



**20023/1/2021-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

### **INVITATION AS GUEST FACULTY - REGARDING**

Apart from regular faculties, ISTM also utilises knowledge and expertise of visiting/guest faculties in conduct of various training programmes for officers of Central and State Governments as well as other Government Organisations. A list of broad functional areas in which ISTM provides training in various courses is at Annexure-I. Applications are invited from experienced trainers/faculty members/officers of various Ministries/Departments/Attached Offices/Training Institutes/Other Professionals who are willing to be on the Guest Faculty Panel of ISTM. The details of eligibility and experience required are as follows :

(a) The officer should have prior experience of training/teaching in a State level/National Level training institute/academy. Details of training experiences/certifications should be provided.

(b) The application for inclusion in panel should contain brief CV and broad areas of interest/research/specialization. List of Publications, if any may be provided.

(c) Details of training courses/qualifications acquired from international/foreign universities/institutions especially in Public Administration/Governance/Development etc.

2. The Guest Faculty invited to take sessions in various training programmes will be paid honorarium as per DOPT approved rates along with reimbursement of local travelling expenses.

3. Empanelment of Guest Faculty will be subject to periodic review depending upon the performance, responsiveness and feedback received. There is no age bar for the guest faculty.

4. Officers already on the panel of ISTM's Guest Faculty are also required to submit their fresh/updated records for extension of empanelment as guest faculty.

5. The requisite information along with a copy of updated CV mentioning mobile number, email ID etc and supporting documents may please be emailed at [coordunit-istm@gov.in](mailto:coordunit-istm@gov.in) by 31 May 2022. Shortlisted faculty members (visiting) will be requested to take sessions in respect of their specialised areas w.e.f. 01 Jun 2022. The visiting faculty members may please also indicate their availability in Delhi for taking classes at ISTM, Delhi campus.

(Agam Aggarwal)  
Deputy Director



**Annexure-I**

| <b>Broad Functional Area</b> | <b>Topics/Subjects</b>                                      |
|------------------------------|---|
| <b>Financial Management</b>  | APAR  |
|                              | Audit Procedure   |
|                              | Budget  |
|                              | CCS(Leave Rules)  |
|                              | Central Government Employee group insurance Schemes(CGEGIS) |
|                              | CS(MA) & CGHS Rules   |
|                              | Delegation of Financial Power Rules(DFPR)                   |
|                              | Duties & responsibilities of HOD/ HoO/DDO                   |
|                              | GFR   |
|                              | Public Procurement  |
|                              | Contract Management   |
|                              | Inventory Management  |
|                              | GEM   |
|                              | GST   |
|                              | Public Finance  |
|                              | Income Tax  |
|                              | Fundamental Rules / Supplementary Rules(FRs / SRs)          |
|                              | LTC Rules   |
|                              | Outcome Budget  |
|                              | Pay Fixation  |
|                              | Pension Rules   |
|                              | TA/DA Rules   |
| <b>Behavioral Techniques</b> | Communications Skills                                       |
|                              | Emotional Intelligence                                      |
|                              | Interpersonal Skills  |
|                              | Organization Behavioral                                     |
|                              | Negotiation Skills  |
|                              | Stress Management   |
|                              | Conflict Management   |
|                              | Ethics & Values in Public Governance                        |
|                              | Team Building Leadership                                    |
|                              | Gender Sensitization  |

|   |  |
|---|--|
|   | POSH Act 2013                            |
|   | Gender Budgeting                         |
|   | Knowledge Management                     |
|   | Motivation                               |
|   | Personality Development                  |
|   | Time Management                          |
| <b>Management Development Programme</b>             | Good Governance                          |
|   | Preparation of Cabinet Notes             |
|   | Public Policy Analysis                   |
|   | Public Policy Formulation                |
|   | Public Private Partnership               |
|   | Public Procurement Policy                |
| <b>Computers</b>                                    | MS-Office Suites                         |
|   | MS-Access                                |
|   | MS-Word                                  |
|   | MS-Power Point                           |
|   | MS-Excel                                 |
| <b>Establishment &amp; Vigilance Administration</b> | Handling CAT/Court cases                 |
|   | Handling of Government Litigation        |
|   | Reservation in Services                  |
|   | Establishment Rules                      |
|   | Preventive Vigilance                     |
|   | Vigilance Administration                 |
|   | CCS(CCA) Rules                           |
|   | Conduct Rules                            |
| <b>Office Management</b>                            | Noting & Drafting                        |
|   | Office Procedure                         |
|   | Parliamentary Procedure                  |
|   | Record Management                        |
|   | File Management                          |
| <b>Right to Information</b>                         | Record Management – Right to Information |
|   | RTI – Appellate Authority                |
|   | RTI – Public Information Officers        |