

MOST IMMEDIATE

No.13016/05/2010/Trg-I.
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Division

Block IV, 4th Floor,
JNU Old Campus,
New Meharauli Road,
New Delhi-110067.

Dated: 05-08-2010

OFFICE MEMORANDUM

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

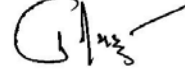
The undersigned is directed to say that the Institute of Secretariat Training and Management (ISTM), New Delhi requires urgently the services of suitable officers for appointment to the faculty post of **Assistant Director (Office Management)** on deputation basis. The qualifications and experience required for the post and other details are given in **Annexure 'P'**.

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 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 Meharauli 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 performa 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.

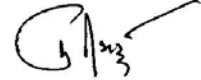


(Girish Chandra)
Under Secretary to the Govt. of India
Tel: 26166856

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

Copy to:-

1. ISTM [Shri Gulshan Kumar, Section Officer (Admn.)], Administrative Block, JNU Old Campus, New Meharauli 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
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ANNEXURE 'I'

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

1. Name Assistant Director (Office Management)
 2. Number of posts 2 (Two)
 3. Date from which Vacant 01.12.2010 (anticipated) & 22.06.2010
 4. Classification General Central Service Group 'B' (Gazetted)
 5. Scale of Pay Rs.9300-34800
 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) [as admissible under the rules/orders of GOI]
 8. 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.
 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 organize, schedule and direct at least one training programme.
 - IV. To assist the Director of the Institute in Administrative and Training matters.
 10. Pay/Allowances

A deputationist shall be entitled to his grade pay in his 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. 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.

11. Qualifications,
Experience and
Eligibility required for
the post

Transfer on deputation:

(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 (Pre-revised) or equivalent;

Or

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

12. Age

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

**APPLICATION FOR THE POST ASSISTANT DIRECTOR (OFFICE 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

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	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 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 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/OBC:

15 Remarks

Signature of the candidate

Date _____

Address _____

Countersigned _____
(Employer)
