



F.No. A-45011/03/2023-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: 16th December, 2024

CIRCULAR

Subject: Inviting applications for engagement of 01 (one) Consultant (e-content Development & faculty in-charge) from retired Officers of Central Government – reg.

Institute of Secretariat Training & Management, an attached office of Department of Personnel & Training proposes to engage the services of retired officers from Central Government to render service as Consultant (e-content Development & faculty in-charge). *Officers retiring in the month of December, 2024 may also apply.*

2. Number of Consultant (s) to be engaged, eligibility conditions, period of engagement and scope of work are as under –

Consultant (Faculty):

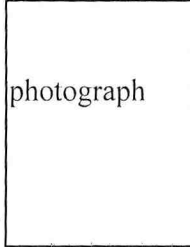
(i)	Number of Consultants to be engaged	01 (one)
(ii)	Eligibility condition	Essential - Officers retired at the level of DS/Director or equivalent in Pay Level-12/13 from any Central Government Department/Organization. Desirable – Experience on e-content development and experience as a Trainer/Member of Faculty at a Training Institute.
(iii)	Scope of Work	The Consultant shall be required to: a. Independently lead and manage e-content development team. b. Carry out review, and monitoring of course material/content on topics pertaining to Training needs at ISTM and other MDOs

		<p>c. Delivering lectures on relevant areas/topics through online as well as face-to-face mode, taking doubt clearance sessions for better understanding of the trainees;</p> <p>d. Modification and development of study material (e-content / reading content), questionnaires, quizzes, assessment papers, examination papers, case studies for Noting and Drafting and other competency-building topics;</p> <p>e. Support MDOs including ISTM in preparing domain competency modules;</p> <p>f. Any other work/ activity as may be assigned by ISTM.</p>
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3. General conditions for all the posts—

(i)	Period of engagement	For a period of one year, which is extendable for another period(s), subject to satisfactory performance.
(ii)	Job Location / Office address	Institute of Secretariat Training & Management, Old JNU Campus, New Delhi-67
(iii)	Age	Age should be less than 62 years as on 1 st January, 2025
(iv)	Remuneration	Last pay drawn minus pension plus TA, in accordance with the instructions of Govt. of India issued from time to time.
(v)	Leave	Maximum 1.5 days of paid leave for every month of engagement completed, as per ISTM's Rules on the subject.
(vi)	Working Hours	<ul style="list-style-type: none"> • Normal Office timings are from 9:00AM to 5.30 PM but the nature of duties may require monitoring/follow up/supervision of facilities beyond office hours. • May be required to work from home beyond office hours. • The Consultant may also be required to attend office on holidays depending on exigencies of work. • The Consultants may also have to undertake travel with participants on State attachment/ study tours.
(vii)	Termination and Notice	The engagement will be on immediate hiring basis and continuance of which is purely dependent on work performance. The Consultant

Application for Consultants (Faculty) in the Institute of Secretariat Training & Management
(Last date for receipt of applications – 15th January, 2025)



1.	Name	
2.	Designation at the time of retirement	
3.	Date of Birth / Age as on 1 st January 2025 (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	

17.	Experience details
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Name of the Min/ Deptt./ Organisation	Period		Designation (starting from Pay Level-8)	Brief details of work handled
	From	To		

18. Please elaborate your experience in e-content development & imparting of training or training related activities:

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19. Please attach a list of e-contents developed by you.

20. Please attach a list of topics, which you can teach to ISTM trainee officers.

21. 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 correct 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 carefully read this document and I fully accept the attached terms and conditions for engagement of Consultants.

Place:

Signature of applicant

Date:

Name: _____

