



F.No. A-45011/01/2021-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: 31<sup>th</sup> December, 2021

**CIRCULAR**

Subject: Inviting applications for engagement of a **Consultant** from retired Officers of Central Government service.

Institute of Secretariat Training & Management, an attached office of Department of Personnel & Training proposes to engage the services of retired officer from Central Government service as Consultant to handle Infrastructure development proposals.

2. Eligibility conditions, period of engagement and scope of work are as under—

(i)	Eligibility condition	Officers retired at the level of US/DS/Director in pay Level-11/Level-12/Level-13 from any Central Government Department/ Organization with minimum 15 years' experience at supervisory levels.
(ii)	Scope of Work	The Consultant shall be required to independently handle issues pertaining to ISTM's infrastructure development including CCTV network, modernization of training facilities and submit/prepare proposals including the followings: a. Noting, Drafting, Examination of case and other related works b. Preparation of annual, long term and strategic infrastructure budget/plan c. Augmentation of Training Infrastructure d. Consolidate & compile estimates for expenditure from various branches in ISTM and other organizations e. Monitoring expenditure trend and suggest corrective measures f. Furnishing periodical returns to Budget Section of DoPT, Training Division and NITI Aayog etc.

		<p>g. Attend budget related meetings</p> <p>h. Assist DoPT in preparing EFC/SFC notes on infrastructure related matters of ISTM</p> <p>i. Attend to Administration related tasks on the Infrastructure Management.</p> <p>j. Any other work/ activity as may be assigned by the Director or any other designated officer in ISTM</p> <p>The officer is expected to be tech-savvy and manage his/her work by oneself without any support staff in most situations.</p>
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3. General conditions for the post are—


(i)	Period of engagement	For an initial period of one year which is extendable on year to year basis subject to satisfactory performance.
(ii)	Job Location	Institute of Secretariat Training & Management, Old JNU Campus, New Delhi-67
(iii)	Age Eligibility	Age should be preferably less than 61 years as on 31 <sup>st</sup> January, 2022.
(iv)	Remuneration	<p>As per instruction of Department of Expenditure, M/o Finance, fee payable will be last pay drawn minus pension (before commutation) plus TA.</p> <ul style="list-style-type: none"> <li>• Fixed remuneration.</li> <li>• Fixed amount of Transport Allowance for the purpose of commuting between 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.</li> <li>• No Dearness Allowance</li> <li>• No HRA</li> </ul>
(v)	Leave	1.5 days of paid leave for every month of engagement completed.



(vi)	Working Hours	<ul style="list-style-type: none"> <li>• Normal Office timings from 9:00AM to 5.30PM.</li> <li>• May also have to devote more time than usual to meet exigencies of work.</li> <li>• Will be required to Work from Home in any conditions of lockdown/ Govt. instructions.</li> <li>• Normal working days are Monday to Friday. However, will be required to attend office on such Saturdays/Sundays depending on exigencies of work.</li> </ul>
(vii)	Terms of Engagement	The engagement will be on immediate engagement basis and would be continued purely on work performance. The assignment can be terminated at any time.
(viii)	How to apply	<p>The applications in the prescribed format(complete in all respects) along with the requisite documents i.e.</p> <ul style="list-style-type: none"> <li>➤ Copy of PPO,</li> <li>➤ Last Pay Certificate</li> <li>➤ Bank Details,</li> <li>➤ Aadhaar Card</li> <li>➤ PAN Card</li> </ul> <p>may be forwarded to the following address—</p> <p>Deputy Secretary (Admn.) Institute of Secretariat Training &amp; Management Old JNU Campus Opp. Bersarai Market New Delhi-110067</p>
(ix)	Last date for receipt of applications	24 <sup>th</sup> January, 2022 (Monday)

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.

5. Officers who have applied in response to earlier circular dated 23.11.2021 need not apply again.



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

Application for Consultant in the Institute of Secretariat Training & Management

(Last date for receipt of applications :- **24<sup>th</sup> January 2022**)

Affix passport  
size photograph

1.	Post applied for	Consultant (Infrastructure)
2.	Name	
3.	Designation at the time of retirement	
4.	Date of Birth / Age as on 31 <sup>st</sup> January, 2022 (in year and months only)	
5.	Educational qualifications	
6.	Date of retirement	
7.	PPO No.	
8.	Pay level in which retired	
9.	Last pay drawn	
10.	Name of the Department from where retired	
11.	Name and Designation (with mobile number) of the Controlling Officer in the last department served.	
12.	Monthly pension sanctioned	
13.	Address for correspondence	
14.	Bank Account Details Name of Bank: Branch: Account no.: IFSC Code:	

15.	Contact No.: Alternate Contact No.:	
16.	Email id	
17.	PAN No.	
18.	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 Pay Level-8 i.e. SO level)	Brief details of the work handled
	From	To		

19. 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: