



No. A.35020/03/2013-ISTM
Government of India
Institute of Secretariat Training & Management
Department of Personnel & Training
JNU(Old) Campus,
Olof Palme Marg, New Delhi-110067
Telephone No. 26102597; Fax No. 26104183

Dated, 31 July, 2013

To
The Secretary
All Ministries/ Departments of Government of India
(As per standard list)

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

Madam/Sir,

I am directed to say that the Institute of Secretariat Training and Management (ISTM), New Delhi proposes to fill up two faculty posts of Assistant Director (Office Management) [PB-2 with Grade Pay of Rs.4800/-] by appointment on deputation basis from amongst suitable and eligible officers working under Central Government. The officers selected shall be entitled to 'training allowance' on their basic pay as may be determined by the Government of India from time to time. The eligibility conditions, qualifications and experiences required for the post and other details are given in Annexure-I.

2. It is requested that applications (in quadruplicate) of suitable and eligible officers and who can be spared immediately in the event of selection may be sent to the SHRI ANIL TRIPATHI, UNDER SECRETARY (LTDP-ISTM), TRAINING DIVISION, DEPARTMENT OF PERSONNEL & TRAINING, BLOCK-IV, 4th FLOOR (Room No. 416), JNU(OLD) CAMPUS, NEW DELHI-110067 within a period of 45 days from the date of publication of this advertisement in the Employment News/Rozgar Samachar.

3. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the proforma given in Annexure-II (ii) Attested photocopies of ACRs/APARs for the last five years (ACRs/APARs to be attested by an officer not below the rank of Under Secretary) (iii) Vigilance clearance (Annexure-III) (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years as given in Annexure-IV (v) Integrity certificate (Annexure-V) and (vi) Cadre Clearance.

4. Applications received after the closing date or without the prescribed documents 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.

5. While forwarding the applications, it may be verified and certified that the particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment the officer concerned will be relieved of his duties.

6. This may please be given wide circulation in the various units of your organisation.

Yours faithfully,



(Rajeev Kumar Kundi)

Deputy Director(Admn)

Tel:26102597

Encl.: Annexure I to V

Copy to: Training Division, Department of Personnel & Training (Shri Anil Tripathi, Under Secretary), Block -IV, Room No 416, 4th Floor, JNU (old Campus) , New Delhi

1. Name of post : Assistant Director (Office Management)
2. Number of posts : 2(Two)
3. Date from which vacant : 15.07.2013 and one is anticipated vacancy
4. Classification : General Central Service Group 'B' (Gazetted)
5. Pay Band : PB-2: Rs.9300-34,800/-
6. Grade Pay : Rs.4800/-
7. Training Allowance : At such rate on basic pay as determined by Government of India from time to time
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 this appointment in the same or some other organization/department shall not exceed 5 years.
9. Duties and responsibilities of the post :
 - (i) To schedule, organize 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 experiences, etc. and
 - (iii) To assist the Director of the Institute in Administrative and Training matters
10. Pay & Allowances : A deputationist shall be entitled to his/her basic pay (pay in the Pay Band in the parent cadre plus Grade Pay) drawn in his/her parent cadre/organization and training allowance as may be determined by the Government of India from time to time
11. Qualifications, Experiences and Eligibility required for the post :
 - I (i) Section Officers of the Central Secretariat Service/ Selection Grade Officer of the Central Secretariat Stenographers Service; or
 - (ii) 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/- or equivalent and
 - (II) Possessing the following educational qualifications and experience:-
 - (a) (i) Degree of a recognized University or equivalent;
 - (ii) Practical experience of the Secretariat procedures, practices and precedents
 - (iii) Knowledge of Establishment, Administrative and Financial rules and regulations of the Government

Desirable:

 - (i) Degree of a recognized University or equivalent;
 - (ii) Teaching experience/organising training programmes
 - (iii) Specialised 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 closing date of receipt of applications.

APPLICATION FORM

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/ ORGANIZATION	POST HELD AND SERVICE/ ADDRESS TO WHICH IT BELONGS	FROM	TO	PAY IN THE PAY BAND AND CLASSIFICATION OF POST	WHETHER HELD ON REGULAR/ AD HOC BASIS	NATURE OF DUTIES

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> <ol style="list-style-type: none"> (a) The date of initial appointment (b) Period of appointment on deputation/contract (c) Name of the parent office/organisation to which you belong 	
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10.	Additional details about present employment. Please state whether working under: (a) Central Government (b) State Government (c) Autonomous Organisation (d) Government Undertaking (e) Universities		
11.	Are you in Revised Pay Structure? 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 belonging to SC/ST		
15.	Remarks		

Signature of the candidate

Date.....

Address

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

ANNEXURE-III

VIGILANCE CLEARANCE CERTIFICATE

Certified that no Vigilance case or disciplinary proceedings or criminal proceedings is either pending or contemplated against Dr/Shri/Smt/Ms.....who has applied for the post of Assistant Director (Office Management) in the Institute of Secretariat Training & Management on deputation basis.

(Authorised signatory)
Name & office Seal:
Date:

ANNEXURE-IV

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed during the last 10 years on Dr/Shri/Smt/Mswho has applied for the post of Assistant Director (Office Management) in the Institute of Secretariat Training & Management on deputation basis.

(Authorised signatory)
Name & office Seal:
Date

ANNEXURE-V

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Report of Dr/ Shri/ Smt/ Ms
.....who has applied for the post of Assistant Director (Office Management) in the Institute of Secretariat Training & Management, New Delhi on deputation basis, it is certified that his/ her integrity is beyond doubt.

(Authorised signatory)
Name & Office Seal
Date