



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

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: 18<sup>th</sup> May, 2023

**CIRCULAR**

Subject: Inviting applications for engagement of 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 (Course Manager). ***Officers due for retirement in the month of May, 2023 may also apply.***

2. Number of Consultant(s) to be engaged, eligibility conditions, period of engagement and scope of work are as under:

**Consultant (Course Manager)**

(i)	Number of Consultants to be engaged	02 (Two) and to prepare a panel for future vacancy.
(ii)	Eligibility condition	Officers retired at the level of SO/US or equivalent in Pay Level-8/9/10/11 from any Central Government Department/ Organisation with a minimum 3 years' experience in supervisory capacity.
(iii)	Scope of Work	The Consultant shall be required to handle, manage and process independently the following: a. Managing the trainees, i.e. their attendances, punctuality & discipline etc. in the classroom component at ISTM and on the job training at Ministries/Departments and online training during the entire period of training;

		<ul style="list-style-type: none"> <li>b. Providing assistance to Course Directors in engaging &amp; handling guest faculty members for sessions;</li> <li>c. Conducting tour programmes of the Assistant Section Officers (Probationers) / Stenographers (Probationers) as per requirements of the courses assigned to him/her and evaluations of Study Tour Reports submitted by participants.</li> <li>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;</li> <li>e. Coordinating with the Nodal Officers in Ministry/Department/Organisation (MDO) and Competency Building Products (CBPs) providers regarding the on-the-job training component, such as mentoring, buddy system and networking as per the guidelines and facilitate the delivery / implementation of the same;</li> <li>f. Analysing feedbacks from participants for improvement of the Foundational Training programmes and other training programmes at ISTM, grievance redressal, coordinating with participants;</li> <li>g. Providing assistance to faculty for examination / assessment / conducting of classes;</li> <li>h. Monitoring 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;</li> <li>i. Other secretariat assistance as may be required from time to time;</li> </ul>
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		j. Any other work/ activity as may be assigned by ISTM.
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3. General conditions for all the post(s)—

(i)	Period of engagement	For initially till Aug 2023 but likely to be extended further. The extension for period of engagement will be granted subject to satisfactory performance.
(ii)	Job Location / Office address	Institute of Secretariat Training & Management, Old JNU Campus, New Delhi-67
(iii)	Age	Age should be less than 62 years as on 01 <sup>st</sup> May, 2023
(iv)	Remuneration	Last pay drawn minus pension plus TA, in accordance with the instructions of Govt. of India issued from time to time.
(v)	Leave	1.5 days of paid leave for every month of engagement completed.
(vi)	Working Hours	<ul style="list-style-type: none"> <li>• Normal Office timings are from 9:00AM to 5.30PM but the nature of duties may require monitoring/follow up/supervision of facilities beyond office hours.</li> <li>• May be required to work from home beyond office hours.</li> <li>• May also be required to attend office on holidays depending on exigencies of work.</li> <li>• May also have to undertake travel with participants on State attachment/ study tours.</li> </ul>
(vii)	Termination and Notice	<p>The engagement will be on immediate hiring basis and continuance of which is purely dependent on work performance. The Consultant will have to devote fully to the assigned role and any unethical / improper conduct or lack of devotion to duty will result in termination of engagement.</p> <p>A notice of 15 days or payment in lieu thereof will be provided before termination of engagement.</p>
(viii)	How to apply	The applications in the prescribed format

		(complete in all respects) along with copy of PPO and Last Pay Certificate may be sent to the following address:  The Under Secretary (Estt.) Institute of Secretariat Training & Management Old JNU Campus Opp. Bersarai Market New Delhi-110067 or <u>email on : sandeep.kumar130@gov.in</u>
(ix)	Last date for receipt of applications	02 <sup>nd</sup> June, 2023

4. Eligible retired Officers, in good health 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 (Estt.)  
Tel No. 011-26737614

# Application for Consultants in the Institute of Secretariat Training & Management

For post of Consultant (Course Manager)

(Last date for receipt of applications – 02<sup>nd</sup> June, 2023)

photograph

1	Name	
2	Designation at the time of retirement	
3	Date of Birth / Age as on 01 <sup>st</sup> May 2023 (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	Contact No.: Alternate Contact No.:	
14	Email-id	



15	Experience details	Please provide information in the format below  [Please furnish experience details of and above the level

Name of the Min/ Deptt./ Organisation	Period		Designation (starting from Pay Level-8)	Brief details of the work handled
	From	To		

- 16 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: