

No.13016/06/2010-Trg-i  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
(Training Division)

Block IV, 3<sup>rd</sup> Floor,  
Old JNU Campus,  
New Mehrauli Road,  
New Delhi-110067.

Dated: 17-08-2010

**OFFICE MEMORANDUM**

**Subject:- Filling up of the faculty post of Deputy Director (Behavioural Training) on deputation basis in the Institute of Secretariat Training and Management, New Delhi- regarding.**

The undersigned is directed to say that the Institute of Secretariat Training and Management (ISTM), New Delhi requires urgently the services of a suitable officer for appointment to the faculty post of **Deputy Director (Behavioural Training)** on deputation basis.

2. The qualifications and experience required and other details for the above post are given at **Annexure 'A'**.

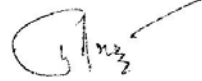
3. Since this is a faculty post in a training institute engaged in imparting training to the Central Government employees and the job involves imparting training, it is preferable that only those officers who have necessary aptitude/flair for teaching should apply.

4. It is requested that the **applications (in quadruplicate) in the enclosed proforma (Annexure 'B') 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 Deputy Secretary (Training), Training Division, Department of Personnel and Training, Block IV, 3<sup>rd</sup> Floor, Old JNU Campus, New Mehrauli Road, New Delhi-110067 **within 60 days from the date of publication of this Circular in Employment News/Rozgar Samachar**. Applications received after the last 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 applications subsequently.

5. 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.**

6. This may please be given wide circulation in the various units of the Ministries/Departments including attached and subordinate offices. A Hindi version will follow.



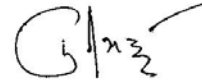
(Girish Chandra)  
Under Secretary to the Government of India  
Tel No.26166856

To

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

Copy to:-

1. ISTM [Shri Gulshan Kumar, Section Officer (Admn.)], Administrative Block, JNU Old Campus, New Meharauli Road, New Delhi-110067, with the request to get this circular published in the next issue of Employment News/ Rozgar Samachar, under intimation to this Division.



(Girish Chandra)  
Under Secretary to the Govt. of India  
Tel: 26166856

**Annexure-A**

**Qualifications, experience and other details required for the post of Deputy Director (Behavioural Training) in the ISTM.**

1. Name: Deputy Director (Behavioural Training)
  2. Number of posts: 1 (one)
  3. Date from which vacant: 07.04.1999.
  4. Classification: General Central Service Group 'A' (Gazetted)
  5. Pay Band: PB-3, Rs.15600-39,100/-
  6. Grade Pay: Rs.6600/-
  7. Training Allowance: 30% of Basic Pay (Basic Pay is defined as pay in the Pay Band plus Grade Pay) [as admissible under the rules/orders of GOI]
  8. Period of deputation: 5 years, subject to the condition that the 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.
  9. Duties and Responsibilities of the post:
    - I. To schedule, organize and direct training programmes for supervisory and operating level officers of the Central/State Government/autonomous bodies etc.
    - II. To produce training materials, case studies, practical exercises etc.
    - III. To assist the Director of the Institute in Administrative and training matters.
  10. Pay/Allowances:
    - (i) An officer of the Central/State Government on appointment on deputation basis shall be entitled to his grade pay in his parent cadre/organisation and training
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allowance at the rate of 30% (as admissible under the rules/orders of GOI) 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.

Training allowance will be reduced by special pay, deputation pay and allowance thereon to which a faculty member might be entitled in the Institute.

(ii) In case of appointment of an officer of an organisation other than the Central/State Government, he on appointment, will be entitled to (a) the scale of the pay of the post in his parent office plus deputation allowance at the prescribed rate in terms of the instructions contained in this Department's OM No.2/29/91-Estt.(Pay.II) dated 5.1.1994 as modified from time to time; or (b) Scale of pay of the faculty post in the Institute of Secretariat Training & Management in which case no deputation allowance will be admissible.

11. Qualifications,  
Experience and  
Eligibility required for  
the post

**Transfer on deputation:**

- (1) Officers under the Central/State Governments/ Universities /Public Undertakings/Autonomous Organisations including Defence Services (other than Junior Commissioned Officers):-
- (a) (i) holding analogous posts; or  
(ii) with 5 years' service in posts containing Grade Pay of Rs. 5400/- (pre revised scale of pay Rs. 8000-13500/-) or equivalent;
- (b) Failing (a) above, Officers with 7 years' service in posts containing Grade Pay of Rs. 4200/- (pre revised scale of pay Rs. 6500-10500/-) or equivalent; and
- (2) Possessing the following educational qualifications and experience:-

**Essential:-**

- (i) Degree of a recognised University or equivalent.
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- (ii) Teaching experience/organising training programmes in the field of behavioural skills.

**Desirable:-**

- (i) Masters' Degree in Psychology/ Sociology/ Anthropology/ Behavioural Science of a recognised University or equivalent

12 Age:

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

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**Annexure 'B'**

**APPLICATION FOR THE POST OF DEPUTY DIRECTOR ( BEHAVIOURIAL TRAINING)**

**BIO-DATA PROFORMA**

1. Name and Address in Block letters  
Telephone No. & email id:
2. Date of Birth (in Christian era):
3. Date of retirement under Central/  
State Government rules:
4. Educational Qualifications:
5. Whether Educational and other  
Qualifications required for the  
post are satisfied (if any qualification  
has been treated as equivalent to those  
prescribed in the rules, state the authority  
for the same)

Qualification/Experience required for the post		Qualification/experience possessed by the officer
Essential:-		
Disirable:-		

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:
7. Details of Employment, in chronological order Enclose a separate sheet, duly authenticated by you, if the space below is insufficient :-

Office/ Instt./Organisati on.	Post held and Service Cadre to which it belongs	From	To	Scale of pay and Classification (Group) of Post	Whether held on regular/ad- hoc basis	Nature of duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

8. Nature of present post held  
Whether held on
  - (i) Ad-hoc basis
  - (ii) Regular/or temporary basis
  - (iii) Permanent or quasi-permanent basis
  - (iv) Basic pay (pay+ grade pay) drawn at present
9. In case the present employment held  
On deputation/contract basis please state-
  - (a) The date of initial appointment
  - (b) Period of appointment on deputation/contract
  - (c) Name of the parent office/organization you belong to
10. Additional details about present employment  
Please state whether working under a
  - a) Central Government
  - b) State Government
  - c) Autonomous Organisations
  - d) Government Undertaking
  - e) Universities
11. Are you in revised Scale of Pay ? If yes, give the  
Date from which the revision took place and also  
indicate the pre-revised scale:
12. Total emoluments per month now drawn:
13. Additional information, if any which you would like to mention in support of your  
suitability for the post. Enclose a separate sheet, if the space is insufficient:
14. Whether belongs to SC/ST/OBC:
15. Remarks

Signature of the candidate

Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Countersigned \_\_\_\_\_  
(By the employer under his seal)

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