



फा.सं./File No:A-35020/05/2022-ISTM
 भारत सरकार/ Government of India
 सचिवालय प्रशिक्षण तथा प्रबंध 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: 18th Aug, 2022

Subject: -Filling up of one faculty post of Deputy Director (Financial Management) and two posts of Assistant Director (English Shorthand & Typing) on deputation basis in the Institute of Secretariat Training & Management, New Delhi - reg.

Applications are invited for filling up the following faculty posts on deputation basis in ISTM. Details of the posts are as under: -

S. No.	Name of the Post	Number of vacancy	Pay level in the Pay Matrix	Eligible Category
1.	Deputy Director (Financial Management)	01	Level- 11 (Rs.67700-208700)	Officers working under Central Government
2.	Assistant Director (English Shorthand & Typing)	02	Level-8* (Rs. 47600-151100)	(i) Group 'B' Officers of the Central Secretariat Service; or (ii) Stenographers under Central Government.

*Officers who have been granted Non Functional Selection Grade (NFSG) in Level 10 are also eligible to apply and on selection he/she will be allowed to retain in that pay level.

2. The officer selected shall be entitled to "training allowance" on his/her basic pay drawn at such rate (12% at present) as may be determined by the Government of India from time to time.

3. Details of eligibility conditions and the prescribed proforma in which applications should be sent may be downloaded from the ISTM website: https://www.istm.gov.in/home/other_circular.

4. Applications of only such officers/candidates will be considered which are routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the prescribed format, (ii) Cadre Clearance and (iii) Vigilance Clearance.

5. The applications of suitable and eligible officers and who can be spared immediately in the event of selection may be sent to Smt. Anita Billung, Under Secretary (Training) Training Division, Block-IV, 3rd Floor, JNU (OLD) Campus, New Delhi-110067 within a period of 60 days from the date of publication of this advertisement in the Employment News/ Rozgar Samachar.

(Shefali Saraf)
 Under Secretary (Admn)
 Telephone No. 26737614

EN 24/61

Recruitment through Unit Headquarters Quota at 3 EME Centre under Agniveer (Agnipath Scheme) September 2022 for Wards of War Widows/ Widows/ Ex Servicemen/ Service Personal

1. Recruitment under Unit Headquarters Quota will be held at 3 EME Centre, Bairagarh, Bhopal (MP) from 19 Sep 2022 to 20 Nov 2022 for son of War Widow/ Widows/ Ex-Servicemen/ Servicemen and own brother of Service/ Ex-Servicemen for Agniveer General Duty, Agniveer Technical and Agniveer Tradesmen.

2. The enrolment will be for the following categories from all states on All India All Class (AIAC) basis:-

S. No.	Category	Age Limit (As on 01 Oct 2022)	Vacancies	Eligibility
(a)	Agniveer (General Duty)	17 Years	41	As given online at www.joinindianarmy.nic.in (Agnipath -> Eligibility Criteria for Recruitment)
(b)	Agniveer (Technical)		49	
(c)	Agniveer (Tradesmen)	06 Months to 23 Years*	Steward (Class X) - 01 Chef (Class X) - 03 Washerman (Class X) - 01 Housekeeper (Class VIII) - 03	

* Note. The upper age limit has been relaxed from 21 years to 23 years as a onetime measure for the Recruiting Year 2022-23 only.

3. Candidates are required to report at 'T' Junction Gate of 3 EME Centre, Bairagarh, Bhopal (MP) at 0400 hours as per dates given below:-

S. No.	Category	Date
(a)	Agniveer General Duties (All India All Class)	19 Sep 2022
(b)	Agniveer Technical (All India All Class)	22 Sep 2022
(c)	Agniveer Tradesmen (All India All Class)	24 Sep 2022

4. COVID-19 Advisory. All candidates to be fully vaccinated, carry Vaccination Certificate and cater for masks.

5. Candidates are required to bring the following original documents with Two (02) additional self-attested photocopies each:-

- (a) Affidavit on Domicile/ Nativity and details of previous recruitment rallies attended (Rs 10/- non-judicial stamp paper duly signed by notary alongwith photograph as per format).
- (b) Caste Certificate affixed with photograph issued by Tehsildar/ District Magistrate.
- (c) Religion certificate issued by Tehsildar/ Sub Divisional Magistrate (if religion not mentioned in caste certificate).
- (d) School Character Certificate issued by the School/ College Principal/ Headmaster where candidate last studied.
- (e) Discharge, Pension Book/ PPO for Ex-servicemen.
- (f) Character cum pre-verification certificate, Unmarried certificate and Family details with photograph issued by Village Sarpanch/ Municipal Corporation within last six months from the date of issue (as per format).

CHENNAI METRO RAIL LIMITED
 (A Joint Venture of Govt. of India & Govt. of Tamil Nadu)
 Admin Building, CMRL Depot, Poonamallee High Road, Koyambedu, Chennai - 600 107. Phone: 044 2379 2000

EMPLOYMENT NOTIFICATION NO.:
CMRL/HR/CON/10/2022 DATED 31-08-2022

CMRL invites applications from qualified and experienced personnel for appointment for the following positions on contract basis: -

Post Code	Name of the Post	No. of Post	Consolidated Pay (Per Month)	Min. Exp. (Yrs.)	Max. Age (Yrs.)
01	GM (P&BD)	01	Rs. 2,25,000/-	20	Min - 45 Max- 55
02	JGM (Design)	02	Rs.1,25,000/-	15	43
	DGM (Design)		Rs.90,000/-	13	40

Note:

- i. Age, qualification & experience stipulated for above posts should be as on 31.08.2022.
- ii. Selected candidates may be considered for IDA Pay Scale on contract basis subject to satisfactory completion of 2 years contract period, depending upon the requirement of CMRL and performance of the candidate.
- iii. Please refer to the detailed employment notification published in CMRL website vide URL: <https://chennaiemtorail.org>.
- iv. Last date for receipt of application is 24.09.2022.

Additional General Manager (HR).

DIPR/ 892 / DISPLAY / 2022

சென்னை மெட்ரோ ரயில் திட்டம், சாலை புதிற்று சரித்திரம் மையம்.

EN 24/58

- (g) Aadhar Card.
- (h) NCC Certificate and Sports Certificate if any.
- (j) Serving Certificate signed by Adj/OC Coy/OC Unit (for Serving Personal only as per format).
- (k) Sponsorship Affidavit from individual sponsoring the candidates (Rs 10/- non-judicial stamp paper along with joint photograph duly signed by 1st Class/Executive/Judicial Magistrate/Notary as per format).
- (l) Body Tattoo Certificate and Certificate for permanent body tattoo in respect of candidate from Tribal Communities (One certificate for each Tattoo duly signed by DC/DM/SDM as per format).
- (m) Affidavit for change of name/ date of birth/ address etc duly signed by the Executive Magistrate Class One, if applicable as per format.
- (n) Affidavit for Non involvement in Banned Political Organisation and No Criminal Case duly signed by individual and countersigned by Executive Magistrate/ Sub Divisional Magistrate as per format.
- (o) Indemnity Bond Cum Undertaking certificate as per format.
- (p) Correctness of Information provided as per format.
- (q) Twenty (20) unattested Passport size Colour Photographs with white background.

6. All certificate, documents & affidavits should be in English or Hindi language. Any document in regional language should be produced along with a duly certified & notarised translated true copy.

7. Format for Certificates and Affidavits (all types mentioned in Para 5 above) may be obtained from nearest ARO/ ZRO/ Regimental Training Centres/ Army Formation Headquarters/ EME Units/ State Sainik Welfare Offices by giving reference of 3 EME Centre letter on the subject. Same can be obtained directly from 3 EME Centre, Bairagarh, Bhopal. Further clarifications if any, may be sought on 0755-2646015 or 8962726761 during office hours.

Note: Producing fake documents, hiding/ giving false information and use of unfair means by any candidate will make him liable for disqualification/ debar in future or termination of services at any stage along with suitable legal actions. Beware of touts as they will mislead/ cheat you. Recruitment process will be strictly done as per rules and regulations on the subject.

Commandant
3 EME Centre
 EN 24/65

BCB 10103/11/0001/2223



फा.सं/ FILE NO:A-35020/05/2022-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

दिनांक/ Date 18th Aug, 2022

To

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

Subject: -Filling up of One faculty post of Deputy Director (Financial Management) and two posts of Assistant Director (English Shorthand and typing) on deputation basis in the Institute of Secretariat Training & Management, New Delhi – reg.

Madam/Sir,

I am directed to say that the Institute of Secretariat Training and Management (ISTM), a Central Training Institute New Delhi proposes to fill up the following faculty posts on deputation basis. Details of the post is as under: -

S.No.	Name of the Post	Number of vacancy	Pay level in the pay Matrix	Eligible Category
1.	Deputy Director (Financial Management)	01	Level-11 (Rs.67700-208700)	Officers working under Central Government
2.	Assistant Director (English Shorthand & Typing)	02	Level-8* (Rs. 47600-151100)	(i) Group 'B' Officers of the Central Secretariat Service; or (ii) Stenographers under Central Government.

*Officers who have been granted Non Functional Selection Grade (NFSG) in Level 10 are also eligible to apply and on selection he/she will be allowed to retain in that pay Level.

2. The officer selected shall be entitled to 'training allowance' on the basic pay drawn at such rate as may be determined by the Government of India from time to time. The eligibility conditions, qualifications and experience required for the post and other details are given in **Annexure-I (A) & I (B)**.

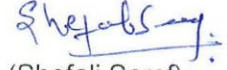
3. It is requested that applications (in quadruplicate) of suitable and eligible officers and who can be spared immediately in the event of selection may be sent to **Smt. Anita Bilung, Under Secretary (Training) Training Division, Block-IV, 3rd Floor, JNU (OLD) Campus, New Delhi-110067** within a period of **60 days** from the date of publication of this advertisement in the Employment News/ Rozgar Samachar.

Continue page2..

4. Applications of only such officers/candidates will be considered which are routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the proforma as given in **Annexure-II** (A) & II (B) and (ii) Cadre Clearance.
5. Applications received after the closing date or without prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers in case of selection for the post will not be allowed to withdraw their candidature subsequently.
6. Before forwarding the applications, Competent Authority must certify that information furnished by the applicants are verified with their Service record and found correct and should also countersign the application with the office seal. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his/her duties.
7. This may please be given wide circulation in various units of your organization.

Encl.: Annexure I (A), I (B) & II (A), II(B)

Yours faithfully,



(Shefali Saraf)

Under Secretary (Admn)

Telephone No. 26737614

Copy to:

1. Smt. Anita Bilung, Under Secretary (Training), Training Division, DoPT, Block IV, 3rdFloor, JNU(OLD) Campus, New Delhi-110067
2. NIC, DoPT with the request to upload the same on DoPT's website.

शोफाली सराफ / SHEFALI SARAF

अवर सचिव / Under Secretary

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

Training and Management

कार्यक और प्रशिक्षण विभाग / Department of Personnel & Training

भारत सरकार, नई दिल्ली / Government of India, New Delhi

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

Annexure – I (A)

1. Name of Post : Deputy Director (Financial Management)
2. Number of posts : 01 (One)
3. Date from which vacant : 02-01-2018 (Since revival with the approval of DoE)
4. Classification : General Central Service Group 'A' Gazetted, Non-Ministerial
5. Pay Band : Pay in Level-11 (Rs. 67700/- to Rs.208700/-) in the Pay Matrix (Pre revised PB-3: Rs.15600-39100/- with Grade Pay Rs.6600)
6. Training Allowance : At such rate (at present @12%) on basic pay as determined by Government of India from time to time.
7. Period of deputation : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed **four years.**
8. 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
9. Pay & Allowances : A deputationist shall be entitled to his/her basic pay drawn in his/ her parent cadre/organization and training allowance at such rate (at present @12%) on basic pay as may be determined by the Government of India from time to time.
10. Qualifications, Experiences and Eligibility required for the post :

By Deputation

 - A. a) Officers under the Central Government: -
 - (i) holding analogous posts on regular basis in the parent cadre or Department; or
 - (ii) with five years' service in the grade rendered after appointment there to on regular basis in Level 10 of the Pay Matrix (pre-revised pay band-2+ Grade pay Rs.5400) or equivalent in the parent cadre or Department; or
 - b) Possessing the following educational qualifications and experience: -

Essential:

 - (i) Bachelor's degree of a recognised university or equivalent; and
 - (ii) Five years' experience of application of rules, regulations and procedures in the area of establishment or administrative rules, financial rules and regulations and financial management practices in Central Government.

Desirable:

- i) One year's experience of teaching or training in a recognised university or college or training Institute in any one of the following:-
 - (a) Behavioural Science,
 - (b) Organizational Behaviour,
 - (c) Information Technology,
 - (d) Management Information Systems, and
 - (e) Performance Budgeting , and
- ii) Master's Degree from a recognized university or equivalent.

Failing which.

B. (a) Officer under the Central Government with eight years' service in the grade rendered after appointment thereto on regular basis in the Level-6 of the of the Pay Matrix (Pre Revised pay band-2 + Grade Pay Rs. 4200) or equivalent in the parent cadre or Department; and

(b) Possessing the following education qualifications and experience:-

Essential:

- (i) Bachelor's degree of a recognised university or equivalent; and
- (ii) Five years' experience of application of rules, regulations and procedures in the area of establishment or administrative rules, financial rules and regulation and financial management practices in Central Government.

Desirable:

One year's experience of teaching or training in a recognised university or college or training Institute in any one of the following:-

- (a) Behavioural Science,
 - (b) Organizational Behaviour,
 - (c) Information Technology,
 - (d) Management Information System, and
 - (e) Performance Budgeting , and
- iii) Master's Degree from a recognized university or equivalent.

11. Age

Not exceeding 56 years as on closing date of receipt of applications.

ANNEXURE-II (A)

**APPLICATION FOR THE POST OF DEPUTY DIRECTOR (FINANCIAL MANAGEMENT)
IN ISTM**

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) 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 the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
Qualification:- Bachelor's degree of a recognised university or equivalent; and	A) Qualification
Experience:- Five years' experience of application of rules, regulations and procedures in the area of establishment or administrative rules, financial rules and regulations and financial management practices in Central Government. A)	B) Experience
Desirable	Desirable
Qualification:- (Master's Degree from a recognized university or equivalent.	A) Qualification
Experience:- One year's experience of teaching or training in a recognised university or college or training Institute in any one of the following:- (a) Behavioural Science,	B) Experience

(b) Organizational Behaviour, (c) Information Technology, (d) Management Information System, and e) Performance Budgeting , and	
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	* Level in the Pay Matrix pay Band and Grade Pay/Pay Scale of the Post held on regular basis	Nature of Duties (in details) highlighting experience required for the post applied for

* **Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

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8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>			
12. Please state whether you are working in the same			

Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emolument per month now drawn		
Basis Pay in the PB/Level in the Pay Matrix	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards / Scholarships / official Appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions/ societies and;</p>		

<p>(iv) Patents registered in own name or achieved for the organisation</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC) /Absorption /Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract)</p>	
<p>(The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Address _____

Date _____

Email ID _____

Contact Number _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Annexure – I (B)

1. Name of Post : Assistant Director (English Shorthand & Typing)
2. Number of posts : 02 (Two)
3. Classification : General Central Service Group 'B' Gazetted, Non-Ministerial
4. Pay Band : Pay in the Level-08 (Rs47600-151100) in the Pay Matrix.
[Pre revised PB-2: Rs.9300-34800 with Grade Pay Rs.4800]
5. Training Allowance : At such rate (at present @12%) on basic pay as determined by Government of India from time to time.
6. Period of deputation : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed **three years**.
7. Duties and responsibilities of the post : (i) To schedule, organize and direct training programmes for senior/supervisory and operating level officers of the Central /State Governments/ UTs/ PSUs/ Autonomous Bodies etc.
(ii) to develop training materials, case studies etc.
(iii) to develop e-contents, instruction design and curriculum design.
(iv) to conduct training session, Research activities, Consultancy work.
(v) to assist the Director of the Institute in Administrative and Training matters as may be assigned.
8. Pay & Allowances : A deputationist shall be entitled to his/her basic pay drawn in his/ her parent cadre/organization and training allowance at such rate (at present @12%) on basic pay as may be determined by the Government of India from time to time.
9. Qualifications, Experiences and Eligibility required for the post : **By Deputation**
 - (I) Group 'B' Officers of the Central Secretariat Service; or
 - (II) Stenographers under Central Government: -
 - (A) (i) holding analogous posts on regular basis in the parent cadre or Department; or
 - (ii) with Two years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Band-2 (Rs. 9300-34800) plus grade pay of Rs. 4600 revised Pay Level 07 of the Pay Matrix; and
 - (B) Possessing the following educational qualifications:
 - (i) Degree of recognised University; and
 - (ii) Must have successfully completed a course under the Re-training scheme for Desk officer or a course for training Upper or Lower Division Clerk in Stenography (Covering theory as well Practical).
10. Age : Not exceeding 56 years as on closing date of receipt of applications.

ANNEXURE-II(B)

APPLICATION FOR THE POST OF ASSISTANT DIRECTOR (ENGLISH SHORHAND & TYPING) IN ISTM

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) 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 the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
(I) Group 'B' Officers of the Central Secretariat Service; or (II) Stenographers under Central Government: - (A) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with Two years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Band-2 (Rs. 9300-34800) plus grade pay of Rs. 4600 revised Pay Level 07 of the Pay Matrix; and	
(iii) Degree of recognised University; and (iv) Must have successfully completed a course under the Re-training scheme for Desk officer or a course for training Upper or Lower Division Clerk in Stenography (Covering theory as well Practical)	

<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
<p>6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.</p>	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	* Level in the Pay Matrix pay Band and Grade Pay/Pay Scale of the Post held on regular basis	Nature of Duties (in details) highlighting experience required for the post applied for

*** Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>g) Central Government h) State Government i) Autonomous Organisation j) Government Undertaking k) Universities l) Others</p>			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			

<p>13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale</p>		
<p>14. Total emolument per month now drawn</p>		
<p>Basis Pay in the PB/Level in the Pay Matrix</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>		
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/interim relief/ other Allowances etc., (with break-up details)</p>	<p>Total Emoluments</p>
<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards / Scholarships / official Appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions/ societies and;</p> <p>(iv) Patents registered in own name or achieved for the organisation</p> <p>(v) Any research/ innovative measure involving official recognition</p>		

(vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC) /Absorption /Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Address _____
Date _____
Email ID _____
Contact Number _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i. There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii. His/ Her integrity is certified.
- iii. His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)