



No. A-12026/1/2011-ISTM
Government of India
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(Department of Personnel and Training)
Administrative Block, JNU (Old) Campus, New Delhi – 110 067.

Dated: 04/12/2012

To
The Joint Secretary (administration),
All Ministries/ Departments of Government of India
(As per standard list)

Subject:- Filling up of two posts of Training Associate(s) in the ISTM in the pre-revised scale of pay of Rs. 5500-9000/- (Pay Band-2: Rs 9300-34,800/- with a Grade Pay of Rs. 4200/-) on deputation basis – regarding

Sir,

I am directed to say that it has been decided to fill up two vacant posts of Training Associates in this Institute from amongst officials working in the Ministries/ Departments and its attached/ subordinate offices of the Central Government on deputation basis. Details of broad duties and responsibilities of the post, eligibility conditions, scale of pay (revised Pay Band) etc is given in Annexure-I. The Format in which application is to be submitted is given in Annexure-II.

2. It is requested the aforesaid vacancy of Training Associate may be widely circulated amongst all officials of your Ministry/ Department and Attached/ Subordinate Offices. It is requested that particulars of the suitable and eligible officials who are willing to be considered and whose service can be spared, may please be forwarded in the enclosed proforma (Annexure-II) together with attested photocopies of Annual Confidential Reports/ APARS of last five years, to the Deputy Director (Administration), Institute of Secretariat Training & Management (ISTM), Administrative Block, JNU(old) Campus, New Mehrauli Road, New Delhi-110067, within 60 days from the date of its publication in the Employment News/ Rozgar Samachar.

Encl: Annexure-I&II

Yours faithfully,

(Rajeev Kumar Kundi)
Deputy Director(Admn.)
Tel No.-. 26102597

ANNEXURE - I

1.	Name of the post	Training Associate, Institute of Secretariat Training and Management.
2.	Number of vacancies	2 (Two)
3.	Date of Vacancy	31.12.2010 & 31.05.2013 (anticipated)
4.	Pay Band/ Pay Scale	Rs. 5500-175-9000/- (Pay Band-2, Rs.9300-34800/- with a Grade Pay of Rs. 4200/-)
5.	Classification	General Central Service, Group 'B' Non-Gazetted, Non-Ministerial
6.	Period of deputation	3 years, subject to the condition that the Period of deputation including period of deputation in another ex-cadre post, held immediately preceding this appointment in the same or some other organization/Department shall not exceed 3 years
7.	Duties and responsibilities of the post	The Training Associates are required to collect, compile and analyse data pertaining to training related activities of this Institute. They are required to prepare a Management Information System Report in respect of Course Coordination, Weekly Time Tables of all Faculty members in a consolidated format and also preparation of reports and returns in the field of training. Familiarity with audio-visual aids in training and knowledge of preparation of reading material will be desirable. Training Associates are also required to perform secretariat functions as per Manual of Office Procedures and some administrative responsibilities.
8.	Eligibility conditions, such as qualification and experience prescribed for the post.	Officers of the Central Government - (a) (i) holding analogous posts on regular basis; or (ii) with Six years' regular service in posts in the PB-1 of Rs 5200-20,200/- with Grade Pay of Rs 2800/-or equivalent and (b) possessing of the following qualifications and experience:- ESSENTIAL (i) A degree from a recognized University or equivalent. (ii) Experience of (A) Secretariat office procedure (B) Collection, compilation and analysis of data (C) Preparation of reports and/or training

		<p style="text-align: center;">materials</p> <p>DESIRABLE</p> <p>(i) Skill in preparation of charts/calligraphy (ii) Familiarity with audio-visual aids in training (iii) Undergone foundational/Refresher/Specialized Training programmes conducted by ISTM or any other Central Government Institute.</p>
9.	Period of deputation	Ordinarily not exceeding three years including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department.
10.	Age	Not exceeding 56 years as on closing date of receipt of applications.

APPLICATION FOR THE POST OF TRAINING ASSOCIATE IN THE ISTM

1.	Name (in block letters)	
1(a).	Full postal address of correspondence, including PIN Code (in block letters)	
(b).	Telephone/Mobile No.	
2(a).	Present post held	
2(b).	Pay of the present post (please show Grade pay separately)	
3.	Date of birth(in Christian era)	
4.	Date of Retirement under Central/State Government Rules	
5.	Educational qualifications	
6.	Experience in service and areas of work	

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	From	to	Scale of Pay and Basic Pay	Nature of duties(in detail)

8. Nature of Present Employment i.e.
Ad hoc or Temporary or Permanent
or Short Term Contract

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 present office/ organization to which you belong

10. Additional details about present employment please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Govt
- c) Autonomous Organisation
- d) Government undertaking
- e) Universities
- f) Others

11. 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.

12. Whether belonging to SC/ST/OBC

13. Declaration: I have carefully gone through the vacancy circular and i am well aware that the information furnished in the above proforma duly supported by documents submitted by me will also be assessed by the Selection committee at the time of selection for the post.

Signature of the candidate _____
Address & Tel.No. _____

Part-II

(Name and address of the office forwarding the application)

Reference No.

Date:

Certified that:-

- (a) no vigilance clearance/ disciplinary proceedings are pending or contemplated against the aforesaid official;
- (b) no penalty has been imposed on the applicant in the past (if any penalty has been imposed on the applicant please give details):
- (c) no penalty is in operation against the applicant as on date (if any penalty is in operating against the applicant, please give details)

2. Further certified that no vigilance case is either pending or being contemplated against Shri/Smt./Km. _____.

Signature _____

Name _____

Designation _____

Office _____

(The part-II of the application must be signed by an officer not below the rank of Under Secretary to the Government of India)
