



File No: A-45011/01/2020-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: 26th October, 2020

CIRCULAR

Subject: Engagement of retired Government Employees as Consultant in Institute of Secretariat Training and Management (ISTM), New Delhi.

Applications are invited individually for engagement of two posts of Consultant (Faculty) and one post of Consultant for Administration / Establishment on contract basis for a period of one year in ISTM from the date of engagement, which can be extended as per requirement of ISTM and performance of the Consultant. The details of position, eligibility criteria, age limit (as on closing date of submission of application) are as under:

Name of the position	No of positions	Eligibility Criteria	Maximum Age Limit	Consolidated remuneration
Consultant (Faculty) in ISTM	02	(i) An officer retired from Central/State Government who has rendered at least five years' service in the pre-revised Pay Band - 03, (Rs. 15,600-39,100) plus Grade Pay Rs. 5400/- (Level - 10 in the Pay Matrix of 7th Pay Commission) or above. (ii) Bachelor's Degree from a recognized University. (iii) Five years' experience in the field of budget/ accounts. Or Successful completion of training in the Cash and Accounts in the Institute of Secretariat Training & Management. Or A pass in the Subordinate Accounts Service examination conducted by the Central Government	65 Years	(Last Basic Pay Drawn - Basic Pension)) + DA at prevailing rates) OR Rs.50,000/- + Rs. 3600 (Transport Allowance) per month Whichever is less.
Consultant for Administration/ Establishment	01	(i) An officer retired from Govt. Service who has rendered at-least five years service in pre-revised Pay Band 3 (15600-39100) plus Grade Pay 5400/- (Level 10 in the Pay Matrix of 7 th Pay Commission) or above. (ii) Bachelor's degree of a recognized University. (iii) Having experience of 3 years in General Administration/ Establishment/ Accounts related work.	65 years	(Last Basic Pay Drawn - Basic Pension) + DA at prevailing rates OR Rs.40,000/- + Rs. 3600 (Transport Allowance) per month Whichever is less.

2. ISTM is one of the premier training Institutes of the country and organizes numerous training programmes and courses including Cadre Training Programmes (CTP) as well as Organization Specific Programmes (OSP) throughout the year. The Consultant (Faculty) will be responsible for taking classes and conducting Training Programmes as directed.

3. The applications (Annexure-III) duly filled along with self-attested supporting documents in respect of educational qualification and experience and acceptance of the Terms of Reference as in Annexure – I for Consultant for Administration/ Establishment and as in Annexure-II for consultant (Faculty), may be sent to Deputy Director (Admn), Room No. 103, Administrative Block, Institute of Secretariat Training and Management, (Old) JNU Campus, Olof Palme Marge, New Delhi – 110067. The last date of submission of Application is 30 days from the issue of this Circular.

4. The Terms of Reference (TOR) and Application Form in Annexure-I, II & Annexure –III are attached. The Selection of Consultant shall be based on the qualification, experience and personal interview at ISTM. The ISTM reserves the right to accept or reject responses without assigning any reasons whatsoever. The decision of Director, ISTM in this regard will be final.



(Agam Aggarwal)
Deputy Director (Admn)
Telephone No:- 011-26737603

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

प्रशासनिक ब्लॉक, 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

TERMS OF REFERENCE FOR CONSULTANT FOR ADMINISTRATION/ ESTABLISHMENT

1. **Basic Requirements:** The Consultant for Administration/ Establishment shall be independently responsible for all administrative nature of work such as Noting, Drafting, Examination of case, Tender related work and any other such work assigned to him time to time by the competent authority. The Consultant shall execute and perform the tasks assigned to him with due diligence and according to the best of their intelligence, skill and ability on the direction of his controlling officer with whom he would be attached.
2. **Office Timings & Working days:** The consultant would follow working office hours from 09.00 AM to 05.30 PM including half an hour lunch break in between or as may be directed by the controlling officer, during normal working hours. The Consultant usually has to attend office from Monday to Friday but if required, he can be called for duty on any day such as Saturday, Sunday, holiday including Gazetted Holiday or beyond working hours without any extra remuneration.
3. **Admissible leave:**
 - a) The Consultant will be eligible for one day leave in the succeeding month on the basis of his attending duty for at least 20 working days in preceding month No leave of any other kind will be admissible. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultant.
 - b) The leave will be carried over to the next month subject to maximum of 12 days leave during the entire contract period which will lapse on the last day of the contract. The leave for more than 5 days shall not, ordinarily, be allowed at a time.
 - c) The consultant shall not claim of leave as a matter of right.
 - d) The leave should be applied and got approved from the controlling officer in advance in writing or in electronic medium.
4. **Assignment (s) other than ISTM during the period of contract:** The Consultant shall not take up any other assignment of any nature during his period of engagement in ISTM that harms the interest of ISTM.
5. **Conduct & Integrity:** The Consultant shall be abided by the rules and provisions contained under the Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his conduct during the period of his engagement in ISTM. The applicant shouldn't have been retired as a matter of punishment and should not have any crime record. The Consultant should maintain confidentiality of the work carried out by them. The Consultant shall be bound to hand-over the entire set of records of assignment to ISTM before the expiry of the contract and before the final payment is released by ISTM.
6. **Deduction of Tax(s):** The Income Tax or any other tax liable to be deducted, as per the prevailing provisions under relevant laws will be deducted at source before effecting the payment, for which the Department will issue certificate such as TDS etc.
7. **Termination of Engagement:** The engagement shall automatically stand terminate at the end of the period unless extended by ISTM, on mutual consensus by both the parties. The ISTM may terminate the contract of consultancy under any condition as mentioned below:
 - (a) The Consultant is unable to address the assigned works;
 - (b) Quality of the assigned works is not to the satisfaction of the ISTM;
 - (c) The Consultant fails in timely achievement of the target as finally decided by the ISTM;

- (d) The Consultant is found lacking in honesty and integrity;
- (e) The contract can be terminated by giving fifteen days notice by either side. In the event of pre mature termination of contract without advance notice of 15 days, an amount of remuneration equivalent to 15 days of consultant's remuneration shall have to be given by the ISTM or to the ISTM by the consultant as the case may be. In the event of termination of the agreement, the remuneration will be paid on pro-rata basis as per attendance during the notice month.
- (f) The termination of contract must be got approved by the competent authority of ISTM after obtaining proper "No Objection" and "No Dues" certificates from all officers concerned in ISTM.
- (g) The termination will be without prejudice to either party's rights accrued before termination.
- (h) If any declaration/ information furnished by the consultant is found false or found to be willfully suppressed any material fact (s), he/she will be liable for termination of contract including any administrative and/or legal action as ISTM may deem fit.

8. **Jurisdiction:** The decisions of the Director, ISTM shall be final and binding on the consultant. In the event of any dispute the jurisdiction of Courts in Delhi only shall be applicable.

9. **Disclaimer:** The Consultant shall not be eligible for any claim or any other benefit/compensation under provisions of any Act/Rules applicable to regular government employees. The engagement does not grant the Consultant any right for future employment/ regularization in ISTM or any benefits admissible to the employees of ISTM. The Consultant shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the ISTM employees on regular basis.

(Name & Signature of the Applicant)

TERMS OF REFERENCE FOR FACULTY CONSULTANT

1. **Basic Requirements:** The Consultant (Faculty) shall be responsible for conducting training sessions as Faculty and act as Course Director for courses as assigned to them by the ISTM. He has to impart/ conduct four programmes as per requirement of the courses assigned to him. He may be asked to participate in any of the Training related activities in the Institute. The Consultant shall execute and perform the tasks assigned to him with due diligence and according to the best of their intelligence, skill and ability on the direction of his controlling officer with whom he would be attached.
2. **Office Timings & Working days:** The consultant would follow working office hours from 09.00 AM to 05.30 PM including half an hour lunch break in between or as may be directed by the controlling officer, during normal working hours. The Consultant usually has to attend office from Monday to Friday but if required, he can be called for duty on any day such as Saturday, Sunday, holiday including Gazetted Holiday or beyond working hours without any extra remuneration.
3. **Admissible leave:**
 - a) The Consultant will be eligible for one day leave in the succeeding month on the basis of his attending duty for at least 20 working days in preceding month. No leave of any other kind will be admissible. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultant.
 - b) The leave will be carried over to the next month subject to maximum of 12 days leave during the entire contract period which will lapse on the last day of the contract. The leave for more than 5 days shall not, ordinarily, be allowed at a time.
 - c) The consultant shall not claim of leave as a matter of right.
 - d) The leave should be applied and got approved from the controlling officer in advance in writing or in electronic medium.
4. **Assignment (s) other than ISTM during the period of contract:** The Consultant shall not take up any other assignment of any nature during his period of engagement in ISTM that harms the interest of ISTM.
5. **Conduct & Integrity:** The Consultant shall be abided by the rules and provisions contained under the Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his conduct during the period of his engagement in ISTM. The applicant shouldn't have been retired as a matter of punishment and should not have any crime record. The Consultant should maintain confidentiality of the work carried out by them. The Consultant shall be bound to hand-over the entire set of records of assignment to ISTM before the expiry of the contract and before the final payment is released by ISTM.
6. **Deduction of Tax(s):** The Income Tax or any other tax liable to be deducted, as per the prevailing provisions under relevant laws will be deducted at source before effecting the payment, for which the Department will issue certificate such as TDS etc.
7. **Termination of Engagement:** The engagement shall automatically stand terminate at the end of the period unless extended by ISTM, on mutual consensus by both the parties. The ISTM may terminate the contract of consultancy under any condition as mentioned below:
 - (a) The Consultant is unable to address the assigned works;
 - (b) Quality of the assigned works is not to the satisfaction of the ISTM;

- (c) The Consultant fails in timely achievement of the target as finally decided by the ISTM;
- (d) The Consultant is found lacking in honesty and integrity;
- (e) The contract can be terminated by giving fifteen days notice by either side. In the event of pre mature termination of contract without advance notice of 15 days, an amount of remuneration equivalent to 15 days of consultant's remuneration shall have to be given by the ISTM or to the ISTM by the consultant as the case may be. In the event of termination of the agreement, the remuneration will be paid on pro-rata basis as per attendance during the notice month.
- (f) The termination of contract must be got approved by the competent authority of ISTM after obtaining proper "No Objection" and "No Dues" certificates from all officers concerned in ISTM.
- (g) The termination will be without prejudice to either party's rights accrued before termination.
- (h) If any declaration/ information furnished by the consultant is found false or found to be willfully suppressed any material fact (s), he/she will be liable for termination of contract including any administrative and/or legal action as ISTM may deem fit.

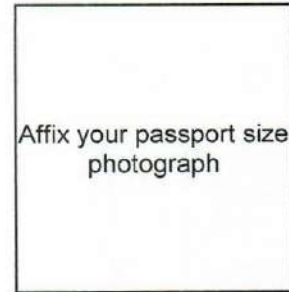
10. Jurisdiction: The decisions of the Director, ISTM shall be final and binding on the consultant. In the event of any dispute the jurisdiction of Courts in Delhi only shall be applicable.

11. Disclaimer: The Consultant shall not be eligible for any claim or any other benefit/compensation under provisions of any Act/Rules applicable to regular government employees. The engagement does not grant the Consultant any right for future employment/ regularization in ISTM or any benefits admissible to the employees of ISTM. The Consultant shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the ISTM employees on regular basis.

(Name & Signature of the Applicant)

**Application for the post of Consultant in
Institute of Secretariat Training & Management (ISTM)**

1. Name of the Applicant
2. Father's Name
3. Date of Birth
4. Address
5. Mobile Number
6. E-mail Id
7. Nationality
8. Educational Qualifications



a. Academic

Sl. No.	Examination	Passing Year	University/Institute

b. Professional if any:

9. Details of past service:

Sl. No.	Period	Designation	Department	Nature of Duties

10. Other Experience, if any (Please attach separate sheet if required)
11. Last Office from which retired:
12. Designation at the time of retirement
13. Last Pay drawn and Grade Pay at the time of retirement:
14. Any other information you may like to give
15. List of enclosures

(Declaration)

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect / incomplete OR ineligibility being detected at any time before or after selection / interview, my candidature is liable to be rejected and I shall be bound by the decision taken by ISTM. I have read this circular and ready to accept the terms and conditions for engagement as Consultant as mentioned in Annexure-I / Annexure-II.

Place:

Date:

(Name & Signature of the Applicant)

Application duly filled in (Annexure-I & II), along with requisite self attested copies of Certificates as listed below may please be sent to the Deputy Director (Admn.) before last date: -

- a. Pension Payment Order (PPO)
- b. Date of Birth Certificate
- c. Service and Experience Certificate(s)
- d. Certificates of Educational & Professional Qualification(s)
- e. Copy of Identity Card issued by the employer at the time of retirement.
- f. Latest Pay Certificates as on date of retirement.