

No.13016/04/2007-Trg.I
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

'Training Division'
Block IV, 3rd Floor,
Old JNU Campus,
New Meharauli Road,
New Delhi-110067.

Dated: 06/07/2007.

OFFICE MEMORANDUM

Subject:- Filling up of the faculty post of Additional Director on deputation basis in the Institute of Secretariat Training and Management, New Delhi – Reg.

The undersigned is directed to say that the Institute of Secretariat Training and Management (ISTM), New Delhi requires urgently the services of suitable officer for appointment to the post of Additional Director on deputation basis. The qualifications and experience required for the post and other details are given in Annexure I.

2. Since this is a post in a training institute engaged in imparting training to the Central Government employees and to assist the Director in administrative matters and the job involves imparting training, it is preferable that only those officers who besides having experience in administration also have necessary aptitude/flair for teaching should apply.

3. It is requested that the applications (in quadruplicate) in the enclosed proforma (Annexure II) along with the complete and up-to-date CR dossiers (or photocopies of CRs for the last 5 years duly attested by a Group 'A' Gazetted Officer) of the officers, who would be spared in the event of their selection, may be sent through proper channel to the Director (Training), Training Division, Department of Personnel and Training, Block IV, 3rd Floor, Old JNU Campus, New Meharauli Road, New Delhi-110067 within 60 days from the date of publication of this circular in Employment News/Rozgar Samachar. Applications received after the closing date or without the CRs (or attested photocopies of CRs) or otherwise found incomplete are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently.

4. While forwarding the applications, it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary or vigilance case is pending or contemplated against the officer. It may also be confirmed that in the event of selection for appointment the officer concerned will be relieved of his duties. The integrity of the officer may also please be certified.

5. This may please be given wide circulation in the various units of the Ministry/Department including attached and subordinate offices.

(Manisha Bhatnagar)
Desk Officer (Trg.)
Tel: 26109049

To

All Ministries/Departments of the Government of India. (As per standard list) including UPSC, Election Commission/Central Vigilance Commission etc.

Chief Secretaries of States/UTs
Supreme Court of India,
O/o Comptroller and Auditor General of India,
O/o Attorney General of India etc.),

Copy to:-

1. ISTM (Shri Nafe Singh, Deputy Director (Admn.), Administrative Block, Old JNU Campus, New Meharauli Road, New Delhi-110067.
2. Shri P. M. Jose, Assistant Media Executive II, O/o the Directorate of Advertising & Visual Publicity, M/o Information and Broadcasting, Soochna Bhavan, CGO Complex, Phase IV, Lodhi Road, New Delhi-110003 (with 10 copies). It is requested that this vacancy circular may be published in the next issue of the Employment News/Rozgar Samachar under intimation to this Department.

(Manisha Bhatnagar)
Desk Officer (Trg.)
Tel: 26109049

Qualifications, experience and other details required for the post of Additional Director in the ISTM.

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| 1. Name | Additional Director |
| 2. Number of post | 1 (one) |
| 3. Classification | General Central Service Group 'A' (Gazetted) |
| 4. Scale of Pay | Rs. 14300-18300/- |
| 5. Period of deputation | Period of deputation including period of deputation in another ex-cadre post, held immediately preceding appointment in ISTM, in the same or some other organization/department shall not exceed 5 years. |
| 6. Duties and Responsibilities of the post | <p>I. To schedule, organize and direct training programmes for supervisory and operating level officers of the Central/State Government/autonomous bodies etc.</p> <p>II. To provide direct training inputs and develop training materials, case studies, practical exercises etc.</p> <p>III. To assist the Director for the Institute in routine Administrative functions and training matters.</p> <p>IV. To assist the Director in implementation of the new CSS Cadre Training Plan.</p> |
| 7. Pay/Allowances | <p>A deputationist shall be entitled to :</p> <p>his grade pay in his parent cadre/organization and training allowance at the rate of 15% of his basic pay drawn from time to time in the revised pay scale in terms of this Department's O.M. No.12017/2/86-Trg. Dt. 31.3.1987 as amended from time to time;</p> <p>Training allowance will be reduced by special pay, deputation pay and allowance thereon to which a faculty member might be entitled in the Institute.</p> |

8. Qualifications, Experience and Eligibility required for the post

Transfer on deputation/Re-employment(for ex-servicemen):

Officer of Central Government (including officers of All India Services & Central Services with 14 years of Group 'A' service):-

- (a) (i) holding analogous posts on regular basis
- (ii) with five years' regular service in posts in the pay scale of Rs.12000-375-16500 or equivalent: and
- (b) Possessing the following educational qualifications and experience:

Essential:

- (i) Degree of recognized University or equivalent
- (ii) Five years' experience of Planning, Designing, Conducting Training Programmes.

Desirable:-

Degree/Diploma in Management/Public Administration from recognized University/Institute.

9. Age

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