



F.No. A-50015/1/2021-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: 25 June 2021

CIRCULAR

Sub: Inviting applications for engagement of five Consultant (Faculty) (US/DS/Director level), ten Consultant (Course Manager) (SO/US level) and one Consultant (FTP Cell) (US level) from retired personnel of Central Government services

Institute of Secretariat Training & Management, an attached office of Department of Personnel & Training proposes to engage the services of retired officers from Central Government service to render service as—

- (i) Consultant (Faculty)
- (ii) Consultant (Course Manager)
- (iii) Consultant (FTP Cell)

2. Number of Consultants to be engaged, eligibility conditions, period of engagement and scope of work are as under—

2.1 Consultant (Faculty)

(i)	Number of Consultants to be engaged	05 (Five)
(ii)	Eligibility condition	Officers retired as US/ DS/ Director in the pay Level- 11/12/ 13 from any Central Government Department with minimum experience of two years in Training/ training related activities
(iii)	Scope of Work	(i) Carry out review, monitoring of course material/ content on topics pertaining to Training needs (ii) Delivering lectures on relevant areas / topics through online as well as face-to-face mode, taking doubt clearance sessions for better understanding of the trainees; (iii) Identification and development of study material (e-content / reading content), questionnaires, quizzes, assessment papers, examination papers,

		case studies for Noting & Drafting and other competency building topics; (iv) Handling grievances of trainees, monitoring and reviewing progress of the trainees w.r.t. different identified activities and indicate the same in Reports/ LMS portals; (v) Development of a common template for use by MDOs to facilitate design, delivery, monitoring of Foundation Training Programmes at ISTM; (vi) Development of relationship learning tools such as coaching, mentoring, buddy system and networking as per the guidelines and facilitate the delivery/ implementation of the same; (vii) Development of implementation as well as operational manuals as required for realizing Functional/ Behavioural/ Domain competencies during the whole course of Foundation Training Programmes and other courses; (viii) Support Ministries/ Departments / Offices in monitoring/ assessing the progress of trainees during the on-the-job training phase of Foundation Training; (ix) Support Ministries/ Departments in preparing domain competency modules; (x) Any other work as may be assigned by the Director, ISTM or any other officer designated to assign the work.
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2.2. Consultant (Course Manager)

(i)	Number of Consultants to be engaged	10 (Ten)
(ii)	Eligibility condition	Officers retired as SO/ US in pay Level- 10/ Level-11 from any Central Government Department with minimum 5 years' experience in supervisory capacity
(iii)	Scope of Work	(a) Managing the participation of the trainees in the classroom component at ISTM and on the job training at Ministries/ Departments and online training during the entire period of training; (b) Help in designing formats/ templates to standardize the process of delivery of content as well as assessments in consultation with faculty members/ subject matter experts;

		(c)Conducting tour programmes as per requirement of the courses assigned to him/ her; (d)Correspondence with State Governments, partner Training Institutes, guest faculty members, tour/event organizing agencies, Collaborating with institutions such as Parliamentary Research and Training Institute for Democracies (PRIDE), etc.; (e)Co-ordinating with the Nodal Officers in Ministry/ Department/ Organization (MDO) and Competency Building Products (CBPs) providers regarding the on-the-job training component; (f) Analysing feedbacks from participants for improvement of the Foundational Training programmes and other training programmes at ISTM, grievance redressal, co-ordinating with participants; (g)Development of a common template for use by MDOs to facilitate design, delivery, monitoring of Foundation Training Programmes at ISTM; (h)Development of relationship learning tools such as coaching, mentoring, buddy system and networking as per the guidelines and facilitate the delivery/ implementation of the same; (i)Identification and development of study material (e-content/ reading content), questionnaires, quizzes, assessment papers, examination papers, case studies for Noting & Drafting and other competency building topics in consultation with subject matter experts, preparation of Standard Operating Procedures (SOPs) for foundation programmes at ISTM; (j)Monitor the progress of face to face and online courses/ consumption of online material by each of the participants in the batch allocated to the Consultant, send material/ assignments/ feedback/ reminders to the participants and maintain database of the progress and assessments as may be prescribed; (k)Other secretariat assistance as may be required from time to time; (l)Any other work/ activity as may be assigned by the Director or any other designated officer in ISTM
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2.3. Consultant (FTP Cell)

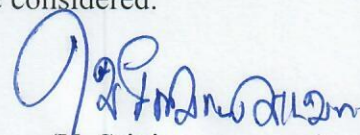
(i)	Number of Consultants to be engaged	01 (one)
(ii)	Eligibility condition	Officers retired at US level in pay Level-11 from any Central Government Department with minimum experience of 10 years in supervisory capacity
(iii)	Scope of Work	(a) To coordinate all work in the Foundational Training Programme (FTP) Cell of ISTM; (b) To coordinate work relating to engagement of Guest Faculty; (c) To coordinate work relating to Collaboration with Institutions; (d) To maintain records related to the attendance, leave, duties of Consultants; (e) To process payment of fees to Consultants engaged for the FTP; (f) Any other work as may be assigned by the Director, ISTM or any other officer designated to assign the work.

3. General conditions for all the posts—

(i)	Period of engagement	For an initial period not exceeding one year which is extendable by another year.
(ii)	Job Location	Institute of Secretariat Training & Management, Old JNU Campus, New Delhi
(iii)	Age Eligibility	Age should be less than 64 years as on 15 July 2021
(iv)	Remuneration	Last pay drawn minus pension plus TA. • Fixed remuneration. • Fixed amount of Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable at the time of retirement. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement. • No Dearness Allowance. • No HRA.
(v)	Leave	1.5 days of paid leave for every month of engagement completed.

(vi)	Working Hours	• Normal Office timings from 9:00 AM to 5.30 PM. • May also have to devote more time than usual to meet the exigencies of work, if required. • Will be required to Work from Home in any conditions of lockdown/ Govt. instructions. • Normal working days are Monday to Friday. However, will be required to attend office on such Saturdays/ Sundays depending on exigencies of work.
(vii)	Terms of Engagement	The engagement will be on hire & fire basis which is purely dependent on their work performance.
(viii)	How to apply	The applications in the prescribed format (complete in all respects) along with the requisited documents i.e. ➤ Copy of PPO, ➤ Last Pay Certificate ➤ Bank Details, ➤ Aadhaar Card ➤ PAN Card may be forwarded to the following address— The Under Secretary (Admn.) Institute of Secretariat Training & Management Old JNU Campus Opp. Bersari Market New Delhi-110067 or email on "Shefali Saraf" shefali.saraf@nic.in
(ix)	Last date for receipt of applications	15 July 2021

4. Eligible retired Officers, in good health and who are interested may submit their applications in the enclosed format before the closing date. Applications received with incomplete information or received beyond the closing date will not be considered.


(V. Srinivasaragavan)
Deputy Secretary
Tele.: 011-26737607

Application for Consultant (Faculty)/ Consultant (Course Manager) / Consultant (FTP Cell) in
the Institute of Secretariat Training & Management

(Last date for receipt of applications – **15 July 2021**)

1.	Name	
2.	Designation at the time of retirement	
3.	PPO No.	
4.	Pay level in which retired	
5.	Last pay drawn	
6.	Name of the Department from where retired	
7.	Date of retirement	
8.	Monthly pension sanctioned	
9.	Address for correspondence	
10.	Bank Account Details Name of Bank: Branch: Account no.: IFSC Code:	
11.	Contact No.: Alternate Contact No.:	
12.	Email id	
13.	PAN No.	
14.	Experience details	Please provide information in the format below [Please furnish experience details of and above the level of ASO only]

Name of the Min/ Deptt./ Organisation	Period		Designation (starting from ASO level)	Brief details of the work handled
	From	To		

15. Training Experience (only those applying for Consultant (Faculty) need to fill in)

Nature of Training Experience	Organisation where experience gained	Duration		Subject areas
		From	To	

16. Please provide details of training on training techniques (Training of Trainers programmes attended) —

17. Additional relevant information, if any, in support of your suitability for the said engagement (Attach separate sheet if necessary)

Declaration

I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of Consultants.

Signature of applicant
Name: _____

Place:
Date: