

IMMEDIATE

No.13016/3/2008-Trg.
Government of India
Ministry of Personnel, Public Grievances and Pensions,
Department of Personnel and Training
Training Division

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

Dated: 4th January, 2010.

OFFICE MEMORANDUM

Subject: - Filling up of the faculty post of Assistant Director (English Shorthand & Typewriting) 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, urgently requires the services of a suitable officer for appointment to the faculty post of Assistant Director (English Shorthand & Typewriting), on deputation basis. The eligibility conditions, qualifications and experience required for the post of Assistant Director (English Shorthand & Typewriting) and other details are given in **Annexure I**.

2. 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, only those officers who have necessary aptitude/flair for teaching should apply.

3. It is requested that the applications (in quadruplicate) in the enclosed proforma (**Annexure II**) of the eligible 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, 3rd 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 together with the following:-

- (i) Up-to-date CR Dossier of the applicants or clear photocopies of the ACRs for last five years duly attested by a Group 'A' Officer.
- (ii) A statement showing major or minor penalties, if any, imposed on the officer.
- (iii) Integrity Certificate
- (iv) Vigilance clearance in respect of the officer.
- (v) Cadre clearance in respect of the officer.

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4. Applications received after the closing date or without the ACRs dossier (or attested photocopies of ACRs), or otherwise found incomplete, or not in the prescribed proforma, are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. Those who have already applied for this post in response to an earlier O.M. need not apply again.

5. While forwarding the applications, it may be verified and certified that the particulars furnished by the officers are correct. It may also be confirmed that in the event of selection for appointment the officer concerned will be relieved of his/her duties.

6. This may please be given wide circulation in the various units of the Ministries/Departments including attached and subordinate offices etc.



(Anita Alexander)
Under Secretary to the Government of India
Tel: 26168761

To:-

1. All Ministries/Departments of the Government of India. (As per standard list) (including UPSC, Election Commission of India)
2. Chief Secretaries of States/UTs
3. Supreme Court of India
4. O/o Comptroller and Auditor General of India
5. O/o Attorney General of India
6. All Public Sector Undertakings
7. Recognized Research Institutions/Universities/Autonomous Bodies
8. Statutory & Semi- Government Organizations

Copy to:

ISTM [Shri Chandan Mukherjee, Deputy Director (Admn)], Administrative Block, Old JNU Campus, New Mehrauli Road, New Delhi-110067. It is requested that necessary action may be taken for publication of this vacancy Circular in the next issue of the Employment News/Rozgar Samachar, under intimation to this Division.



(Anita Alexander)
Under Secretary to the Government of India
Tel: 26168761

ANNEXURE-I

**Qualifications, experience and other details required for the post of Assistant Director
(English Shorthand & Typewriting) in the ISTM.**

1. Name Assistant Director (English Shorthand & Typewriting)
2. Number of posts 1 (One)
3. Date from which vacant 01.09.2008.
4. Classification General Central Civil Services Group 'B' (Gazetted)
5. Pay Band PB-3: 15600 - 39100
6. Grade Pay Rs. 5400/-
7. Training Allowance: 30% of Basic Pay (Basic Pay is defined as pay in the Pay Band plus Grade Pay)
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 organisation/department shall not exceed 5 years.
9. Duties and responsibilities of the post
 - (i) to schedule, organise and direct training programmes for supervisory and operating level officers of the Central/State Governments, autonomous bodies etc. in the area of English Stenography & Typewriting
 - (ii) to provide direct training inputs and produce training materials, case studies practical exercises, etc.; and
 - (iii) to assist the Director of the Institute in Administrative and training matters.
10. Pay & Allowance A deputationist shall be entitled to his Basic Pay (pay in the Pay Band of the parent cadre plus Grade Pay) drawn in his parent cadre/organisation and training allowance at the rate of 30% of his Basic pay drawn from time to time in the revised pay structure in terms of this Department's O.M. No. 12017/2/86-Trg. dated 31.3.1987, as amended from time to time.
11. Qualifications, Experience and Eligibility required for the post:
 - (l)
 - (i) Grade 'A' Officers of the Central Secretariat Stenographers Service; or
 - (ii) Stenographers under the Central Government
 - (a) holding analogous posts; Or

- (b) With 2 years' service in posts in the pre-revised scale of pay of Rs. 6500-10500 or equivalent; Or
 - (c) With 3 years' service in posts in the pre-revised scale of pay of Rs. 5500 – 9000 or equivalent
 - (d) With 8 years' service in posts in the pre-revised scale of pay of Rs. 5000 – 8000/Rs. 4500 –7000 or equivalent
 - (II) Must have successfully completed a course under the re-training scheme for Desk Officers or a course for training Upper Division/Lower Division Clerk in Stenography (covering theory as well as practical)
- Desirable:-** Degree of a recognised University or equivalent
12. Age Not exceeding 56 years as on the closing date of receipt of applications

ANNEXURE-II

**APPLICATION FOR THE POST OF ASSISTANT DIRECTOR (English Shorthand &
Typewriting)
BIO-DATA PROFORMA**

1. Name and address (in BLOCK LETTERS),
Telephone No.
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)

Qualifications/Experience Required

**Qualifications/Experience
possessed by the Officer**

Essential:-

Desirable:-

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 your signature, if the space below is insufficient)

Office/ Institute/ Organisation	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
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8. Nature of Present employment, i.e.
 - (i) Ad-hoc basis
 - (ii) Regular/on temporary basis
 - (iii) Pay in the Pay Band
 - (iv) Grade Pay drawn

9.	<p>In case the present employment is held on deputation/contract basis, please state:</p> <p>(a) The date of initial appointment (b) Period of appointment on deputation/contract (c) Name of the parent office/organisation to which you belong</p>	
10.	<p>Additional details about present employment. Please state whether working under:</p> <p>(a) Central Government (b) State Government (c) Autonomous Organisation (d) Government Undertaking (e) Universities</p>	
11.	<p>Are you in Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</p>	
12.	<p>Total emoluments per month now drawn</p>	
13.	<p>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.</p>	
14.	<p>Whether belong to SC/ST</p>	
15.	<p>Remarks</p>	

Signature of the candidate

Date.....

Address

Countersigned with office seal by the authorised signatory of the parent office.

