

No.13016/05/2007-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 : 24/07/2007

OFFICE MEMORANDUM

Subject:-Filling up of the faculty post 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 a suitable officer for appointment to the faculty post of Deputy Director (Office Management) on deputation basis. The qualifications and experience required for the post 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, 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 I) 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) 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.

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

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, (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

ANNEXURE 'I'**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 | 25.6.2007. |
| 4. Classification | General Central Service Group 'A' (Gazetted) |
| 5. Scale of Pay | Rs.10000-325-15200/- |
| 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 of some other organization/department shall not exceed 5 years. |
| 7. Duties and Responsibilities of the post | <p>I. To schedule, organized and direct training programmes for supervisory and operating level officers of the Central/State Government/autonomous bodies etc.</p> <p>II. To produce training materials, case studies, practical exercises etc.</p> <p>III. To assist the Director of the Institute in Administrative and training matters.</p> |
| 8. Pay/Allowances | <p>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;</p> <p>Training allowance will be reduced by special pay, deputation pay and allowance thereon to which a faculty member might be entitled in the Institute.</p> |

9. Qualifications,
Experience and
Eligibility required for
the post (1)

Transfer on deputation:

- (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:
 - (a) Behavioral Sciences
 - (b) Decision Making
 - (c) Management Information System
 - (d) Elementary Statistics
 - (e) Performance Budgeting

10. Age

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

