii) Assistant Director (Office Management) -01
- (iii) Assistant Library & Information Officer- 01

The eligibility conditions, qualifications and experience required for the above mentioned posts and other details are given in **Annexure-I(A), 1(B) & 1(C)**.

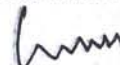
2. It is requested that applications (in quadruplicate) of suitable and eligible officers and who can be spared immediately in the event of selection may be sent to the **UNDER SECRETARY (LTDP-ISTM), TRAINING DIVISION, BLOCK-IV, 4th FLOOR (Room No. 416), JNU(OLD) CAMPUS, NEW DELHI-110067** within a period of **60 days** from the date of publication of this advertisement in the *Employment News/Rozgar Samachar*.
3. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the proforma given in **Annexure-2** (ii) Attested photocopies of ACRs/APARs for the last five years (iii) Vigilance clearance (**Annexure-3**) (v) Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years as given in **Annexure-4** and (vi) Cadre Clearance.
4. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently.

.....2/-

5. While forwarding the applications, it may be verified and certified that the particulars furnished by the officers are correct. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of their duties.
6. This may please be given wide circulation in the various units of your organization.

Encl.: Annexure 1 to 4

Yours faithfully,



(Rajeev Kumar Kundi)
Deputy Director(Admn)
Tele No. 26102597

O/C

Copy to: Training Division, Department of Personnel & Training (Shri Anil Tripathi, Under Secretary), Block -IV, 4th Floor, JNU (old Campus) , New Delhi

ANNEXURE-1(A)

1. Name : Deputy Director (Financial Management)
 2. Number of posts : 1 (One)
 3. Date from which vacant : -
 4. Classification : General Central Service Group 'A' (Gazetted)
 5. Pay Band : PB-3: Rs.15600-39100/-
 6. Grade Pay : Rs.6600/-
 7. Training Allowance : At such rate on basic pay as determined by GOI from time to time
 8. Period of deputation : 5 years, subject to the condition that the period of deputation including period of deputation in another ex-cadre post, held immediately preceding this appointment in the same or some other organization/department shall not exceed 5 years.
 9. Duties and responsibilities of the post : (i) To schedule, organize and direct training programmes for supervisory and operating level officers of the Central /state Governments, autonomous bodies etc.
(ii) to produce training materials, case studies, practical experiences, 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 basic pay (pay in the Pay Band in the parent cadre plus Grade Pay) drawn in his parent cadre/organization and training allowance as may be determined by the Government of India from time to time
 11. Qualifications, Experience and Eligibility required for the post : A(a) Officers under the Central Government:-
(i) holding analogous posts on regular basis in the parent cadre or Department or
(ii) With 5 years' service in the grade rendered after appointment thereto on regular basis in the scale of Pay band -2 + Grade Pay of Rs 5400/- (pre revised scale of Rs 8000-13,500/-) or equivalent in the parent cadre or Department; and
(b) possessing the following educational qualifications and experience:-
Essential:
(i) Bachelor's Degree of a recognized University or equivalent; and
(ii) five years' experience of application of rules, regulations and procedures in the area of establishment or administrative rules, financial rules and regulations and financial management practices in Central Government
Desirable:
iii) One year's experience of teaching or training in a recognized university or college or training institute in any one of the following subjects:
(a) Behavioral Sciences,
(b) Organizational behavior,
(c) Information Technology
(d) Management Information System and
(e) Performance Budgeting and
(ii) Master's degree from a recognized University or equivalent
- Failing which
- B (a) Officers under the central government with eight years' service in the grade rendered after appointment thereto on regular basis in Pay Band-2 + Grade Pay of Rs 4600 (pre revised scale of Rs 6500-10500/-) or equivalent in the Parent cadre or Department and
(ii) possessing the following educational qualifications and

experience:-

Essential:

- (i) Bachelor's Degree of a recognized University or equivalent; and
- (ii) five years' experience of application of rules, regulations and procedures in the area of establishment or administrative rules, financial rules and regulations and financial management practices in Central Government

Desirable:

i) One year's experience of teaching or training in a recognized university or college or training institute in any one of the following subjects:

- (a) Behavioral Science,
- (b) Organizational behavior,
- (c) Information Technology
- (d) Management Information System,
- (e) Performance Budgeting and

(ii) Master's degree from a recognized University or equivalent

12. Age

Not exceeding 56 years as on closing date of receipt of applications.

1. Name : Assistant Director (Office Management)
2. Number of posts : 1 (One)
3. Date from which vacant : 02.07.2012
4. Classification : General Central Service Group 'B' (Gazetted)
5. Pay Band : PB-2: Rs.9300-34,800/-
6. Grade Pay : Rs.4800/-
7. Training Allowance : At such rate on basic pay as determined by Government of India from time to time
8. Period of deputation : 5 years, subject to the condition that the period of deputation including period of deputation in another ex-cadre post, held immediately preceding this appointment in the same or some other organization/department shall not exceed 5 years.
9. Duties and responsibilities of the post :
 - (i) To schedule, organize and direct training programmes for supervisory and operating level officers of the Central/ State Governments, autonomous bodies etc.
 - (ii) to produce training materials, case studies, practical experiences, 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 basic pay (pay in the Pay Band in the parent cadre plus Grade Pay) drawn in his/her parent cadre/organization and training allowance as may be determined by the Government of India from time to time
11. Qualifications, Experiences and Eligibility required for the post :
 - I.(i) Section Officers of the Central Secretariat Service/ Selection Grade Officers of the Central Secretariat Stenographer Service; or
 - (ii) Officers of the Central Government (including Defence Services Personnel -
 - (a) holding analogous post; or
 - (b)with 3 years' service in posts in the pre revised scale of pay of Rs. 5500-9000 or equivalent; or
 - (c)with 8 years' service in posts in the pre revised scale of pay of Rs 4500-7000/- or equivalent and
 - (II)** Possessing the following educational qualifications and experience:-

Essential

 - (a) (i) Degree from a recognized University or equivalent;
 - (ii) Practical experience of the Secretariat practices, procedure and precedents
 - (iii) Knowledge of Establishment, Administrative and Financial Rules and regulations of the Government

Desirable:

 - (i) Master's Degree of a recognized University or equivalent.
 - (ii) Teaching experience/organising training programmes
 - (iii) Specialised knowledge of any one or more of the following subjects:-
 - (a) Human Relations
 - (b) Decision making
 - (c) Management Information System
 - (d) Elementary Statistics
 - (e) Performance Budgeting

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

Annexure-I (C)

1. Name : **Assistant Library and Information Officer**
2. Number of posts : 1 (One)
3. Date from which vacant : 22.02.2013 (anticipated date).
4. Classification : General Central Service Group 'B' (Gazetted), Non-Ministerial
5. Pay Band : PB-2,; Rs.9300-34,800/-
6. Grade Pay : Rs.4600/-

8. Period of deputation : Subject to the condition that the period of deputation including period of deputation in another ex-cadre post, held immediately preceding appointment in the same or some other organization/department shall not exceed 3 years.

9. Duties and responsibilities of the post : In-charge of books (acquisition of books, technical processing, circulation-issue and return etc.), procurement and renewal of journals/magazines, newspapers and maintenance of stock registers, volume numbering works, Preparation of list of books to be purchased for the Library every year, weeding out of the books in the store room and sorting out the books for binding, maintenance of overdue register and issue of periodical reminders for non-return of books, filling of catalogue cards, collection of money on loss of books by members and remittance in the Sub-Treasury / Bank, Maintenance of Cash Book, Maintenance of Building and furniture, Motivating the employees to utilize the Library, Action sale of old newspapers / magazines and other works allotted to the official.

10. Pay & Allowances : A deputationist shall be entitled to his/her basic pay (pay in the Pay Band of the post plus Grade Pay) drawn in his/her parent cadre/organization

11. Qualifications, Experiences and Eligibility required for the post : Officers under the Central Government
 - (1) (i) holding analogous post on regular basis; or
 - (ii) with three years' regular service in posts in the scale of Rs 5500-9000 or equivalent; or
 - (iii) with six years' regular service in posts in the scale of Rs 5000-8000 or equivalent; or
 - (iv) with 8 years' regular service in posts in the scale of Rs 4500-7000 or equivalent; and
 - (2) Possessing the following educational qualifications and experience:-

Essential

 - (a) (i) Degree of recognized University or equivalent;
 - (ii) Bachelor's Degree or equivalent diploma in Library Science of a recognized University/ Institute or equivalent; and
 - (iii) Two years' experience in a Library or Diploma in Computer Applications from a recognized University or Institute or equivalent

**For Armed Forces Personnel:- Deputation/ Re-employment
(For Ex-Servicemen)**

The Armed Forces Personnel of the rank of Junior Commissioned Officer or equivalent who are due to retire or who are to be transferred to Reserve within a period of one year and have the requisite experience and qualifications prescribed for deputationist shall also be considered. Such persons could be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be

continued on re-employment basis.

in case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re employment basis(re-employment up to the age of superannuation with reference to civil posts.)

Note 1: Period of deputation including 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 ordinarily not exceed three years.

Note 2: The maximum age limit for appointment on deputation (including short term contract) shall be not exceed 56 years as on the closing date of the receipt of application.

12. Age

Not exceeding 56 years as on closing date of receipt of applications.

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

| OFFICE/ INSTITUTE/ ORGANISATION | POST HELD AND SERVICE/CADRE TO WHICH IT BELONGS | FROM | TO | PAY IN THE PAY BAND AND CLASSIFICATION OF POST | WHETHER HELD ON REGULAR/ AD HOC BASIS | NATURE OF DUTIES |
|---------------------------------|---|------|----|--|---------------------------------------|------------------|
| | | | | | | |

8. Nature of Present employment, i.e.

- (i) ad-hoc basis
- (ii) regular/on temporary basis
- (iii) Pay in the Pay Band
- (iv) Grade Pay drawn

| | | |
|-----------|--|--|
| 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 now 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 belonging to SC/ST | | |
| 15. | Remarks | | |

Signature of the candidate

Date.....

Address

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

ANNEXURE-3

VIGILANCE CLEARANCE CERTIFICATE

Certified that no Vigilance case or disciplinary proceedings or criminal proceedings is either pending or contemplated against Dr/Shri/Smt/Ms.....who has applied for the post of _____ in the Institute of Secretariat Training & Management on deputation basis.

(Authorised signatory)
Name & office Seal:
Date:

ANNEXURE-4

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed during the last 10 years on Dr/Shri/Smt/Mswho has applied for the post of _____ in the Institute of Secretariat Training & Management on deputation basis.

(Authorised signatory)
Name & office Seal:
Date