

MOST IMMEDIATE

No.13016/03/2008/Trg-I.

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel & Training

'Training Division'

Block IV, 4th Floor,

Old JNU Campus,

New Meharauli Road,

New Delhi-110067.

Dated:24.01.08.

OFFICE MEMORANDUM

Subject:- Filling up of the faculty post of Assistant Director (Office Management) and Assistant Director (English Shorthand & Typewriting) on deputation basis in the Institute of Secretariat Training and Management, New Delhi

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 Assistant Director (Office Management) and Assistant Director (English Shorthand & Typewriting) on deputation basis. The qualifications and experience required for these posts and other details are given in Annexure Ia and Ib respectively.

2. Since these are a 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 triplicate) in the enclosed proforma (Annexure II) along with the complete and up-to-date CR dossiers (or photocopies for 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 Director (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. Applications received after the closing date of receipt of applications or not in the prescribed proforma or without the ACR dossier (or attested photocopies of ACRs) or otherwise found incomplete are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature 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.

(Manisha Bhatnagar)

Under Secretary (Trg.)

Tel: 26194167

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, Soचना 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 and the necessary estimates be provided immediately.
3. Smt Suvidha Kumra, Assistant Editor, O/o the Directorate of Advertising & Visual Publicity, M/o Information and Broadcasting, Soचना Bhavan, CGO Complex, Phase IV, Lodhi Road, New Delhi-110003

(Manisha Bhatnagar)

Under Secretary to the Government of India

ANNEXURE 'Ia'

Qualifications, experience and other details required for the posts of Assistant

Director (Office Management in the ISTM).

1. Name Assistant Director (Office Management)
Phone No.
2. Number of posts 1 (one)
3. Date from which 14.07.2008 (anticipated)
vacant
4. Classification General Central Service Group 'B' (Gazetted)
5. Scale of Pay Rs.6500-10500/-
6. Period of deputation including period of deputation in another ex-cadre post, held immediately preceding appointment in ISTM, or some other organization/department shall not exceed 5 years.
7. Duties and Responsibilities of the post
 - I. To train and develop officers of the CSS, CSSS & CSCS.

- II. To study books and periodicals and produce training materials case studies and practical exercises;
- III. To organize, schedule and direct at least one training programme.
- IV. To assist the Director of the Institute in Administrative and Training matters.

8. Pay/Allowances

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,

Transfer on deputation:

Experience and

Eligibility required for

the post

(I)

1. Section Officers of the Central Secretariat Service/Selection Grade Officers of the Central Secretariat Stenographers Service; or

2. Officers of the Central Government (including Defence Services Personnel) -

(a) Holding analogous posts;

Or

(b) With a 3 years' service in posts in the scale of Rs.5500-9000 or equivalent;

Or

(c) With 8 years' service in posts in the scale of Rs.4500-7000 / Rs.5000-8000 or equivalent.

(II) Possessing the following educational qualifications and experience:-

1. Degree of a recognized University or equivalent.
2. Practical experience of the Secretariat procedures, practices and precedents.
3. Knowledge of Establishment, Administrative and Financial rules and regulations of the Government.

III

Desirable:-

1. Degree of a recognized University or equivalent.
2. Teaching experience/organizing training programmes.
3. Specialized knowledge of any or more of the following subjects:
 - (a) Human Relations
 - (b) Elementary Statistics
 - (c) Performance Budgeting
 - (d) Management Information System
 - (e) Decision Making

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

Annexure 1I'(b)

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)

Phone No.

2. Number of posts 1 (One)

3. Date from which 1.9.2008 (Anticipated)
vacant

4. Classification General Central Service Group 'B' (Gazetted)

5. Scale of Pay Rs.6500-200-10500/-

6. Period of deputation preceding 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.

7. Duties and

Responsibilities of the post

- V. 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.
- VI. To provide direct training inputs and produce training materials, case studies, practical exercises. etc.
- VII. To assist the Director of the Institute in Administrative and training matters.

8. Pay/Allowances

A deputationist shall be entitled to :

his grade pay in his parent cadre/organisation 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,

Transfer on deputation:

Experience and

Eligibility required for

The post (I)

- (i) Grade 'A' Officer of the Central Secretariat Stenographers' Service, or
 - (ii) Stenographer under the Central Government.
 - (a) holding analogous posts;
 - (b) With 2 years' service in the posts in the scale of Rs.6500-10500 or equivalent; Or
 - (c) With 3 years' service in posts in the scale of Rs.5500-9000 or equivalent; Or
 - (d) With 8 years' service in posts in the scale of Rs.4500-7000/Rs.5000-8000 or equivalent;
- (II) Must have successfully completed a course under the Re-training scheme for Desk Officers or a course for training Upper/Lower Division Clerks in the Stenography (covering theory as well as practical).

Desirable:-

Degree of a recognised University or equivalent.

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

APPLICATION FOR THE POST

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)

Qualification/Experienced required
for the post

Qualifications/experience
possessed by the officer

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 Instt/Orgn	Post held and Service Cadre to which it belongs (2)	From	To	Scale of pay and classification(Group) of Post	Whether held on regular/ad-hoc basis	Nature of duties
(1)		(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 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/organisation you belong to

10 Additional details about present employment
Please state whether working under

- 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

15 Remarks

Signature of the candidate

Date_____

Address_____

Countersigned_____

(Employer)

No.13016/5/2008/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 20.02.08.

OFFICE MEMORANDUM

Subject:- Filling up of the faculty post of Deputy Director (Peripatetic 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 require urgently the services of a suitable officer for appointment to the faculty post of Deputy Director (Peripatetic Training) on deputation basis. The qualifications and experience required for the post and other details are given in Annexure-I.

2. Since this is 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 of eligible officers (in triplicate) in the enclosed proforma (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 or 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, if any, imposed on the officer.
- (iii) Integrity Certificates/Vigilance Clearance in respect of the officer.
- (iv) Cadre clearance in respect of the officer.

4. Applications received after the closing date for receipt of applications or received without the CR dossiers (or attested photocopies of CRs) and other documents/information mentioned in para 3 above or otherwise found incomplete will be liable to be rejected. 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/Department, including attached and subordinate offices.

(Manisha Bhatnagar)

Under Secretary to the Govt. of India

Tel:26194167

To

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

Copy to:-

1. ISTM (Shri Nafe Singh, Deputy Director (Admn.), Administrative Block, Old JNU Campus, New Mehrauli 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.

3. Smt. Suvidha Kumra, Assistant Editor, 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 a request to furnish the estimates urgently to the undersigned)

(Manisha Bhatnagar)

Under Secretary to the Govt. of India

Tel:26194167

ANNEXURE 'A'

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

- 1.Name Deputy Director (Peripatetic Training)
- 2.Number of posts 1 (One)
- 3.Date from which vacant 1.9.2008.
- 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 organisation/department shall not exceed 5 years.
- 7.Duties and responsibilities of the post
 - (i) to train and develop officers of Central Secretariat Service and officers of State Governments.
 - (ii) to study books/periodicals and produce training materials, case studies, practical exercises etc.

(iii) to organise, schedule and direct Training Programmes for supervisory level officers.

(iv) To assist the Director of the Institute in administrative training matters.

8. Pay/Allowance

A deputationist shall be entitled to:-

his grade pay in his parent cadre/organisation 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 to in the Institute.

9. Qualifications, Transfer on deputation:

experience and

eligibility required for
the post
Secretariat

(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
Rs.6500-10500/- Or equivalent with 7 years' service
as such; and

(3) Possessing the following educational qualifications and experience:

(i) Degree of a recognised University or
equivalent;

(ii) Knowledge of Establishment, Administrative
and Financial rules and regulations of the
Government of India.

Desirable:-

(i) Masters' 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) Public Administration
 - (b) Behavioural Sciences;
 - (c) Decision Making;
 - (d) Management Information System;
 - (e) Elementary Statistics; and
- (a) Performance Budgeting.

10.Age

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

APPLICATION FOR THE POST

BIO-DATA PROFORMA

- 7 Name and Address in Block letters
Telephone No:
- 8 Date of Birth(in Christian era):
- 9 Date of retirement under Central/
State Government rules
- 10 Educational Qualifications:
- 11 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/Experienced required for the post	Qualifications/experience possessed by the officer
-----	-----

12 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 Instt/Orgn	Post held and Service Cadre to which it belongs (2)	From	To	Scale of pay and classification(Group) of Post	Whether held on regular/ad-hoc basis	Nature of duties
(1)		(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 drawn at present

11 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/organisation you belong to

12 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

12 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

15 Remarks

Signature of the candidate

Date_____

Address_____

Countersigned_____

(Employer)

No.13016/04/2008-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...24.1.2008.

OFFICE MEMORANDUM

Subject:-Filling up of the faculty posts of Deputy Director (Office Management) and Deputy Director (Vigilance Course) 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 the faculty posts of Deputy Director (Office Management) and Deputy Director (Vigilance Course) on deputation basis. The qualifications and experience required for these posts and other details are given in Annexure Ia and Ib.

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 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 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 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 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 Ministries/Departments, including attached and subordinate offices.

(Manisha Bhatnagar)

Under Secretary to the Govt. of India

To

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

Chief Secretaries of States/UTs

Supreme Court of India,

O/o Comptroller and Auditor General of India,

O/o Attorney General of India etc.),

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.
3. Smt. Suvidha Kumra, Assistant Editor, 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 a request to furnish the estimates urgently to the undersigned)

(Manisha Bhatnagar)

Under Secretary to the Govt. of India

Tel:26194167

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 1 (one)
3. Date from which 1.8.2008.
4. Classification General Central Service Group 'A' (Gazetted)
5. Scale of Pay Rs.10000-325-15200/-
6. Period of deputation preceding 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
 - VIII. To schedule, organized and direct training programmes for supervisory and operating level officers of the Central/State Government/autonomous bodies etc.

- IX. To produce training materials, case studies, practical exercises etc.
- X. To assist the Director of the Institute in Administrative and training matters.

8. Pay/Allowances

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,

Transfer on deputation:

Experience and

Eligibility required for

the post (1)

- (i) Grade I Officers of the Central Secretariat Services; Or
- (ii) Defence Services Officers (other than Junior Commissioned Officers) with 5 years' Service as such; Or
- (iii) Officers of the Central Service 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 Rs.6500-10500 (pre-revised) or equivalent with 7 years' service as such; and

(3) Possessing the following educational qualifications and experience:-

Essential:-

- (i) Degree of a recognized University or equivalent.
- (ii) Thorough practical knowledge of Secretariat practices, procedures and precedents.
- (iii) Knowledge of Establishment, Administrative and Financial rules and regulations of the Government.

Desirable:-

- (i) Masters' Degree of a recognized University or equivalent;
- (ii) Teaching experience/organizing training programmes.
- (iii) Specialized knowledge of any one or more of the following subjects:
 - (f) Behavioral Sciences
 - (g) Decision Making
 - (h) Management Information System
 - (i) Elementary Statistics
 - (j) Performance Budgeting

10. Age

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

ANNEXURE 'Ib'

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

1.Name Deputy Director (Vigilance Course)

2.Number of posts 1 (One)

3.Date from which vacant 1.8.2008.

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 organisation/department shall not exceed 5 years.

7.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.

8. Pay/Allowance

A deputationist shall be entitled to:-

his grade pay in his parent cadre/organisation 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 to in the Institute.

9. Qualifications,

Transfer on deputation:

experience and eligibility

required for the post
Secretariat

(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 Rs.6500-10500/- or equivalent with 7 years' service as such; and

(3) Possessing the following educational qualifications and experience:

Essential:-

- (i) Degree in Law of a recognized University or equivalent.
- (ii) 2 Years' experience of dealing with disciplinary cases.

Desirable:-

- (i) Teaching experience in the subject;
- (ii) Should have successfully completed the Advance Vigilance Course conducted by the Institute of Secretariat Training and Management or any other equivalent course in Government recognized Institution.

10.Age

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

APPLICATION FOR THE POST

BIO-DATA PROFORMA

- 13 Name and Address in Block letters
Telephone No:
- 14 Date of Birth(in Christian era):
- 15 Date of retirement under Central/
State Government rules
- 16 Educational Qualifications:
- 17 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/Experienced required for the post	Qualifications/experience possessed by the officer
-----	-----

- 18 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 Instt/Orgn	Post held and Service Cadre to which it belongs (2)	From	To	Scarl of pay and calssification(Group) of Post	Whether held on regular/ad-hoc basis	Nature of duties
(1)		(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 paydrawn at present

13 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/organisation you belong to

14 Additional details about present employment Please state whether working undera

- a) Central Government
- b) State Government
- c) Autonomous Organisations

- d) Government Undertaking
- e) Universities

13 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

15 Remarks

Signature of the candidate

Date_____

Address_____

Countersigned_____

(Employer)

