



सं/ NO:A-35020/03/2018-ISTM

भारतसरकार / GOVERNMENT OF INDIA

सचिवालयप्रशिक्षणतथाप्रबन्धसंस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ9001:2015संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिकएवंप्रशिक्षणविभाग/ DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिकब्लॉक, ज.ने.वि. परिसर(पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफपाल्मेमार्ग, नईदिल्ली - 110067/ OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26102597; टेलीफैक्स / FAX - 011-26104183

Date: 15 January, 2019

To

The Secretary of all Ministries/ Departments of Government of India
(As per standard list)

Subject: -Filling up of one(01) faculty post of Deputy Director (Vigilance Course) 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 one post of **Deputy Director (Vigilance Course)** by appointment on deputation basis in the Level-11 (Rs.67700-208700) of the pay matrix (pre-revised PB-3 Rs.15600-39100/- G.P Rs.6600/-) in ISTM from amongst suitable and eligible officers working under Central Government. 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**.

2. 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, 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.

3. 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.

4. 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.

5. 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.

Continued....2/-

6. This may please be given wide circulation in various units of your organization.

Encl.: Annexure I and II

Yours faithfully,



(P.P. Ambashta)
Deputy Director (Admn)
Tel: 26102597

Copy to:

1. Smt. Anita Bilung, Under Secretary (Training), Training Division, DoPT, Block-IV, JNU(OLD) Campus, New Delhi-110067
2. NIC, DoPT with request to upload the same on DoPT's website.

1. Name of Post : Deputy Director (Vigilance Course)
2. Number of posts : 01 (One)
3. Date from which vacant : 03.04.2019
4. Classification : General Central Service Group 'A' Gazetted, Non-Ministerial
5. Pay Band : Pay in the Level-11 (Rs. 67700/- to Rs.208700/-) of Pay Matrix (Pre revised PB-3: Rs.15600-39100/- with Grade Pay Rs.6600)
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 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 :

By Deputation
Officers under 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 there to on regular basis in Level 09 of the Pay Matrix (pre-revised pay band-3, Rs. 15,600-39,100 plus grade pay Rs.5400) or equivalent in the parent cadre or Department; or
 - (iii) with six years' service in the grade rendered after appointment thereto on regular basis in Level 08 of the Pay Matrix (pre-revised 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) Degree in Law from a recognized University;
(ii) Two years' experience of dealing with disciplinary cases.

Desirable:

- i) One year teaching experience in application of rules, regulations and procedures in Central Government.
ii) Should have successfully completed the Advance Vigilance Course conducted by the Institute of Secretariat Training and Management or in Administrative Training Institutes or Central Training Institutes.

(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 four years. The maximum age-limit for appointment by deputation shall not be exceeding fifty six years as on closing date of receipt of applications).

11. Age

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

ANNEXURE-II**APPLICATION FOR THE POST OF DEPUTY DIRECTOR (VIGILANCE COURSE) 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	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	

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.
<p>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.</p> <p>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</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>			
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

<p>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.</p>		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards / Scholarships / official Appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions/ societies and;</p> <p>(iv) Patents registered in own name or achieved for the organisation</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>		
<p>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)</p>		
<p># (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>		

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 _____

५

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)