

No.13016/02/2007-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: 22/05/2007

To

The Chief Secretaries of All States
Governments/Union Territories Administrations.

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

I am directed to say that the Institute of Secretariat Training and Management (ISTM), New Delhi require urgently the services of suitable officers for appointment to the faculty post of Deputy Director (Management Services) on deputation basis. The qualifications and experience required for the posts and other details are given in **Annexure I** respectively.

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 of eligible officers (in quadruplicate) in the enclosed Performa (**Annexure II**) 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 together with the following:-

- (i) Uptodate CR dossiers of the applicants or clear photocopies of their CRs for Last 5 years duly attested by a Group 'A' officer.
- (ii) A statement showing major or minor penalties during the last ten years, if any, imposed on the officer.
- (iii) Integrity Certificates and 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 will not be considered. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. 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 duties.

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

(Budh Prakash)
Director (Trg.)
Tel: 26107966

Copy with copies of enclosures for circulation to:-

All Ministries/Departments of the Government of India.(As per standard list)

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.

(Budh Prakash)
Director (Trg.)
Tel: 26107966

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

1.Name	Deputy Director (Management Services)
2.Number of posts	2 (two)
3.Date from which vacant	31.7.2007 & 31.12.2007 (Anticipated)
4.Classification	General Central Civil Services Group 'A' (Gazetted)
5.Scale of Pay	Rs.10,000-325-15,200/-
6.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.
7.Duties and responsibilities of the post	<ul style="list-style-type: none">(i) Designing, organizing and conducting training programmes on Work Study, Form Design, Office Layout, Management Information System and other management techniques as required from time to time.(ii) Preparing Course material, practical exercises, background material and other related training material.(iii) Delivering lectures, conducting and guiding practical work, using teaching techniques and equipments like Projector, Training Films, Video Camera, Syndicate Work, leading group discussions etc.(iv) Guiding and conducting project studies by participants of various training programmes.
8.Pay/Allowance	A deputationist shall be entitled to:- 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.

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

9. Qualifications, experience and eligibility required for the post

Transfer on deputation:

Officers under the Central/State Governments -

- (a) (i) holding analogous posts on a regular basis; or
(ii) With 5 years' regular service in posts in the scale of Rs.8000-13500 or equivalent; or
(iii) With 8 years' regular service in posts in the scale of 6500-10500 or equivalent; and
- (b) Possessing the following educational qualifications and experience:-
- (a) (i) Degree of recognized University Or equivalent;
(ii)(a) Should have successfully completed the Advanced Management Services Course conducted by the Institute of Secretariat Training & Management or any other equivalent course in a Government recognized Institution; Or
- (b) Should have successfully completed the Basic Management Services Course conducted by the Institute of Secretariat Training & Management or any other equivalent course in a Govt. recognized Institution, and have held continuously for not less than 2 years a post of Senior/Junior Analyst or equivalent post in one or more of the following, viz. -
- the O &M/ Work Study/ Management Services Unit of a Ministry/Department/Offices of the Central Government.
 - the staff Inspection Unit of the Ministry of Finance.
 - the Department of Administrative Reforms & Public Grievances; Or
- (c) Should have held continuously for not less than 3 years such a post of Senior/Junior Analyst or equivalent post as referred to (b) above
Or

- (d) Master's Degree in Business Administration with specialization/experience in Personnel Management, Organization and Methods, Work Study or Management Services.

Desirable:-

- Specialization in any of the following areas, viz. Management Information Systems, PERT/CPM, Management Statistics.
- Experience of Teaching Management Service/Public Administration in a recognized University or a Central/State Govt. Training Institute.
- Experience as Junior/Senior Analyst in the Internal Work Study Unit/Management Services Unit of a Ministry/Department/Office or in the Staff Inspection Unit of the Ministry of Finance or in the Department of Administrative Reforms and Public Grievances.

FOR EX-SERVICEMEN:

Transfer on deputation/Re-employment:

Armed Forces Personnel due to retire or who are to be transferred to Reserve within a period of one year and having the requisite experience and qualifications prescribed for officers for transfer on deputation shall also be considered. Such persons could be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

10. Age

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