फाइल संख्या/File No: A-35020/03/2021-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

Date: 10th June, 2021

Subject: - Filling up of various faculty posts on deputation basis in the Institute of Secretariat Training & Management, New Delhi - reg.

Applications are invited for filling of the following faculty posts by deputation basis from amongst suitable and eligible officers, as per relevant Recruitment Rules: -

Sl. No.	Name of the Post	Number of Vacancy	Pay level in the Pay Matrix	Pre Revised Pay Scale
(i)	**Deputy Director (Vigilance Course)**	**01**	Level- 11 (Rs.67700-208700)	PB-3, Rs. 15600-39100 GP 6600
(ii)	**Deputy Director (Economics & Planning)**	**01**	Level-11 (Rs. 67700-208700)	PB-3, Rs. 15600-39100 GP 6600
(iii)	**Assistant Director (Office Management)**	**02**	Level-8* (Rs. 47600-151100)	PB-2, Rs. 9300-34800 GP 4800
(iv)	**Assistant Director (Accounts)**	**01**	Level-8* (Rs. 47600-151100)	PB-2, Rs.9300-34800 GP 4800
(v)	**Assistant Director (English Shorthand and Typing)**	**02**	Level-8* (Rs. 47600-151100)	PB-2, Rs. 9300-34800 GP 4800

* Officers, who have been granted Non Functional Selection Grade (NFSG) in Level-10, will be allowed to retain pay in that pay level.

2. The officers selected shall be entitled to **'training allowance'** on their basic pay drawn at such rate **(at present @12%)** as may be determined by the Government of India from time to time.

3. Details of the eligibility conditions for appointment to the vacant faculty posts in ISTM and the prescribed proforma in which applications can be sent may be downloaded from this Department's website: **https://dopt.gov.in/** as well as 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 proforma as given in **Annexure-**II (A), II (B), II (C), II(D) & II(E) as the case may be and **(ii)** Cadre Clearance.

5. The applications of suitable and eligible officers 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.**

(V. Srinivasaragavan)
Deputy Secretary (Admn.)
Telephone: 26737607

EN 12/71

Lady Hardinge Medical College

100 Glorious Years of Excellence 1916 - 2016

Applications are invited to fill up two posts of **Dark Room Assistant (OBC-1, UR-1)**, two posts of **O.T. Assistant (UR-2)** in the Pay Matrix Level-3 (Rs. 21700-69100/-), forty one posts of **O.T. Technician (ST-3, SC-5, OBC-12, EWS-4, UR-17)** in the Pay Matrix Level-4 (Rs,25500-81100/-), eighteen posts of **Junior Medical Laboratory Technologist (ST-1, SC-3, OBC-4, EWS-1, UR-7)** in the Pay Matrix Level -5 (Rs.29200-92300/-), four posts of **X-Ray Technician (OBC-2, EWS-1, UR-1)** in the Pay Matrix Level -6 (35400-112400) in Lady Hardinge Medical College & Smt. S. K. Hospital, New Delhi on regular basis.

The duly filled application may be sent by Speed /Registered post addressed to **Director, Lady Hardinge Medical College & Smt. S.K. Hospital, New Delhi, within 30 days from the date of publication of this advertisement in Employment News.**

For details login to website: **http://lhmc-hosp.gov.in**

(Sunil KS Bhadoria)
Deputy Director (Admin.)
LHMC & Smt. S.K Hospital, New Delhi

davp 17148/11/0001/2122 **EN 12/53**

Centre for Cultural Resources and Training

(Under the aegis of Ministry of Culture, Government of India)
15-A, Sector-7, Dwarka, New Delhi -110075

Advertisement for filling up Eight (08) posts of Field Officer in CCRT in Level -7.

CCRT invites applications from the eligible candidates in prescribed format to fill up **Eight (08) posts** of **Field Officer Group 'B'** in the Pay Matrix Level - 7, Rs. 44900 -142400/- (as per 7th CPC) on regular basis with All India Service Liability.

For other details viz. application format and eligibility conditions, please visit CCRT's website: **www.ccrtindia.gov.in.**

The last date for applying is 15 days from the date of publication of Advertisement in Employment News.

Addendum / Corrigendum, if any, shall be posted only on the CCRT's website. No correspondence will be entertained by CCRT in this regard.

Director, CCRT

davp 09127/11/0003/2122 **EN 12/54**

Continued from page 22

17.	Remarks (The candidates may indicate information with regard to (i) Research Publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae 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 with email and mobile No. .....
Date .....

Countersigned
(Employer with Seal)

UNDERTAKING

I hereby declare that above particulars are correct and true to the best of my knowledge and belief. "I, ... undertake that in the event of my selection to the post of ..... in DRDO, on deputation basis, I will not withdraw my candidature."

Signature of the Candidate

Place : .....
Date : .....

Note : No column of the proforma should be left blank. Incomplete applications are liable to be rejected.

CERTIFICATE BY CADRE CONTROLLING AUTHORITY

IN RESPECT OF SHRI/ SMT_____

1. Certified that particulars furnished by the officer have been checked from available records and found correct.
2. Certified that applicant is eligible for the post applied as per conditions mentioned in the circular/ advertisement.
3. Certified that no vigilance/disciplinary case is either pending or contemplated against the applicant.
4. Integrity of the applicant is certified as **'Beyond Doubt'.**
5. It is certified that no penalty has been imposed on the applicant during last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
6. Attested photocopies of up-to-date APARs for last 5 years (2013-14 to 2018-2019) are enclosed. **Photocopies of APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.**

Signature : .....
Name, Designation & Tele of the forwarding Officer
(Office Stamp)

Date : .....
Place : .....

davp 10301/11/0024/2122 **EN 12/68**

No:- 11013/05/2021 -Committee-6

Committee of Parliament on Official Language

11, Teen Murti Marg, New Delhi-110011

CIRCULAR

Filling up the ex-cadre posts of Senior Research Officer, Research Assistant, Assistant and Stenographer Grade "D" in the Secretariat of the Committee of Parliament on Official Language on deputation basis.

The following ex-cadre posts have to be filled up in Committee of Parliament on deputation basis:-

SL. No.	Name of post	Number of Posts	Pay Scale
1.	**Senior Research Officer**	**01**	Rs. 10000-325-15200 (Pre-revised) **(Level- 11 of 7th CPC Pay Matrix)**
2.	**Research Assistant**	**04**	Rs. 5500- 175-9000 (Pre-revised) **(Level-6 of 7th CPC Pay Matrix)**
3.	**Assistant**	**04**	Rs. 5000- 150-8000 (Pre-revised) **(Level-6 of 7th CPC Pay Matrix)**
4.	**Stenographer Grade "D"**	**03**	Rs. 4000- 100-6000 (Pre-revised) **(Level-4 of 7th CPC Pay Matrix)**

For prescribed proforma of application, condition of eligibility and other details, kindly login the official websites of Department of Official Language and Committee of Parliament on Official Language viz **rajbhasha.gov.in** and **rajbhashasamiti.gov.in.**

The willing officers may send their application duly filled in the prescribed proforma **through proper channel** along with 05 years Annual Performance Assessment Reports (APAR/ACR), Cadre Clearance, Vigilance Clearance Certificate and requisite certificate of major/minor penalties imposed, if any, **within 60 days of the publication of this advertisement in the "Employment News" to the Secretary (Committee), Committee of Parliament on Official Language, 11, Teen Murti Marg, New Delhi-110011**. Separate application may be submitted for each post.

(Gopi Chandra Chhawaniya)
Secretary (Committee)
Telephone No.: 011-21411492

davp 19201/11/0001/2122 **EN 12/60**

सत्यमेव जयते

YEARS OF CELEBRATING THE MAHATMA

फाईल संख्या / File No.: A-35020/3/2021-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: 11th June, 2021

To

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

Subject: - Filling up of various faculty posts 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), New Delhi, which is an attached office of Department of Personnel and Training, proposes to fill up the following faculty posts on deputation basis from amongst suitable and eligible officers.

Sl. No.	Name of the Post	Number of vacancy	Pay level in the pay Matrix	Pre Revised Pay Scale
1.	Deputy Director (Vigilance Course)	01	Level-11 (Rs.67700-208700)	PB-3 Rs.15600-39100 GP 6600
2.	Deputy Director (Economics & Planning)	01	Level-11 (Rs.67700-208700)	PB-3 Rs.15600-39100 GP 6600
3.	Assistant Director (Office Management)	02	Level-8* (Rs.47600151100)	PB-2 Rs.9300-34800 GP 4800
4.	Assistant Director (Accounts)	01	Level-8* (Rs. 47600-151100)	PB-2 Rs.9300-34800 GP 4800
5.	Assistant Director (English Shorthand and Typing)	02	Level-8* (Rs. 47600-151100)	PB-2 Rs.9300-34800 GP 4800

* Officers, who have been granted Non Functional Selection Grade (NFSG) in Level 10, will be allowed to retain pay in that pay level.

Continue page 2....

प्रशासनिक ब्लाक, 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

2. The officers selected shall be entitled to **'training allowance'** on their basic pay drawn at such rate (at present **@12%**) 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), I(C), I(D) & I(E).**

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, 3rdFloor, 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.*

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), II(C), II(D) & II(E)** & 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. While forwarding the applications, Competent Authority must certify that information furnished by the applicants is 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.

Yours faithfully,

(V. Srinivasaragavan)
Deputy Secretary (Admn.)
Telephone: 26737607

Encl.: Annexure I (A), I (B), I (C), I(D) & I(E) and II (A), II (B), II(C), II(D) & II(E)

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 request to upload the same on DoPT's website.

Annexure – I (A)

1.	Name of Post	:	Deputy Director (Vigilance Course)
2.	Number of posts	:	01 (One)
3.	Date from which vacant	:	03-04-2019
4.	Classification	:	General Central Service Group 'A' Gazetted, Non-Ministerial
5.	Pay Band	:	Pay in the Level-11 Rs. 67700/- to Rs.208700/- in the Pay Matrix. [Pre revised PB-3: Rs.15600-39100/- with Grade Pay of 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. (iii) To plan and organised assessment of learning. (iv) To mentor and motivate the participant of foundation course. (v) 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 as may be determined by the Government of India from time to time.
10.	Qualifications, Experiences and Eligibility required for the post		**By Deputation** Officers under Central Government: - (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. 15600-39100 with grade pay Rs.5400 [In the Level-10 of the Pay Matrix (Rs. 56100 to Rs. 177500)] 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. 9300-34800 with grade of pay Rs. 4800 [In the Level 8 of the Pay Matrix (Rs. 47600 to Rs. 151100)] or equivalent in the parent cadre or Department; and b) Possessing the following educational qualifications and experience: - **Essential:**	

(i) Degree in Law from a recognised university;

(ii) Two years' experience of dealing with disciplinary cases.

Desirable:

(i) One year teaching experience in application of rules, regulation and procedures in Central Government.

(ii) Should have successfully completed the Advance Vigilance Course conducted by the Institute of Secretariat Training and Management or in Administrative Training Institutes or Central Training Institutes.

(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. The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on closing date of receipt of applications)

Note:- For the Purpose of appointment on deputation basis by an officer prior to 1st January, 2006, 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 recommendation of the said pay Commission except where there has been merger of more than pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit shall extend only for the post for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

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

ANNEXURE-II (A)

APPLICATION FOR THE POST OF DEPUTY DIRECTOR (VIGILANCE COURSE) 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) 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. 15600-39100 with grade pay Rs.5400[In the Level-10 Level 10 of the Pay Matrix (Rs. 56100 to Rs. 177500)] or equivalent in the parent cadre or Department; **or** (iii) with six years, service in the Level rendered after appointment thereto on regular basis in pay band-2, Rs. 9300-34800 with grade of pay Rs. 4800 [In the Level 8 of the Pay Matrix (Rs. 47600 to Rs. 151100)] or equivalent in the parent cadre or Department; **and**	
Essential	**Essential**
(i) Degree in Law from a recognised university; (ii) Two years' experience of dealing with disciplinary cases.	
Desirable	**Desirable**
(i) One year teaching experience in application of rules, regulation and procedures in Central Government.	
(ii) Should have successfully completed the Advance Vigilance Course conducted by the Institute of Secretariat Training and Management or in Administrative Training Institutes or Central Training Institutes.	
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.	

5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated **by the candidate.**	
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.	
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.	

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.
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. **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	
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) i. Central Government ii. State Government iii. Autonomous Organisation iv. Government Undertaking v. Universities vi. Others	
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

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (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) (Note: Enclose a separate sheet, if the space is insufficient)	
16.B Achievements:	

The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards / Scholarships / official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organisation (v) Any research/ innovative measure involving official recognition (vi) any other information. **(Note: Enclose a separate sheet if the space is insufficient)**	
17. 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)

Annexure – I (B)

1.	Name of Post	:	Deputy Director (Economics & Planning)
2.	Number of posts	:	01 (One)
3.	Date from which vacant	:	01-05-2020
4.	Classification	:	General Central Service Group 'A' Gazetted, Non-Ministerial
5.	Pay Band	:	Pay in Level-11 (Rs. 67700-208700) 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 (pay in pay level) drawn in his/ her parent cadre/organization and training allowance as may be determined by the Government of India from time to time.
10.	Qualifications, Experiences and Eligibility required for the post		**By Deputation (Including Short term Contract)** Officers under Central Government, or State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Autonomous organisation or Statutory or Semi-Government Organizations: - (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 regular basis in the pay band-3, Rs. 15,600-39,100 plus grade pay Rs.5400 [Pay in the Level-10 (Rs. 56100-177500) in the Pay Matrix] or equivalent in the parent cadre or Department; or (iii) with six years' service in the grade rendered after appointment thereto on a regular basis in the pay band-2, Rs.9300-34800 plus grade pay Rs.4800 [Pay in the Level-8 (Rs47600-151100) in the Pay Matrix] or equivalent in the parent cadre or department; and b) Possessing the following educational qualifications

and experience: -

Essential:

(i) Bachelor's Degree with Economics as a subject from a recognised University;

(ii) Five years' experience in in the field of Economic Policy including Planning and Financial Management.

Desirable:

i) Master's Degree in Economics or Master's Degree in Business Administration (Finance) from a recognized University or Institute;

ii) One year teaching experience in Economic Policy or Financial Management or One-year experience in imparting or organising Training in Economic Policy, Planning or Financial Management.

(Period of deputation (Including short term contract) including period of deputation (including short term contract 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 four years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications).

Note: For the purpose of appointment on deputation basis, the service rendered, on a regular basis by an officer prior to dated 1st January, 2006 or the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay 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 up-gradation.

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

ANNEXURE-II (B)

APPLICATION FOR THE POST OF DEPUTY DIRECTOR (ECONOMICS & PLANNING) 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**
(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 regular basis in the pay band-3, Rs. 15,600-39,100 plus grade pay Rs.5400 [Pay in the Level-10 (Rs. 56100-177500) in the Pay Matrix] or equivalent in the parent cadre or Department; or (iii) with six years' service in the grade rendered after appointment thereto on a regular basis in the pay band-2, Rs.9300-34800 plus grade pay Rs.4800 [Pay in the Level-8 (Rs47600-151100) in the Pay Matrix] or equivalent in the parent cadre or department; and	
Essential	**Essential**
(i) Bachelor Degree with Economics as a Subject from recognised University	
(ii) Five years' experience in in the field of Economic Policy including Planning and Financial Management.	
Desirable	**Desirable**
(i) Master's Degree in Economics or Master's Degree in Business Administrative (Finance) from a recognized University or Institute.	
(ii) One year teaching experience in Economic Policy or Financial Management or One-year experience in imparting or organising Training in Economic Policy, Planning or Financial	

Management	
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. 5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated **by the candidate.**	
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.	
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.	

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.

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. **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	
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) i. Central Government ii. State Government iii. Autonomous Organisation iv. Government Undertaking v. Universities vi. Others	
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

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (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) (Note: Enclose a separate sheet, if the space is insufficient)	
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards / Scholarships / official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organisation (v) Any research/ innovative measure involving official recognition (vi) any other information. **(Note: Enclose a separate sheet if the space is insufficient)**	
17. Please state whether you are applying for deputation or Short Term Contract	
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

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(Employer/ Cadre Controlling Authority with Seal)

Annexure – I (C)

1.	Name of Post	:	Assistant Director (Office Management)
2.	Number of posts	:	02 (Two)
3.	Date from which vacant	:	01.07.2019
4.	Classification	:	General Central Service Group 'B' Gazetted, Non-Ministerial
5.	Pay Band	:	Pay in Level-8 (Rs. 47600/- to Rs. 151100/-) of Pay Matrix (Pre revised PB-2: Rs. 9300-34,800/- with Grade Pay Rs.4800/-) [Officers, who have been granted Non Functional Selection Grade (NFSG) in Level 10, will be allowed to retain pay in that pay level]
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/department of the Central Government shall ordinarily not exceed **three 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. to deliver lectures or take classes in the various courses conducted in the ISTM from time to time ; 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 in Pay Level 8 (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. Officers, who have been granted Non Functional Selection Grade (NFSG) in Level 10, will be allowed to retain pay in that pay level.
10.	Qualifications, Experiences and Eligibility required for the post		**Deputation:** Officers under Central Government:- (a)I(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 the Pay band-2, Rs. 9300-34800 plus grade pay Rs.4600 [Pay in the Level-7 (Rs44900-142400) in the Pay Matrix.] 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; (ii) Three years' experience in the area of Secretariat Procedure, practices and precedents, Establishment, administrative and financial rules and regulations. **Desirable:** (i) Master's Degree from a recognised University. (i) Experience in Teaching or organizing training programme. (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 of the Central Government shall

		ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of the receipt of application). **Note:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01-01-2006, the date from which the revised pay structure based on the 6th CPC, recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay 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 benefits shall extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.
11.	Age	Not exceeding 56 years as on closing date of receipt of applications.

ANNEXURE-II (C)

APPLICATION FOR THE POST OF ASSISTANT DIRECTOR (OFFICE 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**
(a)I(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 the Pay band-2, Rs. 9300-34800 plus grade pay Rs.4600 [Pay in the Level-7 (Rs44900-142400) in the Pay Matrix] or equivalent in the parent cadre or Department; and (b) Possessing the following educational qualifications and experience: -	
Essential	**Essential**
(i) Bachelor's Degree from a recognised University; (ii) Three years' experience in the area of Secretariat Procedure, practices and precedents, Establishment, administrative and financial rules and regulations.	
Desirable	**Desirable**
(i) Master's Degree from a recognised University. (i) Experience in Teaching or organizing training programme.	
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. 5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated **by the candidate.**	
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.	

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.

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.
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. **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			
10. If any post held on			

Deputation in the past by the applicant, date of return from the last deputation and other details.	
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) i. Central Government ii. State Government iii. Autonomous Organisation iv. Government Undertaking v. Universities vi. Others	
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

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (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) (Note: Enclose a separate sheet, if the space is insufficient)	
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards / Scholarships / official Appreciation (iii) Affiliation with the professional	

bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organisation (v) Any research/ innovative measure involving official recognition (vi) any other information. **(Note: Enclose a separate sheet if the space is insufficient)**	
17. 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)

Annexure – I (D)

1.	Name of Post	:	Assistant Director (Accounts)
2.	Number of posts	:	01 (One)
3.	Date from which vacant	:	01-02-2020
4.	Classification	:	General Central Service Group 'B' Gazetted, Non-Ministerial
5.	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] [Officers, who have been granted Non Functional Selection Grade (NFSG) in Level 10, will be allowed to retain pay in that pay level]
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 **three 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. (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 as may be determined by the Government of India from time to time. [Officers, who have been granted Non Functional Selection Grade (NFSG) in Level 10, will be allowed to retain pay in that pay level]
10.	Qualifications, Experiences and Eligibility required for the post		**By Deputation** Officers under the Central Government: - (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with Two years' service in the Level rendered after appointment thereto on regular basis in Level 07 of the Pay Matrix (pre-revised pay band-2 Rs.9300-34800 plus Grade pay Rs.4600) [Pay in the Level-7 (Rs44900-142400) in the Pay Matrix] or equivalent in the parent cadre or Department; and b) Possessing the following educational qualifications and experience: - A pass in the Subordinate Accounts Service Examination conducted by the Central Government Or Who have successfully undergone training in Cash and Accounts in the Institute of Secretariat Training and Management Or Five years' experience in Cash and Accounts and Budget work in the Government organisation. Note1:-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 three years. Note2:-The maximum age-limit for appointment by deputation shall not be exceeding fifty six years as on closing date of receipt of applications Note 3:- For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01-01-2006, the date from which the revised pay structure based on the 6th CPC, recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay 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 benefits shall extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.
11.	Age	Not exceeding 56 years as on closing date of receipt of applications.

ANNEXURE-II (D)

APPLICATION FOR THE POST OF ASSISTANT DIRECTOR (ACCOUNTS) 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**
(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with Two years' service in the Level rendered after appointment thereto on regular basis in Level 07 of the Pay Matrix (pre-revised pay band-2 Rs.9300-34800 plus Grade pay Rs.4600) [Pay in the Level-7 (Rs44900-142400) in the Pay Matrix] or equivalent in the parent cadre or Department; and	
A pass in Subordinate Accounts Service Examination conducted by the Central Government	
Or	
Who have successfully undergone training in Cash and Accounts in the Institute of Secretariat Training and Management	
Or	
Five years' experience in Cash and Accounts and Budget work in the Government organisation	
A pass in Subordinate Accounts Service Examination conducted by the Central Government	
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. 5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated **by the candidate.**	
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.	
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.	

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.
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. **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			
10. If any post held on Deputation in the past by the applicant, date of return from			

the last deputation and other details.	
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) i. Central Government ii. State Government iii. Autonomous Organisation iv. Government Undertaking v. Universities vi. Others	
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

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (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) (Note: Enclose a separate sheet, if the space is insufficient)	
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards / Scholarships / official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organisation (v) Any research/ innovative measure involving official recognition (vi) any other information. **(Note: Enclose a separate sheet if the space is insufficient)**	

17. 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

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(Employer/ Cadre Controlling Authority with Seal)

Annexure – I (E)

1.	Name of Post	:	Assistant Director (English Shorthand & Typing)
2.	Number of posts	:	02 (Two)
3.	Date from which vacant	:	01-01-2021
4.	Classification	:	General Central Service Group 'B' Gazetted, Non-Ministerial
5.	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] [Officers, who have been granted Non Functional Selection Grade (NFSG) in Level 10, will be allowed to retain pay in that pay level]
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 **three 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. (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 as may be determined by the Government of India from time to time. [Officers, who have been granted Non Functional Selection Grade (NFSG) in Level 10, will be allowed to retain pay in that pay level]
10.	Qualifications, Experiences and Eligibility required for the post		**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 [Pay in the Level-7 (Rs44900-142400)] in the Pay Matrix or equivalent in the parent cadre or Department; 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). (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 of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of the receipt of application).

		Note:- For the purpose of deputation, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the 6th Central pay Commission recommendations has been extended , shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where has been merger of more than one pre-revised scale, and where this grade benefit will extend only for the post(s) for the replacement grade pay or pay scale is the normal replacement grade without any up-gradation.
11.	Age	Not exceeding 56 years as on closing date of receipt of applications.

ANNEXURE-II (E)

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**
(A) (I) Group 'B' Officers of the Central Secretariat Service; or (II) Stenographers under Central Government: - (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 [Pay in the Level-7 (Rs.44900-142400) in the Pay Matrix.] or equivalent in the parent cadre or Department; 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).	
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. 5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated **by the candidate.**	
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.	
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.	

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.
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. **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			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) i. Central Government ii. State Government			

iii. Autonomous Organisation iv. Government Undertaking v. Universities vi. Others	
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

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (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) (Note: Enclose a separate sheet, if the space is insufficient)	
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards / Scholarships / official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organisation (v) Any research/ innovative measure involving official recognition (vi) any other information. **(Note: Enclose a separate sheet if the space is insufficient)**	
17. 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)