



F.No. A-50015/01/2021-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: 22st April, 2022

CIRCULAR

Subject: Inviting applications for engagement of 01 Consultant (Faculty) and 02 Consultant (Course Managers) from retired personnel of Central Government services - regarding.

Reference is invited to Institute of Secretariat Training & Management Circular vide No.A-50015/01/2021-ISTM dated 31.03.2022 on the above subject.

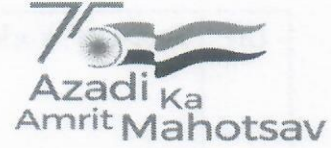
2. Last date for receipt of application is extended upto 06.05.2022. Accordingly, a revised Circular is attached.

(V. Srinivasaragavan)
Deputy Secretary (Admn.)
Tele No. : 011-26737607

To

All Ministries/Department (through ISTM/DoPT website)

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



F.No. A-50015/01/2021-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: 22th April, 2022

CIRCULAR

Subject: Inviting applications for engagement of 01 Consultant (Faculty) and 02 Consultant (Course Managers) from retired personnel of Central Government services - regarding.

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 Consultants which include one Consultant for Faculty and two Consultants for Course Manager. ***Officers due for retirement in the month of May, 2022 are also eligible to apply.***

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

2.1. Consultant (Faculty):

(i)	Number of Consultants to be engaged	01 (One)
(ii)	Eligibility condition	Officers retired at the level of US/DS/Director or equivalent in pay Level-11 / Level-12 / Level-13 from any Central Government Department / Organization with minimum experience of two years in Training/training related activities.

		<p>monitoring/assessing the progress of trainees during the on-the-job training phase of Foundation Training;</p> <p>i. Support Ministries/Departments/Offices in preparing domain competency modules;</p> <p>j. Any other work/ activity as may be assigned by the Director or any other designated officer in ISTM.</p>
--	--	---

2.2. Consultant (Course Manager) :

(i)	Number of Consultant to be engaged	02 (Two)
(ii)	Eligibility condition	<p><u>Post-01-</u></p> <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><u>Post-02-</u></p> <p>Officers retired at level of SO/US or equivalent in pay Level-10 / Level-11 from NIC/Technical Organisation of Government of India.</p>
(ii)	Scope of Work	<p><u>Post-01-</u></p> <p>The Consultant shall be required to handle, manage and process independently the following:</p> <p>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;</p> <p>b. Help in designing formats/templates to standardize the process of delivery of content as well as assessments in</p>

		<p>Procedures (SOPs) for foundation programmes at ISTM;</p> <ul style="list-style-type: none"> 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 assessments as may be prescribed; k. Other secretariat assistance as may be required from time to time; l. Any other work/ activity as may be assigned by the Director or any other designated officer in ISTM. <p><u>Post-02</u></p> <p>To handle system administration related issues such as –</p> <ul style="list-style-type: none"> a. Administration work relating to Computer Labs and other IT system related work b. Engaging agencies for AMC work for maintenance of IT infrastructure c. Perspective planning for IT infrastructure d. Handling procurement of hardware/ software e. HR Management of AMC employees f. Release of payment to AMC agencies g. Monitoring inventory management h. Constant upgradation of IT infrastructure in consultation with users i. Arrangement of ICT faculties and engineers for conducting various confidential examinations by other Ministries/Departments. j. Issue regarding strengthening of Mobile Signals within ISTM campus was taken up with various stakeholders.
--	--	--

		<ul style="list-style-type: none"> • 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	1.5 days of paid leave for every month of engagement completed.
(vi)	Working Hours	<ul style="list-style-type: none"> • Normal Office timings are from 9:00 AM to 5.30 PM 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

Application for Consultants in the Institute of Secretariat Training & Management

For post of Consultant (**Faculty**) /Consultant (Course Manager **Post -1**/Course Manager **Post-2**)

(Last date for receipt of applications – 06th May, 2022)

photograph

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

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: