

No.13016/09/2008-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 : 08th December, 2009.

OFFICE MEMORANDUM

Subject:-Filling up of the two faculty posts of Deputy Director (Office Management), 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 suitable officers for appointment to **two** faculty posts of Deputy Director (Office Management) on deputation basis. The qualifications and experience required for this post and other details are given in **Annexure 'A'**.

2. Since these are faculty posts 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.

3. It is requested that the applications (in quadruplicate) in the enclosed proforma (**Annexure 'B'**) 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 Meharauli 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 their ACRs for last 5 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/Vigilance Clearance in respect of the officer.
- (iv) Cadre clearance in respect of the officer.

4. Applications received after the closing date of receipt of applications or without the CR dossiers (or photocopies of CRs) or otherwise found incomplete are liable to be rejected. Officers who apply for the posts will not be allowed to withdraw their candidature subsequently. While forwarding the application, it may be verified and certified that the particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his duties.

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



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

~~To~~

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

Copy to:-

✓ 1. ISTM (Shri Chandan Mukherjee, Deputy Director (Admn.), Administrative Block, Old JNU Campus, New Mehrauli Road, New Delhi-110067 with the request to kindly arrange to publish in The Employment News/Rozgar Samachar.



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



ANNEXURE-'A'

Qualifications, experience and other details required for the post of Deputy Director (Office Management) in the ISTM.

1. Name : Deputy Director (Office Management)
2. Number of posts : 2 (Two)
3. Date from which vacant : 01.08.2009 & 01.07.2010.
4. Classification : General Central Civil Services
Group 'A' (Gazetted)
5. Pay Band : PB-3: Rs.15600-39100/-
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
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 Governments, autonomous bodies etc.
 - (ii) To provide direct training inputs and produce training materials, Case studies, practical exercises, etc.
 - (iii) To assist the Director of the Institute in administrative and training matters.

10..Pay & Allowances

: A deputationist shall be entitled to his/her basic pay (pay in the Pay Band of the parent cadre plus Grade Pay) drawn in his/her parent cadre/organization and training allowance at the rate of 30% 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.

11. Qualifications, experience and eligibility required for the post Secretariat

Transfer on deputation:

- (1) (i) Grade I Officers of the Central Service; or
(ii) Defence Service Officers (other than Junior Commissioned Officers) with 5 years' service as such; or
(iii) Officers of the Central Services' Group 'A' with 5 years' service as such

(2) Failing (1) above, Section Officers of the Central Secretariat Service/Selection Grade officers of the Central Secretariat Stenographers' Service and other Central Government Officers in the scale of Pay scale of Rs.6500-10500 or equivalent with 7 years' service as such; and

(3) Possessing the following educational qualifications and experience:

Essential:-

- (i) Degree from a recognized University or equivalent.
(ii) Thorough knowledge of Secretariat Practices, Procedures and Precedents.
(iii) Knowledge of Establishment, Administrative and Financial Rules and Regulations of the Government.

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Qualifications, experience and other details required for the post of Deputy Director (Office Management) in the ISTM.

1. Name : Deputy Director (Office Management)
2. Number of posts : 2 (Two)
3. Date from which vacant : 01.08.2009 & 01.07.2010.
4. Classification : General Central Civil Services
Group 'A' (Gazetted)
5. Pay Band : PB-3: Rs.15600-39100/-
6. Grade Pay : Rs.6600/-
7. Training Allowance : 30% of Basic Pay (Basic Pay is defined as pay
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8. Period of deputation : 5 years, subject to the condition that the
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(3) Possessing the following educational qualifications and experience:

Essential:-

- (i) Degree from a recognized University or equivalent.
(ii) Thorough knowledge of Secretariat Practices, Procedures and Precedents.
(iii) Knowledge of Establishment, Administrative and Financial Rules and Regulations of the Government.

Desirable:-

- (i) Master's Degree of a recognised University or equivalent
- (ii) Teaching experience/organising training programmes
- (iii) Specialised knowledge of any one or more of the following subjects:-
 - a) Behavioural Science
 - b) Decision making
 - c) Management Information System
 - d) Elementary Statistics
 - e) Performance Budgeting

12. Age

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

ANNEXURE-B

APPLICATION FOR THE POST OF DEPUTY DIRECTOR (OFFICE MANAGEMENT)

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.

Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

7.

Office/ Institute/ Organisa- -tion	Post Held and Service/ Cadre to which he/she belongs	From	To	Scale of pay and Classifi- cation (Group) of Post	Whether held on Regular/ ad-hoc basis	Nature of Duties
1	2	3	4	5	6	7

8. Nature of present employment, i.e.

- (i) ad-hoc basis
- (ii) regular/on temporary basis
- (iii) Permanent or Quasi-Permanent basis
- (iv) Grade Pay drawn at present

9. In case the present employment is 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/organisation to which you belong

10 Additional details about present employment.
Please state whether working under:

- (a) Central Government
- (b) State Government
- (c) Autonomous Organisation
- (d) Government Undertaking
- (e) Universities

11 Are you in Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

12 Total emoluments per month presently 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 belong to SC/ST

15 Remarks

Signature of the candidate

Date.....

Address

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

