FILE NO: D-35020/06/2020-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: 09/11/2020

To

1. The Secretaries of all Ministries/ Departments of Government of India (As per standard list)

2. The Chief Secretaries of All State Government and recognised Research Institutions/ Universities.

Subject: -Filling up of the one faculty post of Deputy Director (Accounts) 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 proposes to fill up the one faculty post of Deputy Director (Accounts) by deputation basis in the Level-11 (Rs. 67700-208700) of the pay matrix (Pre revised PB-3 Rs. 15600-39100/- GP Rs. 6600) in ISTM from amongst suitable and eligible officers working under Central Government, State Government and teaching or research faculty from recognized universities of India.

2. The officer selected shall be entitled to **'training allowance'** on their basic pay drawn at such rate as may be determined by the Government of India from time to time. The eligibility conditions, qualifications and experience required for the post and other details are given in **Annexure-I.**

Continued....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

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 and (ii) 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. Before forwarding the applications, Competent Authority must certify that information furnished by the applicants are 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,

Encl.: Annexure I & II

(Agam Aggarwal)
Deputy Director (Admn)

Copy to:

अगम अग्रवाल / AGAM AGGARWAL
उप निदेशक (प्रशासन) / Deputy Director (Admin)
सचिवालय प्रशिक्षण तथा प्रबंधन संस्थान
Institute of Secretariat Training and Management
कार्मिक और प्रशिक्षण विभाग/Department of Personnel & Training
भारत सरकार, नई दिल्ली/Government of India, New Delhi

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.

प्रशासनिक ब्लाक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI – 110067
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Annexure – I

1.	Name of Post	:	Deputy Director (Accounts)
2.	Number of posts	:	01 (One)
3.	Date from which vacant	:	22.04.2019
4.	Classification	:	General Central Service Group 'A' Gazetted, Non-Ministerial
5.	Pay Band	:	Pay Band-3: Rs.15600-39100/- with Grade Pay Rs.6600. [Pay in the Level-11 (Rs. 67700/- to Rs.208700/-) of Pay Matrix]
6.	Training Allowance	:	At such rate 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 **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 organize assessment of learning. (iv) to mentor and motivate the participant of foundation courses. (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 (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.
10.	Qualifications, Experiences and Eligibility required for the post		**Deputation** Officers of the 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 a regular basis in the pay band-3, Rs. 15,600-39,100 plus grade pay Rs.5400 or equivalent in the parent cadre or Department; and (iii) with six years' service in the grade rendered after appointment thereto on regular basis in the Pay Band-2, Rs. 9300-34,800 plus Grade Pay Rs.4800 or equivalent in the parent cadre or Department; and b) Possessing the following educational qualifications and experience: - **Essential:** (i) Bachler's Degree of a recognized University; (ii) A pass in the Subordinate Accounts Service examination conducted by the Central Government; or

		Successful completion of training in the Cash and Accounts in the Institute of Secretariat Training and Management with five years' experience in Cash, Accounts and Budget work. **Desirable:** i) Master's Degree in Commerce from a recognized University. ii) One year teaching experience in recognized university or college or training institution in Budget and Accounts mater. (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. 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, the service rendered on a regular basis by an officer prior to 1st January, 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 /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 will 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

APPLICATION FOR THE POST OF DEPUTY 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**
Essential	**Essential**
A) Qualification: - (i) Bachelor's Degree of a recognised University. (ii) A pass in the subordinate Accounts Service examination conducted by the Central Governments; or Successful Completion of training in the Cash and Accounts in the Institute of Secretariat Training and Management with five years' experience in Cash, Accounts and Budget work	A) Qualification
B) Experience: -. NIL	B) Experience
Desirable	**Desirable**
A) Qualification:- Master's Degree in Commerce from a recognised University.	A) Qualification
B) Experience:- One Year teaching	B) Experience

experience in a recognised University or college or training institution in budget and Accounts matter.	
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) a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) 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 (ISTC) /Absorption /Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract)	
# (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	
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_____

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)