

No.A-12034/06/2016-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>rd</sup> Floor,  
New Mehrauli Road, New Delhi-110067  
Dated: 18<sup>th</sup> December, 2017

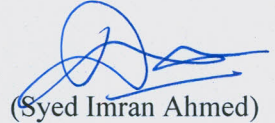
**OFFICE MEMORANDUM**

Subject: Amendment in the Recruitment Rules for the post of Deputy Director (Management Services) in the Institute of Secretariat Training & Management –regarding.

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The undersigned is directed to say that as per DoPT's O.M. No. AB-14017/61/2008-Estt(RR) dated 13.10.2015 the proposal for framing /amendment of Recruitment Rules are to be uploaded on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders.

2. Therefore, the draft Recruitment Rules to the post of Deputy Director (Management Services), Institute of Secretariat Training & Management, New Delhi are uploaded on the DoPT's website for information of stakeholders. All stakeholders are requested to go through the draft Recruitment Rules and furnish their comments, if any, to the undersigned within a period of one month i.e. date of its uploading in the website. In case, no comments received as on date, the Department will proceed further for taking necessary action for amendment of aforementioned draft Recruitment Rules.



(Syed Imran Ahmed)  
Under Secretary to the Government of India  
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Encl.: As above.

To

All concerned Stakeholders

Copy to:

- 1 Director, ISTM, New Delhi – A copy of draft Notification of RRs on the aforementioned post is enclosed with a request to upload the same in the website of ISTM.
2. NIC, Training Division, Department of Personnel & Training for uploading the same on the website.

Government of India

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

**NOTIFICATION**

New Delhi the December, 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 Deputy Director (Management Services) Recruitment Rules, 2014, 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 Deputy Director (Management Services) 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 Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Institute of Secretariat Training and Management, Deputy Director (Management Services) Group 'A' Gazetted Posts 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 attached thereto shall be as specified in columns (2) to (4) of the schedule hereto annexed.
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 the 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.

SCHEDULE

Name of the post.	Number of posts.	Classification.	Level in the Pay Matrix.	Whether selection post or non selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Deputy Director (Management Services)	Four *(04) (2017) * Subject to variation dependent on workload	General Central Service, Group-‘A’ Gazetted, Non-Ministerial	Level 11 of the Pay Matrix (Basic Rs.67700/-- Rs.208700/-)	Not applicable	Not applicable	Not applicable	Not applicable	Two years for re-employed armed forces personnel	By deputation (including short term contract) (By Deputation/ re-employment for armed forces personnel).

In case of recruitment by promotion /deputation/absorption, grades from which promotion/deputation/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 (includes Short term contract): Officers under the Central Government or State Government or Union Territories or Universities or Statutory or Semi Government Organisations -</p> <p>(a) (i) holding analogous posts on a regular basis in the parent cadre or Department; or (ii) with five years' service in the Level rendered after appointment thereto on regular basis in Level 9/10 in the pay matrix or equivalent in the parent cadre or Department; or (iii) with six years' service in the Level rendered after appointment thereto on regular basis in Level 8 in the pay matrix or equivalent in the parent cadre or Department; and</p> <p>(b) possessing the following educational qualifications and experience. -</p> <p>Essential.-</p> <p>(i) Bachelor's Degree from a recognised University; and (ii) five years' experience including one year's teaching experience of techniques and methods in the area of Management Services in a recognized Institute.</p> <p>Desirable.-</p> <p>(i) Master's Degree from a recognised University; (ii) Should have successfully completed the Advanced Management Service Course from Government recognised Institute.</p> <p>[Deputation or Re-employment (for Armed Forces Personnel): Armed Forces Personnel in the rank of Major or equivalent in Indian Army, Indian Navy or Indian Air Force in the Level 11 (Basic Rs.67700/- to Rs.208700/-), who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribed for deputationist shall also be considered. If selected, such officers will be given deputation terms up to the date of which they are due for release from the Armed Forces ; thereafter they may be continued on Re-employment terms. 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 upto the age of superannuation with reference to civil posts)]</p> <p>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 or department of the Central Government shall ordinarily not to exceed 4 years.</p> <p>Note: 2 -The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.)</p>	<p>Group 'A' Departmental Confirmation Committee (for re-employment):-</p> <p>(i) Director, Institute of Secretariat Training and Management - Chairman (ii) Director(Training)/ Deputy Secretary (Training), Department of Personnel and Training – Member (iii) Additional Director, Institute of Secretariat Training and Management –Member (iv) Joint Director, Institute of Secretariat Training and Management - Member</p>	<p>Consultation with the Union Public Service Commission is necessary for filling up the post.</p>

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(Syed Imran Ahmed)

Under Secretary to the Government of India