

IMMEDIATE

No.13011/3/2008-Trg.
Government of India
Ministry of Personnel, Public Grievances and Pensions,
Department of Personnel and Training

'Training Division'
Block IV, 3rd Floor, Old JNU Campus,
New Mehrauli Road,
New Delhi-110067.

Dated: 26/3/2009

OFFICE MEMORANDUM

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

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 following Faculty Posts on deputation basis:

- (i) Deputy Director (Office Management) – 1 Post
- (ii) Assistant Director (Office Management) – 1 Post

2. The eligibility conditions, qualifications and experience required for the post of Deputy Director (Office Management) and other details are given in **Annexure I**. The eligibility conditions, qualifications and experience required for the post of Assistant Director (Office Management) and other details are given in **Annexure II**

3. 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, only those officers who have necessary aptitude/flair for teaching should apply.

4. It is requested that the applications (in quadruplicate) in the enclosed proforma (**Annexure III**) of the eligible 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/Rozar Samachar together with the following:-

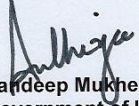
- (i) Up-to-date CR Dossier of the applicants or clear photocopies of the ACRs for last 5 years duly attested by a Group 'A' Officer.
- (ii) A statement showing major or minor penalties, if any, imposed on the officer.
- (iii) Integrity Certificate
- (iv) Vigilance clearance in respect of the officer.
- (v) Cadre clearance in respect of the officer.

5. Applications received after the closing date or without the ACRs dossier (or attested photocopies of ACRs) or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. Those who have already applied for this post in response to an earlier O.M. need not apply again.

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6. 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.

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


(Sandeep Mukherjee)

Under Secretary to the Government of India

Tel:26168761

To:-

1. All Ministries/Departments of the Government of India. (As per standard list) (including UPSC, Election Commission of India)
2. Chief Secretaries of States/UTs
3. Supreme Court of India,
4. O/o Comptroller and Auditor General of India,
5. O/o Attorney General of India
6. All public Sector Undertakings
7. Recognized Research Institutions/Universities/Autonomous Bodies
8. Statutory & Semi Government Organizations,

Copy to ISTM [Shri Chandan Mukherjee, Deputy Director(Admn)] Administrative Block, Old JNU Campus, New Meharauli Road, New Delhi-110067. It is requested that necessary action may be taken for publication of this vacancy circular in the next issue of the Employment News/Rozgar Samachar under intimation to this Department.


(Sandeep Mukherjee)

Under Secretary to the Government of India

Tel:26168761

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 vacant | 01.08.2008. |
| 4. Classification | General Central Civil Services Group 'A' (Gazetted) |
| 5. Pay Band | PB-3: 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 organisation/department shall not exceed 5 years. |
| 9. Duties and responsibilities of the post | (i) to schedule, organise 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.; and

(iii) to assist the Director of the Institute in Administrative and training matters. |
| 10. Pay & Allowance | A deputationist shall be entitled to his Basic Pay (pay in the Pay Band of the parent cadre plus Grade Pay) drawn in his parent cadre/organisation and training allowance at the rate of 30% of his Basic pay drawn from time to time in the revised pay structure in terms of this Department's O.M. No. 12017/2/86-Trg. dated 31.3.1987 as amended from time to time. |
| 11. Qualifications, 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 5years Service as such; or
(iii) Officers of 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 of the Central Secretariat Stenographer Service and other Central Government Officers in the pre-revised scale of pay Rs. 6500-200-10500 or equivalent with 7 years service as such and |

ANNEXURE-II

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

1. Name **Assistant Director (Office Management)**
2. Number of posts 1 (One)
3. Date from which vacant 14.07.2008.
4. Classification General Central Civil Services Group 'B' (Gazetted)
5. Pay Band PB-3: 15600 - 39100
6. Grade Pay Rs. 5400/-
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 organisation/department shall not exceed 5 years.
9. 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 organise, schedule and direct at least one training programme
 - (iv) To assist the Director of the Institute in Administrative and training matters.
10. Pay & Allowance A deputationist shall be entitled to his Basic Pay (pay in the Pay Band of the parent cadre plus Grade Pay) drawn in his parent cadre/organisation and training allowance at the rate of 30% of his Basic pay drawn from time to time in the revised pay structure in terms of this Department's O.M. No. 12017/2/86-Trg. dated 31.3.1987 as amended from time to time.
11. Qualifications, Experience and Eligibility required for the post:
 - (I)
 1. Section Officers of the Central Secretariat Service/Selection Grade Officers of of the Central Secretariat Stenographer Service; or
 2. Officers of the Central Government (including Defence Services Personnel)-
 - (a) Holding analogous posts; Or
 - (b) With 3 years service in posts in the pre-revised scale of pay of Rs. 5500-9000 or equivalent; Or
 - (c) With 8 years service in posts in the pre-revised scale of pay of Rs. 5000 – 8000/Rs. 4500 –7000 or equivalent

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

Essential:-

- (i) Degree from a recognised University or equivalent
- (ii) Practical experience of the Secretariat practices, procedure and precedents
- (iii) Knowledge of Establishment, Administrative and Financial Rules and regulations of the Government

(III) **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) Human Relations
- b) Decision making
- c) Management Information System
- d) Elementary Statistics
- e) Performance Budgeting

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

ANNEXURE-III

**APPLICATION FOR THE POST OF DEPUTY/ASSISTANT 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.
7. Details of employment, in chronological order (enclose a separate sheet, duly
authenticated by your signature, if the space below is insufficient)

OFFICE/ INSTITUTE/ ORGANISATION	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
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8. Nature of Present employment, i.e.
 - (i) ad-hoc basis
 - (ii) regular/on temporary basis
 - (iii) Pay in the Pay Band
 - (iv) Grade Pay drawn

9.	<p>In case the present employment is held on deputation/contract basis, please state:</p> <p>(a) The date of initial appointment (b) Period of appointment on deputation/contract (c) Name of the parent office/organisation to which you belong</p>	
10.	<p>Additional details about present employment. Please state whether working under:</p> <p>(a) Central Government (b) State Government (c) Autonomous Organisation (d) Government Undertaking (e) Universities</p>	
11.	<p>Are you in Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</p>	
12.	<p>Total emoluments per month now drawn</p>	
13.	<p>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.</p>	
14.	<p>Whether belong to SC/ST</p>	
15.	<p>Remarks</p>	

Signature of the candidate

Date.....

Address

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