



F.No. A-50015/01/2021-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: 24th January, 2022

CIRCULAR

Subject: Inviting applications for engagement of 03 Consultants (SO/US level) and 01 Consultant (Cash) (SO/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 Consultants which include one Consultant for Cash/Accounts matters.

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

2.1. Consultants :

(i)	Number of Consultants to be engaged	03 (Three)
(ii)	Eligibility condition	Officers retired at the level of SO/ US or equivalent in pay Level-10 / Level-11 from any Central Government Department / Organisation with minimum 5 years' experience in supervisory capacity.
(ii)	Scope of Work	The Consultant shall be required to independently handle, manage and process the following: 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

		<p>members/subject matters experts;</p> <ul style="list-style-type: none"> c. Conducting tour programmes as per requirements 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. Coordinating with the Nodal Officers in Ministry/Department/Organisation (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, coordinating 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 materials (e-content/reading content), questionnaires, quizzes, assessment papers, examination papers, case studies for Noting and 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 course/consumption of online material by each of the participants in the batch allocated to the Consultant, sent material / assignments / feedback / reminders to the participants and maintain database of the progress and
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		<p>assessments as may be prescribed;</p> <p>k. Other secretariat assistance as may be required from time to time;</p> <p>l. Any other work/ activity as may be assigned by the Director or any other designated officer in ISTM.</p>
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2.2. Consultant (Cash):

(i)	Number of Consultant to be engaged	01 (One)
(ii)	Eligibility condition	<p>Officers retired at the level of SO/ US or equivalent in pay Level-10/Level-11 from any Central Government Department / Organisation with minimum 5 years' experience in supervisory capacity.</p> <p>Knowledge and Experience in Cash/Accounts matters.</p>
(ii)	Scope of Work	<p>The Consultant shall be required to independently handle, manage and process the following:</p> <p>a. All works relating to Receipts and Payments</p> <p>b. Receiving & Depositing of Cheques/Drafts into bank pertaining to Course fees</p> <p>c. Payments pertaining to Personal Deposit Account such as issue of cheques and online transfer of payment of honorarium to guest faculty, consultancy fee to the consultants, security services, photocopier, payment to outsourced agency for housing keeping/ security service provider.</p> <p>d. Advance payments to Course Directors and their settlement.</p> <p>e. Maintenance of Cash book, Bank Reconciliation Statement, Registers and all other related documents pertaining to PD Accounts.</p> <p>f. Preparation and forwarding of contingent bills of Advance Payment and their final settlement.</p> <p>g. Deduction of TDS from payments and deposit into bank and maintenance of its records.</p> <p>h. Reply to Audit Observations.</p>

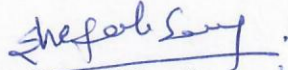
		<p>i. Maintenance of records in respect of Hostel Licence Fee.</p> <p>j. Maintenance of Contingent Registers, TDS Registers.</p>
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3. General conditions for all the posts—

(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	Age should be less than 62 years as on 01 st February, 2022
(iv)	Remuneration	<p>Last pay drawn minus pension plus TA.</p> <ul style="list-style-type: none"> • Fixed remuneration. • 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. • No Dearness Allowance • No HRA
(v)	Leave	1.5days of paid leave for every month of engagement completed.
(vi)	Working Hours	<ul style="list-style-type: none"> • Normal Office timings are from 9:00AM to 5.30PM but the post/nature of duties require continuous monitoring/follow up/Supervision of facilities. • May also have to devote more time than usual to meet exigencies of work. • 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 immediate hiring basis and continuance of which is purely dependent on their work performance. No notice will be served for termination in case of any information about adverse performance /unethical / improper conduct.
(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"> ➤ Copy of PPO ➤ Last Pay Certificate ➤ Bank Details ➤ Aadhaar Card ➤ PAN Card <p>may be forwarded to the following address—</p> <p>The Under Secretary (Admn.) Institute of Secretariat Training & Management Old JNU Campus Opp. Bersarai Market New Delhi-110067 or email on sandeep.kumar130@gov.in</p>
(ix)	Last date for receipt of applications	14 th February, 2022

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.


(Shefali Saraf)
Under Secretary (Admn)
Tele.:011-26737614

Application for Consultant (Hostel) in the Institute of Secretariat Training & Management

(Last date for receipt of applications –14th February, 2022)

photograph

1.	Name	
2.	Designation at the time of retirement	
3.	Date of Birth / Age as on 1 st February 2022 (in year and months only)	
4.	Educational qualifications	
5.	Date of retirement	
6.	PPO No.	
7.	Pay level in which retired	
8.	Last pay drawn	
9.	Name of the Department from where retired	
10.	Name and Designation (with mobile number) of the Controlling Officer in the last department served.	
11.	Monthly pension sanctioned	
12.	Address for correspondence	

13.	Bank Account Details Name of Bank: Branch: Account no.: IFSC Code:	
14.	Contact No.: Alternate Contact No.:	
15.	Email-id	
16.	PAN No.	
17.	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-6)	Brief details of the work handled
	From	To		

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: