



F.No. A-50015/01/2021-ISTM
भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(एक आईएसओ9001:2015 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

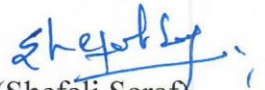
Date: 12th September, 2022

CIRCULAR

Subject: Inviting applications for engagement of 08 Consultants (Faculty) from retired Officers of Central/State Government/PSUs/Autonomous Bodies - regarding.

Reference is invited to Institute of Secretariat Training & Management's Circular of even number dated 19.07.2022 & 23.08.22 on the subject noted above.

2. The last date for receipt of application is hereby extended upto 30th September, 2022 and a revised circular is attached. The Officers due for retirement in the month of October, 2022 are also eligible to apply.
3. Officers who have applied in response to earlier circular need not apply again.


(Shefali Saraf)

Under Secretary (Admn.)
Tel No. 011-26737614

To

All Ministries/Department (through ISTM/DoPT website)

शेफाली सराफ / SHEFALI SARAF
अवर सचिव / Under Secretary
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान
Institute of Secretariat Training and Management
कार्मिक और प्रशिक्षण विभाग / Department of Personnel & Training
भारत सरकार, नई दिल्ली / Government of India, New Delhi



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Date: 12th September, 2022

CIRCULAR

Subject: Inviting applications for engagement of 08 Consultants (Faculty) 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 (Faculty). *Officers due for retirement in the month of October, 2022 are also eligible to apply.*

2. Number of Faculty Consultants to be engaged is as under—

Sl. No.	Area of engagement	Number & Level of Consultants	
		Number	Level
(i)	Management Services	3	Deputy Director
(ii)	Financial Management	2	Deputy Director
(iii)	Accounts	1	Assistant Director
(iii)	English Stenography & Typing	2	Assistant Director

3. Qualifications:

3.1. Consultant Faculty (Management Services)

DD Level

Essential	Desirable
<p>i. Bachelor's Degree in any discipline from a recognised University/ Institution;</p> <p>ii. Five years' experience in administrative/ establishment / financial rules and regulations of Government of India in managerial / supervisory capacity</p>	<p>(i) Master's Degree from a recognised University/ Institution; or</p> <p>Professional qualifications such as MBA, CA, CS, ICWA or analogous qualification from a recognised University/ Institution; or</p> <p>Two years' full time post graduate Diploma in Management from a recognized University/Institution</p> <p>(ii) Ph.D. in any subject</p> <p>(iii) Experience in any one or more of the following areas--</p> <p>(a) Teaching / training/ learning management</p> <p>(b) IFD/ Vigilance / Administration/ Establishment/ E-procurement/ Office Management/ Accounting/ Procurement</p> <p>(c) Competency Mapping/ Assessment/ HR transformation/ Personnel Administration</p> <p>(d) E-content development/ instruction design/ curriculum design</p> <p>(e) Certified Trainer/ Master Trainer/ Expert Trainer</p>
<p>Eligibility</p>	<p>Applicant should have rendered at least five years of service at the level of Deputy Director i.e. at Pay Level-11.</p> <p>Officers retired at the level of US/ DS/Director or equivalent in Pay Level-11/12/13/13A from any Central Government Organization may apply.</p>

	<p>An applicant should have a minimum two years' experience in training/training related activities.</p> <p>Experience as Faculty in any Central Training Institute will be an added advantage.</p>
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3.2. Consultant Faculty (Financial Management)- 2 position
DD Level

Essential:	Desirable:
<p>i. Bachelor's degree in Commerce /Economics / Business Administration from a recognised University/ Institution;</p> <p>or</p> <p>Professional qualifications such as MBA (Fin), CA, CS, ICWA or analogous qualification from a recognised University/ Institution.</p> <p>ii. Five years' experience in administrative/ establishment / financial rules and regulations of Government of India in managerial / supervisory capacity</p>	<p>(i) Master's Degree in Commerce /Economics / Business Administration (Finance) from a recognised University/ Institution; or</p> <p>Professional qualifications such as MBA (Fin), CA, CS, ICWA or analogous qualification from a recognised University/ Institution; or</p> <p>Two years' full time post graduate Diploma in Management from a recognized University/Institution</p> <p>(ii) Ph.D. in any subject</p> <p>(iii) Experience in any one or more of the following areas--</p> <p>(a) Teaching / training/ learning management</p> <p>(b) IFD/ Vigilance / Administration/ Establishment/ E-procurement/ Office Management/ Accounting/ Procurement</p> <p>(c) Competency Mapping/ Assessment/ HR transformation/ Personnel Administration</p>

	<p>(d) E-content development/ instruction design/ curriculum design</p> <p>(e) Certified Trainer/ Master Trainer/ Expert Trainer</p>
Eligibility	<p>Applicant should have rendered at least five years of service at Pay Level-11.</p> <p>Officers retired at the level of US/ DS/Director or equivalent in Pay Level-11/12/13/13A from any Central Government Organization may apply.</p> <p>An applicant should have a minimum two years' experience in training/ training related activities.</p> <p>Experience as Faculty in any Central Training Institute will be an added advantage.</p>

3.3. Consultant Faculty (Accounts)-	
AD Level	
Essential:	Desirable:
<p>i. Bachelor's degree in Commerce /Economics / Business Administration from a recognised University/ Institution;</p> <p>ii. Two years' experience in administrative/ establishment / financial rules and regulations of Government of India</p>	<p>(i) Master's Degree in Commerce /Economics / Business Administration (Finance) from a recognised University/ Institution; or</p> <p>Professional qualifications such as MBA (Fin), CA, CS, ICWA or analogous qualification from a recognised University/ Institution; or</p> <p>Two years' full time post graduate Diploma in Management from a recognized University/Institution</p> <p>(ii) Ph.D. in any subject</p> <p>(iii) Experience in any one or more of the</p>

	<p>following areas--</p> <p>(a) Teaching / training/ learning management</p> <p>(b) IFD/ Vigilance / Administration/ Establishment/ E-procurement/ Office Management/ Accounting/ Procurement</p> <p>(c) Competency Mapping/ Assessment/ HR transformation/ Personnel Administration</p> <p>(d) E-content development/ instruction design/ curriculum design</p> <p>(e) Certified Trainer/ Master Trainer/ Expert Trainer</p>
<p>Eligibility</p>	<p>An applicant should have rendered at least five years of service at Pay Level-8/10.</p> <p>Officers retired at the level of SO/ US/ DS or equivalent in Pay Level-8/10/11/12 from any Central Government Organization may apply.</p> <p>An applicant should have a minimum two years' experience in training/ training related activities.</p> <p>Experience as Faculty in any Central Training Institute will be an added advantage.</p>

<p>3.4. Consultant Faculty (English Stenography & Typing) AD Level</p>	
<p>Essential</p>	<p>Desirable</p>
<p>i. Bachelor's degree from a recognised University/ Institution</p> <p>ii. Two years' experience as Personal Assistant/Private Secretary or analogous designations</p>	<p>(i) Master's Degree from a recognised University/ Institution;</p> <p>or</p> <p>Professional qualifications such as MBA, CA, CS, ICWA, LLB, B.Tech., MCA or equivalent from a recognised University/ Institution;</p> <p>or</p>

	<p>Two years' full time Post Graduate Diploma in Management from a recognised University/ Institution</p> <p>(ii) Ph.D. in any subject</p> <p>(iii) Experience in any one or more of the following areas-</p> <p>(a) Teaching / training/ learning management</p> <p>(b) IFD/ Vigilance / Administration/ Establishment/ E-procurement/ Office Management/ Accounting/ Procurement</p> <p>(c) Competency Mapping / Assessment/ HR transformation/ Personnel Administration</p> <p>(d) E-content development/ instruction design/ curriculum design</p> <p>(e) Certified Trainer/ Master Trainer/ Expert Trainer</p>
Eligibility	<p>An applicant should have rendered at least five years of service at Pay Level-8/10.</p> <p>Officers retired at the level of PS/ PPS/ Sr.PPS or equivalent in Pay Level-8/10/11/12 from any Central Government Organization may apply.</p> <p>An applicant should have a minimum two years' experience in training/ training related activities.</p> <p>Experience as Faculty in any Central Training Institute will be an added advantage.</p>

4.	Scope of Work	<p>A Consultant (Faculty) shall be required to independently handle, manage and process the following:</p> <p>a. Carry out review, monitoring of course</p>
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		<p>material/content on topics pertaining to Training needs;</p> <ul style="list-style-type: none"> 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 Ministries/ Departments/ Organisations (MDOs) to facilitate design, delivery, monitoring of Foundation Training Programmes at ISTM; f. 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; 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 courses; h. Support MDOs in monitoring/assessing the progress of trainees during the on-the-job training phase of Foundation Training; i. Support MDOs in preparing domain competency modules; j. Any other work/ activity as may be assigned by ISTM.
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5. General conditions for all the posts—

(i)	Period of engagement	Initially for a period of six months which is extendable for further period(s) subject to satisfactory performance.
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(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 November, 2022
(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">• Normal Office timings are from 9:00AM to 5:30PM but the post/nature of duties require monitoring/follow up beyond office hours.• May be required to Work from Home beyond office hours.• May also be required to attend office on holidays depending on exigencies of work.• May also have to undertake travel with Trainee Officers on State Attachment / Study Tour.
(vii)	Terms of Engagement	<p>The engagement will be on immediate hiring basis and continuance of which is purely dependent on his/her 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	<p>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—</p> <p style="text-align: center;">Under Secretary (Admn.) Institute of Secretariat Training & Management Old JNU Campus Opp. Bersarai Market</p>

		New Delhi-110067 or email on sandeep.kumar130@gov.in
(ix)	Last date for receipt of applications	30 th September, 2022

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 (Admn.)

Tel No. 011-26737614

शेफाली सराफ / SHEFALI SARAF

अवर सचिव / Under Secretary

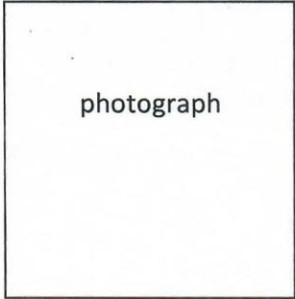
संश्लेषण, प्रशिक्षण तथा प्रबन्ध संस्थान

Department of Training and Management

Department of Personnel & Training

Government of India, New Delhi

Application for **Faculty Consultants** in the Institute of Secretariat Training & Management
(Last date for receipt of applications – **30th September 2022**)



1.	Name	
2.	Designation at the time of retirement	
3.	Date of Birth / Age as on 1 st November, 2022 (in year and months only)	
4.	Educational qualifications	
5.	Name of the Central Govt. Organisation from where retired	
6.	Name and Designation (with mobile number) of the Controlling Officer in the last department served	
7.	Date of retirement	
8.	Pay level in which retired	
9.	Last pay drawn	
10.	Monthly pension sanctioned before commutation	
11.	Address for correspondence	
12.	Email-id	

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

14. Please elaborate your training related experience:

15. Additional relevant information, if any, in support of your suitability for the said engagement:

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

Place:

Date: