

सं / NO:A-35020/7/2014-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

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

gnd
Dated, December, 2014
9th

To

The Secretary

- (i) All Ministries/ Departments of Government of India
- (ii) The Chief Secretaries all State Government/UT
- (iii) Recognised Universities of India

(As per standard list)

Subject:-Filling up of the three faculty posts of Deputy Director (Management Services) on deputation basis including armed forces personnel on deputation or Re-employment in the Institute of Secretariat Training and Management, New Delhi - Reg.

Madam/Sir,

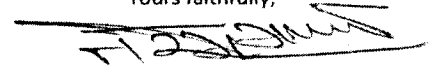
I am directed to say that the Institute of Secretariat Training and Management (ISTM), New Delhi proposes to fill up three posts of Deputy Director (Management Services) [PB-3: Rs15,600-39,100/- with Grade Pay of Rs.6600/-] on deputation (for armed forces personnel deputation or re-employment) basis from amongst suitable and eligible officers working under Central Government or State Government and teaching or research faculty from recognized universities of India. The officer selected shall be entitled to 'training allowance' on their basic pay 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-I.

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 **SHRI ANIL TRIPATHI, UNDER SECRETARY (Training), 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 given in Annexure-II (ii) Attested photocopies of ACRs/APARs for the last five years (ACRs/APARs to be attested by an officer not below the rank of Under Secretary) (iii) Vigilance clearance (Annexure-III) (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years as given in Annexure-IV (v) Integrity certificate (Annexure V) and (vi) Cadre Clearance.

4. Applications received after the closing date, or without the 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.

Yours faithfully,



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

Encls.: Annexures I to V

Copy to: Training Division, Department of Personnel & Training (Shri Anil Tripathi, Under Secretary), Block-IV, Room No 310, 3rd Floor, JNU (old Campus), New Delhi-110067

Annexure-I

1. Name of Post : Deputy Director (Management Services)
2. Number of posts : 3 (Three)
3. Date from which vacant : 13.10.2014, 10.11.2014 and 27.12.2014 (anticipated vacancies)
4. Classification : General Central Service Group 'A' (Gazetted), Non-Ministerial
5. Pay Band : PB-3: Rs.15600-39100/-
6. Grade Pay : Rs.6600/-
7. Training Allowance : At such rate on basic pay as determined by Government of India from time to time [At present training allowance is 15%].
8. 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 organization or department of the Central Government shall ordinarily not exceed four years.
9. 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
10. Pay & Allowances : A deputationist shall be entitled to his/her basic pay (pay in the Pay Band in 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: Officers under the Central Government or State Government and teaching or research faculty from recognized universities of India . -
 - (a)(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 thereto on regular basis in pay band-3, Rs. 15,600-39,100 plus grade pay of Rs 5400 or equivalent in the parent cadre or Department; or
 - (iii) with six years' service in the grade rendered after appointment thereto on regular basis in pay band-2, Rs. 9300-34,800 plus grade pay of Rs 4800 or equivalent in the parent cadre or Department; and(b) Possessing the following educational qualifications and experience:-

Essential:

 - (i) Bachelor's Degree from a recognised University; and
 - (ii) Five years experience including one years' teaching experience of techniques and methods in the area of management services in Administrative Training Institute or Central Training Institute or university or college.

Desirable:

 - (i) Master's Degree from a recognized University;
 - (ii) should have successfully completed the Advanced Management Service Course from Government recognized Institute.

For Armed Forces Personnel:- Deputation/Re-employment
Armed Forces Personnel in the rank of Major or equivalent in Indian Army, Indian Navy or Indian Air Force in the pay band -3, Rs. 15600-39100 plus grade pay of Rs. 6600, who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribed for deputationist shall also be considered. If selected, such officers will be given deputation terms up to the date of which they are due for release from the Armed Forces; thereafter they may be continued on Re-

employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made their appointment will be on re-employment basis (Re-employment upto the age of superannuation with reference to civil posts)]

Note:- For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.

12. Age

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

APPLICATION FOR THE POST OF DEPUTY DIRECTOR (Management Services)

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

ANNEXURE-III

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 Deputy Director (Management Services) in the Institute of Secretariat Training & Management on deputation basis.

(Authorised signatory)

Name & office Seal:

Date:

ANNEXURE-IV

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed during the last 10 years on Dr/ Shri/ Smt/ Mswho has applied for the post of Deputy Director (Management Services) in the Institute of Secretariat Training & Management on deputation basis.

(Authorised signatory)

Name & office Seal:

Date

ANNEXURE-V

INTEGRITY CERTIFICATE

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

(Authorised signatory)

Name & Office Seal

Date

9.	<p>In case the present employment is held on deputation/contract basis, please state:</p> <p>(a) The date of initial appointment (b) Period of appointment on deputation/contract (c) Name of the parent office/organisation to which you belong</p>	
10.	<p>Additional details about present employment. Please state whether working under:</p> <p>(a) Central Government (b) State Government (c) Autonomous Organisation (d) Government Undertaking (e) Universities</p>	
11.	<p>Are you in Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</p>	
12.	<p>Total emoluments per month now drawn</p>	
13.	<p>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.</p>	
14.	<p>Whether belong to SC/ST</p>	
15.	<p>Remarks</p>	

Signature of the candidate

Date.....

Address

Countersigned with office seal by the authorised signatory of the parent office