GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
DEPARTMENT OF PERSONNEL AND TRAINING

VACANCY FOR FOUR (4) FACULTY POSITIONS IN ISTM, NEW DELHI FOR THE POSTS OF
JOINT DIRECTOR (BEHAVIOURAL TRAINING), TWO ASSISTANT DIRECTOR (OFFICE
MANAGEMENT), AND ASSISTANT DIRECTOR (ENGLISH SHORTHAND & TYPING)

1. Name : Joint Director (BEHAVIOURAL TRAINING)
2. Number of posts : 1(one)
3. Date from which vacant : 12.10.2011
4. Classification : General Central Service Group 'A' (Gazetted)
5. Pay Band/Scale of Pay (Pre-revised) : Rs15,600.-39,100/- (Pre-revised: 12000-375-16500)
6. Grade Pay : Rs.7600/-
7. Training Allowance : 30% of pay in pay band plus Grade Pay taken together
8. Period of deputation : 5 years, subject to the condition that the period of deputation
   including period of deputation in another ex-cadre post, held
   immediately preceding appointment in ISTM, in the same of
   some other organisation/department shall not exceed 5 years.
9. Duties and responsibilities of the post : (i) To train and develop officers of the CSS, CSSS &
   CSCS
   (ii) To study books and periodicals and produce training
   materials, case studies, practical exercises
   (iii) To organise schedule, organise and direct at least
   one training programme
   (iv) To assist the Director of the Institute in
   Administrative and training matters.
10. Pay & Allowances : A deputationist shall be entitled to his/her grade pay in
    his/her parent cadre/organisation plus training allowance
    at the rate of 30% of his basic pay drawn from time to time
    in the revised pay scale in terms of this Department's O.M.
    No.12017/2/86-Trg. Dt. 31.3.1987 as amended from time
to time; Training allowance will be reduced by special pay,
deputation pay and allowance thereon to which a faculty
member might be entitled in the Institute
11. Qualifications, Experiences and Eligibility required for the post : Officer under the Central Government including the Defence Services (other than Junior Commissioned Officers) –
    (a) (i) Holding analogous posts; or (ii) With 3 years' service
    in the posts in the scale of pay of Rs.10,000-15,200 (pre-
    revised) or equivalent; and
    (b) Possessing the following educational qualifications and experience:-
    Essential:- (i) Degree of a recognised University or
    equivalent.(ii) Knowledge of techniques and method in the
    area of behavioural skills.
    Desirable (i) Masters' Degree of a recognized University or
    equivalent in Psychology /Sociology/ Anthropology/
    Behavioural Sciences.
12. Age : Not exceeding 56 years as on closing date of receipt of application.
1. Name: Assistant Director (Office Management)
2. Number of posts: 2 (two)
3. Date from which vacant: 15.10.2011 & 22.10.2011.
4. Classification: General Central Civil Services Group ‘A’ (Gazetted)
5. Pay Band: PB-3 Rs.15600-39100/-
6. Grade Pay: Rs.5400/-
7. Training Allowance: 30% of Basic Pay (Basic Pay is defined as pay in the Pay Band plus Grade Pay)
8. Period of deputation: 5 years, subject to the condition that the Period of deputation, including period of deputation in another ex-cadre post, held immediately preceding appointment in ISTM, in the same or some other organization/department shall not exceed 5 years.
9. Duties and responsibilities of the post:
   (i) To train and develop officers of the CSS, CSSS & CSCS
   (ii) To study books and periodicals and produce training materials, case studies, practical exercises
   (iii) To organise schedule, organise and direct at least one training programme
   (iv) To assist the Director of the Institute in Administrative and training matters.
10. Pay & Allowance: A deputationist shall be entitled to his/her Basic Pay (pay in the Pay Band of the parent cadre plus Grade Pay) drawn in his parent cadre/organization and training allowance at the rate of 30% of his basic pay drawn from time to time in the revised pay scale in terms of this Department’s O.M. No. 12017/2/86-Trg. Dt. 31.3.1987 as amended from time to time.
11. Qualifications, Experiences and Eligibility required for the post:
   (1) Section Officers of the Central Secretariat Service/Selection Grade Officers of the Central Secretariat Stenographer Service; or
   (2) officers of the Central Government (including Defence Services Personnel)-
      (a) Holding analogous posts; or
      (b) with 3 years service in posts in the pre-revised scale of Rs.5500-9000 or equivalent; Or
      (c) with 8 years service in posts in the pre-revised scale of pay of Rs.5000-8000/ Rs. 4500-7000 or equivalent
   (3) Possessing the following educational qualifications and experience:

   Essential
   (i) Degree of a recognized University or equivalent;
   (ii) Knowledge of Secretariat practices, procedure and precedents
Desirable
(i) Masters' Degree of a recognized University or equivalent; (ii) Teaching experience/organizing training programmes; (iii) Specialized knowledge of any one or more of the following subjects:- (a) Human Relations (ii) Decision making (iii) Management Information System(iv) Elementary Statistics and (v) Performance Budgeting

12. Age
Not exceeding 56 years as on closing date of receipt of applications.

1. Name: Assistant Director (English Shorthand & Typewriting)
2. Number of posts: 1 (One)
3. Date from which vacant: 30.11.2011.
4. Classification: General Central Civil Services Group ‘B’ (Gazetted)
5. Pay Band: PB-3: 15600 - 39100
6. Grade Pay: Rs. 5400/-
7. Training Allowance: 30% of Basic Pay (Basic Pay is defined as pay in the Pay Band plus Grade Pay)
8. Period of deputation: 5 years, subject to the condition that the period of deputation including period of deputation in another ex-cadre post, held immediately preceding appointment in ISTM, in the same or some other organisation/department shall not exceed 5 years.
9. Duties and responsibilities of the post: (a) to schedule, organise and direct training programmes for supervisory and operating level officers of the Central/State Governments, autonomous bodies etc. in the area of English Stenography & Typewriting (b) to provide direct training inputs and produce training materials, case studies practical exercises, etc.; and (c) to assist the Director of the Institute in Administrative and training matters.
10. Pay & Allowance: A deputationist shall be entitled to his Basic Pay (pay in the Pay Band of the parent cadre plus Grade Pay) drawn in his parent cadre/organisation and training allowance at the rate of 30% of his Basic pay drawn from time to time in the revised pay structure in terms of this Department's O.M. No. 12017/2/86-Trg. dated 31.3.1987, as amended from time to time.
11. Qualifications, Experiences and Eligibility required for the post
(I) (i) Grade ‘A’ Officers of the Central Secretariat Stenographers Service; or (ii) Stenographers under the Central Government (a) holding analogous posts; Or (b) With 2 years’ service in posts in the pre-revised scale of pay of Rs. 6500-10500 or equivalent; Or (c) With 3 years’ service in posts in the pre-revised scale of pay of Rs. 5500 – 9000 or equivalent (d) With 8 years’ service in posts in the pre-revised scale of pay of Rs. 5000 – 8000/Rs. 4500 –7000 or equivalent
(II) Must have successfully completed a course under the re-training scheme for Desk Officers or a course for training Upper Division/Lower Division Clerk in Stenography (covering theory as well as practical) Desirable:- Degree of a recognised University or equivalent
12. Age
Not exceeding 56 years as on the closing date of receipt of applications
Applications (in quadruplicate) in the proforma given below of the eligible officers, who would be spared in the event of their selection may be sent through proper channel to the Deputy Director (Administration), Institute of Secretariat Training and Management, Department of Personnel and Training, Administrative Block, Old JNU Campus, New Meharauli Road, New Delhi- 110 067 within 60 days from the date of publication of this advertisement in Employment News/Rozgar Samachar together with the following: (i) Up-to-date CR Dossier of the applicants or clear photocopies of the ACRs for last 5 years duly attested by a Group ‘A’ Officer (ii) A statement showing major or minor penalties, if any, imposed on the officer (iii) Integrity Certificate (iv) Vigilance clearance in respect of the officer (v) Cadre clearance in respect of the office. For details of the advertisement www.persmin.nic.in may be visited.
BIO-DATA PROFORMA

1 Name and Address in Block letters
   Mobile/Telephone No:
   E-mail Address:

2 Date of Birth (in Christian era):

3 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 those prescribed in the rules, state the authority for the same)

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<tr>
<th>Qualification/Experience required for the post</th>
<th>Qualifications/experience possessed by the officer</th>
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6 Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

7 Details of Employment, in chronological order Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

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<tr>
<th>Office Inst/Orgn</th>
<th>Post held and Service Cadre to which it belongs</th>
<th>From</th>
<th>To</th>
<th>Scale of pay and classification (Group) of Post</th>
<th>Whether held on regular/ad-hoc basis</th>
<th>Nature of duties</th>
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8. Nature of present post held
   Whether held on
   (i) ad-hoc basis
   (ii) regular/or temporary basis
   (iii) permanent or quasi-permanent basis
   (iv) Basic pay drawn at present

9 In case the present employment 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 you belong to

10 Additional details about present employment
   Please state whether working under a
a) Central Government  
b) State Government  
c) Autonomous Organizations  
d) Government Undertaking  
e) Universities  

11 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.

12 Total emoluments per month now drawn

13 Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

14 Whether belongs to SC/ST

15 Remarks

Signature of the candidate

Date__________ Address____________________________

Countersigned with office seal by the authorized signatory of the parent office