



F.No. A-50015/01/2021-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

Date: 24th May, 2022

CIRCULAR

Subject: Inviting applications for engagement of 01 Consultant (Faculty) and 02 Consultants (Course Manager) from retired personnel from Central Government services - regarding.

Reference is invited to Institute of Secretariat Training & Management Circular of even number dated 31.03.2022 & 22.04.2022 on the above subject.

2. Considering lack of eligible applications, it has been decided to re-circulate the requirement for engagement of Consultants inviting applications from eligible retired officers. Last date for receipt of application is 10.06.2022. Accordingly, a revised Circular is attached.

3. Officers who have applied in response to earlier circulars need not apply again.

Shefali Saraf

(Shefali Saraf)

Under Secretary (Admn.)

Tele No. : 011-26737614

To

All Ministries/Department (through ISTM/DoPT website)

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067
दूरभाष / TELEPHONE - 011-26104038; टेलीफैक्स / FAX - 011-26104183



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Date: 24th May, 2022

CIRCULAR

Subject: Inviting applications for engagement of 01 Consultant (Faculty) and 02 Consultants (Course Manager) from retired personnel from Central Government services - regarding.

Institute of Secretariat Training & Management, an attached office of Department of Personnel & Training proposes to engage the services of retired officers from Central Government to render service as Consultants which include one Consultant for Faculty and two Consultants for Course Manager. *Officers due for retirement in the month of June, 2022 are also eligible to apply.*

2. Number of Consultants to be engaged, eligibility condition, period of engagement and scope of work are as under –

2.1. Consultant (Faculty):

(i)	Number of Consultants to be engaged	01 (One)
(ii)	Eligibility condition	Officers retired at the level of US/DS/Director or equivalent in pay Level-11 / Level-12 / Level-13 from any Central Government Department / Organization with minimum experience of two years in Training/training related activities.

(ii)	Scope of Work	<p>The Consultant shall be required to independently handle, manage and process the following:</p> <ul style="list-style-type: none"> a. Carry out review, monitoring of course material/content on topics pertaining to Training needs; b. Delivering lectures on relevant areas/topics through online as well as face-to-face mode, taking doubt clearance sessions for better understanding of the trainees; c. Modification and development of study material (e-content/reading content), questionnaires, quizzes, assessment papers, examination papers, case studies for Noting and Drafting and other competency building topics; d. Handling grievances of trainees, monitoring and reviewing progress of the trainees w.r.t. different identified activities and indicate the same in Reports/LMS portals; e. Development of a common template for use by MDOs to facilitate design, delivery, monitoring of Foundation Training Programmes at ISTM; f. Development of relationship learning tools each as coaching, mentoring, buddy system and networking as per the guidelines and facilitate the delivery/implementation of the same; g. Development of implementation as well as operational manuals as required for realizing Functional/Behavioral/Domain competencies during the whole course of Foundation Training Programmes and other course; h. Support Ministries/Departments/Offices in
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		<p>monitoring/assessing the progress of trainees during the on-the-job training phase of Foundation Training;</p> <p>i. Support Ministries/Departments/Offices in preparing domain competency modules;</p> <p>j. Any other work/ activity as may be assigned by the Director or any other designated officer in ISTM.</p>
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2.2. Consultant (Course Manager):

(i)	Number of Consultant to be engaged	02 (Two)
(ii)	Eligibility condition	<p><u>Post-01</u></p> <p>Officers retired at the level of SO/ US or equivalent in pay Level-10 / Level-11 from any Central Government Department/Organisation with minimum 5 years' experience in supervisory capacity.</p> <p><u>Post-02</u></p> <p>Officers retired at level of SO/US or equivalent in pay Level-10 / Level-11 from NIC/Technical Organisation of Government of India.</p>
(ii)	Scope of Work	<p><u>Post-01</u></p> <p>The Consultant shall be required to handle, manage and process independently the following:</p> <p>a. Managing the participation of the trainees in the classroom component at ISTM and on the job training at Ministries/Departments and online training during the entire period of training;</p> <p>b. Help in designing formats/templates to standardize the process of delivery of content as well as assessments in</p>

		<p>consultation with faculty members/subject matters experts;</p> <p>c. Conducting tour programmes as per requirements of the courses assigned to him/her;</p> <p>d. Correspondence with State Governments, partner Training Institutes, guest faculty members, tour/event organizing agencies, Collaborating with institutions such as Parliamentary Research and Training Institute for Democracies (PRIDE), etc;</p> <p>e. Coordinating with the Nodal Officers in Ministry/Department/Organisation (MDO) and Competency Building Products (CBPs) providers regarding the on-the-job training component;</p> <p>f. Analysing feedbacks from participants for improvement of the Foundational Training programmes and other training programmes at ISTM, grievance redressal, coordinating with participants;</p> <p>g. Development of a common template for use by MDOs to facilitate design, delivery, monitoring of Foundation Training Programmes at ISTM.</p> <p>h. Development of relationship learning tools such as coaching, mentoring, buddy system and networking as per the guidelines and facilitate the delivery/implementation of the same;</p> <p>i. Identification and development of study materials (e-content/reading content), questionnaires, quizzes, assessment papers, examination papers, case studies for Noting and Drafting and other competency building topics in consultation with subject matter experts; preparation of Standard Operating</p>
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		<p>Procedures (SOPs) for foundation programmes at ISTM;</p> <p>j. Monitor the progress of face to face and online course/consumption of online material by each of the participants in the batch allocated to the Consultant, sent material / assignments / feedback / reminders to the participants and maintain database of the progress and assessments as may be prescribed;</p> <p>k. Other secretariat assistance as may be required from time to time;</p> <p>l. Any other work/ activity as may be assigned by the Director or any other designated officer in ISTM.</p> <p><u>Post-02</u></p> <p>To handle system administration related issues such as –</p> <p>a. Administration work relating to Computer Labs and other IT system related work</p> <p>b. Engaging agencies for AMC work for maintenance of IT infrastructure</p> <p>c. Perspective planning for IT infrastructure</p> <p>d. Handling procurement of hardware/ software</p> <p>e. HR Management of AMC employees</p> <p>f. Release of payment to AMC agencies</p> <p>g. Monitoring inventory management</p> <p>h. Constant upgradation of IT infrastructure in consultation with users</p> <p>i. Arrangement of ICT faculties and engineers for conducting various confidential examinations by other Ministries/Departments.</p> <p>j. Issue regarding strengthening of Mobile Signals within ISTM campus was taken up with various stakeholders.</p>
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		<p>k. Monitoring and giving suggestions for commissioning of Cyber room at Hostel with 8 Desktop Computers.</p> <p>l. Regular physical visit to ICT Labs, Class Rooms, Library Building etc. to check the smooth functioning of IT equipments.</p> <p>m. Coordinating with CAMC vendors for completion of Preventive Maintenance, monitoring the OM work, rectification of complaints on stipulated time and other IT related issues for better performances, etc.</p> <p>n. Coordinating with Senior Level officials at NIC for various Information Technology related matters.</p> <p>o. Coordinating with CAMC vendors for completion of Preventive Maintenance, monitoring the PM work, rectification of complaints on stipulated time and other IT related issues for better performance, etc.</p> <p>p. Any other work/ activity as may be assigned by the Director or any other designated officer in ISTM.</p>
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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 June, 2022
(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

		<p>the purpose of commuting between residence and the place of work shall be allowed not exceeding the rate applicable at the time of retirement.</p> <ul style="list-style-type: none"> • 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"> • Normal 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 and continuance of which is purely dependent on their work performance. No notice will be served 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 Under 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 June, 2022

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.


 (Shefali Saraf)

Under Secretary (Admn.)
 Tele No. : 011-26737614

Application for Consultants in the Institute of Secretariat Training & Management

For post of Consultant (**Faculty**) /Consultant (Course Manager **Post -1**/Course Manager **Post-2**)

(Last date for receipt of applications – 10th June, 2022)

photograph

1.	Name	
2.	Name of Post applied for	
3.	Designation at the time of retirement	
4.	Date of Birth / Age as on 1 st June 2022 (in year and months only)	
5.	Educational qualifications	
6.	Date of retirement	
7.	PPO No.	
8.	Pay level in which retired	
9.	Last pay drawn	
10.	Name of the Department from where retired	
11.	Name and Designation (with mobile number) of the Controlling Officer in the last department served.	
12.	Monthly pension sanctioned	

13.	Address for correspondence	
14.	Bank Account Details Name of Bank: Branch: Account no.: IFSC Code:	
15.	Contact No.: Alternate Contact No.:	
16.	Email-id	
17.	PANNo.	
18.	Experience details	<p>Please provide information in the format below</p> <p>[Please furnish experience details of and above the level of ASO only]</p>

Name of the Min/ Deptt./ Organisation	Period		Designation (starting from Pay Level)	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: