



F.No. A-50015/1/2021-ISTM
भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(एक आईएसओ9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)
कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING
कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Date: 5th October, 2021

CIRCULAR

Subject: Inviting applications for engagement of 04 (four) Consultant (Course Manager) (SO/US level) and 03 (three) Consultant (Dealing Officer) (SO/US level) from retired personnel of Central Government services.

Institute of Secretariat Training & Management, an attached office of Department of Personnel & Training proposes to engage the services of retired officers from Central Government service to render service as—

- (i) Consultant (Course Manager)
- (ii) Consultant (Dealing Officer)

2. Number of Consultants to be engaged, eligibility conditions, period of engagement and scope of work are as under—

2.1. Consultant (Course Manager)

(i)	Number of Consultants to be engaged	4 (Four)
(ii)	Eligibility condition	Officers retired as SO/ US in pay Level- 10/ Level-11 from any Central Government Department with minimum 5 years' experience in supervisory capacity
(iii)	Scope of Work	(a) Managing the participation of the trainees in the classroom component at ISTM and on the job training at Ministries/ Departments and online training during the entire period of training; (b) Help in designing formats/ templates to standardize the process of delivery of content as well as assessments in consultation with faculty members/ subject matter experts; (c) Conducting tour programmes as per requirement of the courses assigned to him/ her; (d) Correspondence with State Governments, partner Training Institutes, guest faculty members, tour/event organizing agencies,

		<p>Collaborating with institutions such as Parliamentary Research and Training Institute for Democracies (PRIDE), etc.;</p> <p>(e) Co-ordinating with the Nodal Officers in Ministry/ Department/ Organization (MDO) and Competency Building Products (CBPs) providers regarding the on-the-job training component;</p> <p>(f) Analysing feedbacks from participants for improvement of the Foundational Training programmes and other training programmes at ISTM, grievance redressal, co-ordinating with participants;</p> <p>(g) Development of a common template for use by MDOs to facilitate design, delivery, monitoring of Foundation Training Programmes at ISTM;</p> <p>(h) Development of relationship learning tools such as coaching, mentoring, buddy system and networking as per the guidelines and facilitate the delivery/ implementation of the same;</p> <p>(i) Identification and development of study material (e-content/ reading content), questionnaires, quizzes, assessment papers, examination papers, case studies for Noting & Drafting and other competency building topics in consultation with subject matter experts, preparation of Standard Operating Procedures (SOPs) for foundation programmes at ISTM;</p> <p>(j) Monitor the progress of face to face and online courses/ consumption of online material by each of the participants in the batch allocated to the Consultant, send material/ assignments/ feedback/ reminders to the participants and maintain database of the progress and assessments as may be prescribed;</p> <p>(k) Other secretariat assistance as may be required from time to time;</p> <p>(l) Any other work/ activity as may be assigned by the Director or any other designated officer in ISTM</p>
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2.2. Consultant (Dealing Officer)

(i)	Number of Consultants to be engaged	03 (three)
(ii)	Eligibility condition	Officers retired as SO/ US in pay Level- 10/ Level-11 from any Central Government Department with minimum 5 years' experience in Administration / Cash /Infrastructure related work in Central Government Ministries / Department.
(iii)	Scope of Work	<p>(a) The Consultant (Dealing Officer) shall be required to independently handle Noting, Drafting, Examination of case, Tender related work, Cash /PFMS related works</p> <p>(b) Any other work as may be assigned by the Director, ISTM or any other officer designated to assign the work.</p>

3. General conditions for all the posts—

(i)	Period of engagement	For an initial period not exceeding one year which is extendable by another year.
(ii)	Job Location	Institute of Secretariat Training & Management, Old JNU Campus, New Delhi
(iii)	Age Eligibility	Age should be less than 64 years as on 1 st November, 2021
(iv)	Remuneration	<p>Last pay drawn minus pension plus TA.</p> <ul style="list-style-type: none">• Fixed remuneration.• Fixed amount of Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable at the time of retirement. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.• No Dearness Allowance.• No HRA.
(v)	Leave	1.5 days of paid leave for every month of engagement completed.
(vi)	Working Hours	<ul style="list-style-type: none">• Normal Office timings from 9:00 AM to 5.30 PM.• May also have to devote more time than usual to meet the exigencies of work, if required.• Will be required to Work from Home in any

		<p>conditions of lockdown/ Govt. instructions.</p> <ul style="list-style-type: none"> • Normal working days are Monday to Friday. However, will be required to attend office on such Saturdays/ Sundays depending on exigencies of work.
(vii)	Terms of Engagement	The engagement will be on hire & fire basis which is purely dependent on their work performance.
(viii)	How to apply	<p>The applications in the prescribed format (complete in all respects) along with the requisited documents i.e.</p> <ul style="list-style-type: none"> ➤ Copy of PPO, ➤ Last Pay Certificate ➤ Bank Details, ➤ Aadhaar Card ➤ PAN Card <p>may be forwarded to the following address—</p> <p>The Under Secretary (Admn.) Institute of Secretariat Training & Management Old JNU Campus Opp. Bersari Market New Delhi-110067 or email on sandeep.kumar130@gov.in</p>
(ix)	Last date for receipt of applications	20 th October, 2021

4. Eligible retired Officers, in good health and who are interested may submit their applications in the enclosed format before the closing date. Applications received with incomplete information or received beyond the closing date will not be considered.


(Shefali Saraf)
Under Secretary (Admn)
Tele.: 011-26737614

Application for Consultant (Course Manager) / Consultant (Dealing Officer) in the Institute of Secretariat Training & Management (Please strike out, which is not applicable)

(Last date for receipt of applications – 20th October 2021)

1.	Name	
2.	Designation at the time of retirement	
3.	Date of Birth / Age as on 1 st November, 2021 (in year and months only)	
4.	Date of retirement	
5.	PPO No.	
6.	Pay level in which retired	
7.	Last pay drawn	
8.	Name of the Department from where retired	
9.	Name and Designation (with mobile number) of the Controlling Officer in the last department served.	
10.	Monthly pension sanctioned	
11.	Address for correspondence	
12.	Bank Account Details Name of Bank: Branch: Account no.: IFSC Code:	
13.	Contact No.: Alternate Contact No.:	
14.	Email id	
15.	PAN No.	
16.	Experience details	Please provide information in the format below [Please furnish experience details of and above the level of ASO only]

Name of the Min/ Deptt./ Organisation	Period		Designation (starting from ASO level)	Brief details of the work handled
	From	To		

17. Additional relevant information, if any, in support of your suitability for the said engagement
(Attach separate sheet if necessary)

Declaration

I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of Consultants.

Signature of applicant
Name: _____

Place:
Date: