

No.13016/03/2010-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,  
JNU Campus (Old),  
New Mehrauli Road,  
New Delhi-110067.

Dated: 17 August, 2010

**OFFICE MEMORANDUM**

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

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, it is preferable that only those officers who have necessary aptitude/flair for teaching should apply.

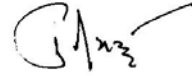
3. It is requested that the **applications (in quadruplicate) in the enclosed proforma (Annexure 'B') along with the complete and up-to-date CR dossiers** (or photocopies of CRs of the last 5 years duly attested by a Group 'A' Gazetted Officer) of the officers, who would be spared in the event of their 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 the 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.

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 Ministries/Departments, including attached and subordinate offices. A Hindi version will follow.



(Girish Chandra)

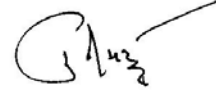
Under Secretary to the Government of India  
Tel No. 26166856

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 Chandan Mukherjee, Deputy Director (Admin.)], Administrative Block, JNU Old Campus, New Mehrauli 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 (Financial Management) in the ISTM.**

1. Name : Deputy Director (Financial Management)
2. Number of posts : 1 (One)
3. Date from which vacant : 02.05.1999.
4. Classification : General Central Civil Services  
Group 'A' (Gazetted), Non-Ministerial
5. Pay Band : PB-3: Rs.15600-39100/-
6. Grade Pay : Rs.6600/-
7. Training Allowance : 30% of Basic Pay [As admissible under the rules/orders of  
GOI] (Basic Pay is defined as pay in the Pay Band plus Grade  
Pay)
8. Period of deputation : Five 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 five 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 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% (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. dtd. 31.3.1987, as amended from time to time.

11. Qualifications, experience and eligibility required for the post

: **By deputation:**

**A. (a) Officers under the Central Government: -**

- (i) holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) with five years' service in the Grade rendered after appointment thereto on regular basis in the scale of Pay Band-2 + Grade Pay of Rs.5400 (pre-revised scale Rs.8000-13500) or equivalent in the parent cadre or Department; and

**(b) Possessing the following educational qualifications and experience:**

**Essential:-**

- (i) Bachelor's Degree of a recognized University or equivalent; and
- (ii) Five years' experience of application of rules, regulations and procedures in the area of establishment or administrative rules, financial rules and regulations and financial management practices in Central Government.

**Desirable:-**

- (i) One year's experience of teaching or training in a recognized University or college or training Institute in any one of the following subjects:-
    - a) Behavioral Science,
    - b) Organizational Behavior,
    - c) Information Technology,
    - d) Management Information Systems,
    - e) Performance Budgeting and
  - (iii) Master's Degree from a recognized University or equivalent.
-

Failing which

- B. (a) Officers under the Central Government with eight years' service in the grade rendered after appointment thereto on regular basis in Pay Band-2+Grade Pay of Rs. 4200 (pre-revised scale of Rs.6500-10500/-); or equivalent in the parent cadre or Department; and
- (b) Possessing the following educational qualifications and experience:

**Essential:**

- (i) Bachelor's Degree of a recognized University or equivalent; and
- (ii) Five years' experience of application of rules, regulations and procedures in the area of establishment or administrative rules, financial rules and regulations and financial management practices in Central Government.

**Desirable:**

- (i) One year's experience of teaching or training in a recognized University or college or training Institute in any one of the following subjects:-
- a. Behavioral Science,
  - b. Organizational Behavior,
  - c. Information Technology,
  - d. Management Information Systems,
  - e. Performance Budgeting and
- (ii) Master's Degree from a recognized University or equivalent.

**Note:** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall not exceed five years.

**12. Age** : The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

---

**APPLICATION FOR THE POST OF DEPUTY DIRECTOR ( FINANCIAL MANAGEMENT)**

**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 Organization
  - 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 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 belongs to SC/ST/OBC :
15. Remarks :

Signature of the candidate

Date \_\_\_\_\_

Address \_\_\_\_\_

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

---