

No.A-12034/08/2016-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

19/12

**OFFICE MEMORANDUM**

Subject: Amendment in the Recruitment Rules for the post of Deputy Director (Office Management) 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 (Office Management) , 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.

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 (Office Management) 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 (Office Management) 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.



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><b>Deputation:</b></p> <p>Officers of the Central Government:-</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 in the parent cadre or Department; or  (iii) with six years' service in the Level rendered after appointment thereto on regular basis in the Level 8 in the pay matrix in the parent cadre or Department; and</p> <p>(b) Possessing the following educational qualifications and experience:-</p> <p><b>Essential: -</b></p> <p>(i) Bachelor's Degree of a recognised University;  (ii) Five years experience in application of rules, regulations and procedures in the Central Government.</p> <p><b>Desirable:-</b></p> <p>(i) Master's Degree from a recognised University ;  (ii) Diploma in Public Administration from a recognised University or Institute; and  (iii) One year teaching experience in a recognised University or College or training institution.</p> <p><b>Note 1:</b> 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 not ordinarily not exceed 5 years.</p> <p><b>Note 2:</b> The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>	Not Applicable	Consultation with the Union Public Service Commission is necessary for filling up the post.

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(Syed Imran Ahmed)  
Under Secretary to the Government of India