

No.A-12034/05/2016-ISTM
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training
Training Division

.....
Old JNU Campus, Block IV, 3rd Floor,
New Mehrauli Road, New Delhi-110067
Dated: 19th December, 2017

OFFICE MEMORANDUM

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

.....

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 (Foundational Course), 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

Tel: 011-26107967

E-mail: syedimran.ahmed@nic.in

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.

[To be published in part II section 3 sub-section (1) of the Gazette of India]

Government of India

Ministry of Personnel, Public Grievances and Pensions

(Department of Personnel and Training)

NOTIFICATION

New Delhi, Dated: 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 (Foundational Course) Recruitment Rules, 2013 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 (Foundational Course) 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 (Foundational Course) 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 said Schedule.
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 aforesaid 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 consultation with 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, 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 post.	Number of post.	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 (Foundational Course)	Two *(02) (2017) * subject to variation dependent on workload	General Central Service, Group 'A', Gazetted, Non-Ministerial	Level 11 of the pay matrix (Rs.67700 - 208700/-)	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	By deputation (including short term contract)

In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or 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 (including short term contract): - Officers under the Central Government /State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government/Autonomous or Statutory Organizations: -</p> <p>(a) (i) holding analogous posts on 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 the 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 a regular basis in the 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 of a recognized University ; (ii) Five years experience in application of rules like CCS (CCA) Rules, CCS (Conduct Rules), LTC Rules, Leave Rules, Pension Rules, New Pension Scheme (NPS), TA Rules, Medical Attendance Rules, regulations and procedures in Central Government</p> <p>Desirable:-</p> <p>(i) Master's Degree from a recognized University ; (ii) Diploma in Public Administration from a recognized University or Institute; and (iii) One year teaching experience in a recognized university or college or training institution.</p> <p>(Note 1:- Period of deputation (including short term contract) including period of deputation (including short term contract) 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 (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.</p>	Not Applicable	Consultation with the Union Public Service Commission is necessary, while appointing an officer on deputation (including short term contract)

File No. A-12034/05/2016-ISTM

(Syed Imran Ahmed)
Under Secretary (Training)
Department of Personnel & Training