



A.35020/01/2014-ISTM

भारत सरकार

Government of India

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

Institute of Secretariat Training & Management

कार्मिक एवं प्रशिक्षण विभाग

Department of Personnel & Training

प्रशासनिक ब्लॉक, ज०००००० (पुराना) परिसर, JNU(Old) Campus,

ओलोफ पाल्मे मार्ग, नई दिल्ली-110067, Olof Palme Marg, New Delhi-110067

Telephone No. 26102597; Fax No. 26104183

Dated, 28th July, 2014

To

1. The Secretary of all Ministries/ Departments of Government of India
(As per standard list)
2. The Chief Secretaries/ Administrators of All State Governments/ Union Territories
3. Public Sector Undertakings, recognized Research Institutions, Universities, Semi Government or Statutory or Autonomous Organisations
(As per standard list)

Subject:-Filling up of one faculty post of Additional Director on deputation (including Short Term Contract) / Re-employment (for ex-servicemen) basis in the Institute of Secretariat Training & Management, New Delhi

Madam/Sir,

I am directed to say that the Institute of Secretariat Training and Management (ISTM), New Delhi proposes to fill up one post of Additional Director in the pay scale of PB-4 Rs. 37400-67000 + Grade Pay of Rs. 8700/- by appointment on deputation (including Short Term Contract)/ Re-employment (for ex-servicemen) basis from amongst suitable and eligible officers working under Central Government. The officers selected shall be entitled to 'training allowance' on their basic pay drawn at such rate as may be determined by the Government of India from time to time. [At present training allowance is 15%]. The eligibility conditions, qualifications and experience required for the post and other details are given in Annexure-1.

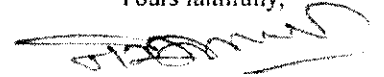
2. It is requested that applications (in quadruplicate) of suitable and eligible officers and who can be spared immediately in the event of selection may be sent to the **UNDER SECRETARY (LTDP-ISTM), TRAINING DIVISION, DEPARTMENT OF PERSONNEL & TRAINING, BLOCK-IV, 3RD FLOOR (Room No. 310), JNU(OLD) CAMPUS, NEW DELHI-110067** within a period of **60 days** from the date of publication of this advertisement in the *Employment News/ Rozgar Samachar*.

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 as given in Annexure-2 (ii) Attested photocopies of ACRs/ APARs for the last five years (iii) Vigilance clearance as given in Annexure-3 (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years as given in Annexure-4 and (v) Integrity Certificate as given in Annexure-5 and (vi) Cadre Clearance

4. 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 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.

Encl.: Annexures 1 to 5

Yours faithfully,



(Naresh Bhardwaj)
Deputy Director(Admn)
Tel:26102597

Copy to: Training Division, Department of Personnel & Training (Shri Anil Tripathi, Under Secretary). Block -IV, 3rd Floor (Room No 310), JNU (Old Campus), New Delhi.

Annexure-1

1. Name of post : Additional Director
2. Number of posts : 1 (One)
3. Date from which vacant : 31.08.2012.
4. Classification : General Central Service, Group 'A' (Gazetted), Non-ministerial
5. Pay Band : PB-4: Rs.37400-67000/-
6. Grade Pay : Rs.8700/-
7. Training Allowance : Training Allowance will be allowed on the Basic Pay (Basic Pay is defined as pay in the Pay Band plus Grade Pay) at such rate as may be determined by Govt. of India from time to time [At present training allowance is 15%].
8. Period of deputation : 5 years. The period of deputation (Including Short Term Contract) including the period of deputation in another ex-cadre post, held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed five years.
9. Duties and responsibilities of the post :
 - I. To schedule, organize and direct training programs for supervisory and operating level officers of the Central/ State Governments/ Autonomous bodies
 - II. To provide direct training inputs and develop training materials. case studies, practical exercises etc.
 - III. To assist the Director of the Institute in routine administrative functions and training matters.
 - IV. To assist the Director in implementation of the new CSS Cadre Training Plan
10. Pay & Allowances : A deputationist shall be entitled to his/ her basic pay (pay in the Pay Band of 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 : Deputation (including short term contract): Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or recognized Research Institutions or Universities or Semi Government or Statutory or Autonomous Organization:
 - (a) (i) holding analogous post on regular basis in the parent cadre or department; or
 - (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in the pay band-3. Rs 15600-39100 plus grade pay of Rs 7600 or equivalent in the parent cadre or department; and
 - (b) Possessing the following educational qualifications and experience:-

Essential

 - (i) Degree of a recognized University;
 - (ii) Twelve years' experience of planning, designing, conducting Training programmes, from organizations/ training Institutes under Central Government or State Governments or Union Territories or Public Sector Undertakings

or Autonomous Bodies .

Desirable:

- (i) Degree or Diploma in Management or Public Administration from a recognized University or Institute
- (ii) Certificate of being trained in training techniques and methods from a Central or State Governments Training Institutes such as Institute of Secretariat Training and Management, New Delhi or Administrative Training Institutes or Central Training Institutes.

Deputation/ Re-employment (For Armed Forces Personnel):

Armed Forces Personnel in the rank of Colonel in Indian Army or Captain in Indian Navy or Group Captain in Indian Air force in the pay band-4 Rs 37400-67000 with grade pay of Rs 8700 who are due to retire or to be transferred to reserve within a period of one year and having the experience and qualifications prescribed for deputationists shall also be considered. Such persons would be given deputation terms up to the date on which they may be continued on reemployment (Re-employment up to the age of superannuation with reference to civil posts)

12. Age

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

APPLICATION FOR THE POST OF ADDITIONAL DIRECTOR

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 posts 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/ ORGANISATION	POST HELD AND SERVICE/CADRE 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.	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/organisation to which you belong	
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 authorized signatory of the parent office

ANNEXURE-3

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 Additional Director in the Institute of Secretariat Training & Management on deputation basis.

(Authorised signatory)

Name & office Seal:

Date:

ANNEXURE-4

NO PENALTY CERTIFICATE

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

(Authorised signatory)

Name & office Seal:

Date:

ANNEXURE-5

INTEGRITY CERTIFICATE

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

[To be signed by an officer of the rank of Deputy Secretary or above]

Name & Office Seal

Date