



F.No. A-45011/01/2015-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Date: 22nd November, 2021

CIRCULAR

Subject: Inviting applications for engagement of a **Consultant (Hostel)** from retired personnel of Central Government services.

Institute of Secretariat Training & Management, an attached office of Department of Personnel & Training proposes to engage the services of retired officer from Central Government service to render service as Consultant (Hostel).

2. Eligibility conditions, period of engagement and scope of work are as under—

(i)	Eligibility condition	<p>Officers retired at the level of SO/ US or equivalent in pay Level-10/Level-11 from any Armed Forces / CAPF / Central Government Department / Organisation with minimum 5 years' experience in supervisory capacity.</p> <p>Retired Armed Forces/CAPF personnel will be given preference.</p> <p>Essential: Graduate in any Discipline Knowledge of Govt. Accounts & Audit, Computer knowledge (MS Word/ MS Excel).</p> <p>Desirable: Knowledge and Experience of Housekeeping, Inventory Management, Tech savvy</p> <p>Other Requirement : Living nearby so that he can be present at add times, soft spoken Emergency handling capacity, comfortable in co-ordination with various agencies.</p>
(ii)	Scope of Work	<p>The Consultant shall be required to independently handle, manage and submit daily Reports and process the following:</p>

		<ul style="list-style-type: none"> a. Put up cases for approval viz. Noting, Drafting, Examination of case and other related works b. Allotment of rooms in Hostel as per approval c. Collection of room rent d. License Fee deposit e. Supervision of housekeeping f. Supervision of Yoga and Gym centres g. Co-ordination with CPWD for repair and maintenance h. Supervision of the catering services in ISTM Hostel i. Maintaining a schedule for making the cleanliness and up keeping of rooms/dinner halls and j. Attending to grievances of hostel inmates k. Strict Maintenance of discipline within the hostel premises and troubleshooting/managing discipline issues. l. Any other work/ activity as may be assigned by the Director or any other designated officer in ISTM
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3. General conditions for all the posts—

(i)	Period of engagement	For an initial period of one year which is extendable on year to year basis subject to satisfactory performance.
(ii)	Job Location	Institute of Secretariat Training & Management, Old JNU Campus, New Delhi-67
(iii)	Age	Age should be less than 62 years as on 01 st December, 2021

(iv)	Remuneration	<p>Last pay drawn minus pension plus TA.</p> <ul style="list-style-type: none"> • Fixed remuneration. • Fixed amount of Transport Allowance for the purpose of commuting between residence and the place of work shall be allowed not exceeding the rate applicable at the time of retirement. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement. • No Dearness Allowance • No HRA
(v)	Leave	1.5 days of paid leave for every month of engagement completed.
(vi)	Working Hours	<ul style="list-style-type: none"> • Regular Office timings are from 9:00 AM to 5.30 PM but the post/nature of duties require continuous monitoring/follow up/supervision of facilities. • May also have to devote more time than usual to meet exigencies of work. • Will be required to Work from Home in any conditions of lockdown/ Govt. instructions. • Normal working days are Monday to Friday. However, will be required to attend office on such Saturdays/Sundays depending on exigencies of work.
(vii)	Terms of Engagement	The engagement will be on immediate hiring basis which is purely dependent on work performance. No notice will be sewed for termination in case of any information about adverse performance /unethical / improper conduct.
(viii)	How to apply	<p>The applications in the prescribed format (complete in all respects) along with the requisite documents i.e.</p> <ul style="list-style-type: none"> ➤ Copy of PPO, ➤ Last Pay Certificate ➤ Bank Details, ➤ Aadhaar Card ➤ PAN Card <p>may be forwarded to the following address—</p>

		The Deputy Secretary (Admn.) Institute of Secretariat Training & Management Old JNU Campus Opp. Bersarai Market New Delhi-110067 or email on sandeep.kumar130@gov.in
(ix)	Last date for receipt of applications	10 th December, 2021

4. Eligible retired Officers, in good health and who are interested may submit their applications in the enclosed format before the closing date. Applications received with incomplete information or received beyond the closing date will not be considered.


(V. Srinivasaragavan)
Deputy Secretary (Admn)
Tele.:011-26737607

Application for Consultant (Hostel) in the Institute of Secretariat Training & Management

(Last date for receipt of applications –10th December 2021)

photograph

1.	Name	
2.	Designation at the time of retirement	
3.	Date of Birth / Age as on 1 st December, 2021 (in year and months only)	
4.	Educational qualifications	
5.	Date of retirement	
6.	PPO No.	
7.	Pay level in which retired	
8.	Last pay drawn	
9.	Name of the Department from where retired	
10.	Name and Designation (with mobile number) of the Controlling Officer in the last department served.	
11.	Monthly pension sanctioned	
12.	Address for correspondence	
13.	Bank Account Details Name of Bank: Branch: Account no.: IFSC Code:	

14.	Contact No.: Alternate Contact No.:	
15.	Email id	
16.	PAN No.	
17.	Experience details	Please provide information in the format below [Please furnish experience details of and above the level of ASO only]

Name of the Min/ Deptt./ Organisation	Period		Designation (starting from Pay Level-6)	Brief details of the work handled
	From	To		

17. Additional relevant information, if any, in support of your suitability for the said engagement (Attach separate sheet if necessary)

Declaration

I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of Consultants.

Signature of applicant
Name: _____

Place:
Date: