



FILE NO: A-45011/01/2021-Establishment -Part 1 (Computer No.3411)

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

Dated: 06th November, 2025

CIRCULAR

Subject: - Inviting application for engagement of a Consultant (Hostel) from retired personnel of Central Government service at Institute of Secretariat Training & Management (ISTM), New Delhi – regarding.

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 or equivalent in pay Level 8-10 from any Central Government Department /Organisation/ Armed Forces / CAPF with minimum 5 years' experience in supervisory capacity.</p> <p>Essential: Graduate in any discipline Computer Knowledge (MS Word/ MS Excel).</p> <p>Desirable: Knowledge of Govt. Accounts & Audit, Knowledge and Experience of Housekeeping, Inventory Management, GFR, DFPR etc. Proficient in IT and digital systems</p> <p>Other Requirement: The candidate should reside in close proximity to the workplace to ensure availability during irregular hours, if required. Must possess a polite and professional demeanor, strong ability to handle emergencies effectively, and be comfortable coordinating with multiple agencies.</p>
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(ii)	Scope of Work	<p>The Consultant shall be required to independently handle, manage and submit daily Reports and process the following:</p> <p>(a) Put up cases for approval viz. Noting, Drafting, Examination of case and other related works through e office portal.</p> <p>(b) Allotment of rooms in Hostel as per approval</p> <p>(c) Collection of room rent.</p> <p>(d) License Fee deposit.</p> <p>(e) Supervision of housekeeping.</p> <p>(f) Supervision of Yoga and Gym centres.</p> <p>(g) Co-ordination with CPWD for repair and Maintenance.</p> <p>(h) Supervision of the catering services in ISTM Hostel.</p> <p>(i) Maintaining a schedule for making the cleanliness and up keeping of rooms/dinner halls.</p> <p>(j) Attending to grievances of hostel inmates.</p> <p>(k) Strict Maintenance of discipline within the hostel premises and troubleshooting/managing discipline issues.</p> <p>(l) Any other work/ activity as may be assigned by the Director or any other designated officer in ISTM.</p> <p>(m) Procurement through GeM/Open market.</p>
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3. General conditions for the posts are as under:-

(i)	Term of engagement	The term of appointment may be for a initial period of one (1) year and extendable on review of the task and the performance of the contract appointee. The contract can be extended for a further period not exceeding Five (05) years as per requirement.
(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 01.01.2026
(iv)	Remuneration	<ul style="list-style-type: none"> • Fixed remuneration. Last pay drawn minus pension plus TA • 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 each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
(vi)	Working Hours	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 time 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)	How to apply	The applications in the prescribed format (complete in all respects) along with the requisite documents i.e. Copy of PPO, Last Pay Certificate, Bank Details, Aadhaar Card, PAN Card may be forwarded to the following address- The Under Secretary, Institute of Secretariat Training & Management Old JNU Campus Opp. Bersarai Market New Delhi- 11 0067 or email on jain.akshay@gov.in
(viii)	Last date for receipt of applications	24th November, 2025

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.

Enclosure- Application form

Balaji N

(Balaji N)
Deputy Director (Estt.)
Telephone: 26737516

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dated 06th November, 2025

Application Form

Photograph

1.	Name	
2.	Designation at the time of retirement	
3.	Date of Birth/ Age as on 01.01.2026 (in year and months only)	
4.	Educational qualifications	
5.	Date of retirement	
6.	PPO No. (Copy of PPO to be enclosed)	
7.	Pay level in which retired	
8.	Last pay drawn (Copy of LPC to be enclosed)	
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: Account no.: IFSC Code:	
14.	Contact No.:	
15.	Email id.	
16.	PAN No.	
17.	Experience details	Please provide information in the format below

[illegible]

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

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: