

No. 49/9/2012-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the ^{4th} 6 February, 2011.

To

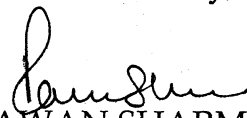
As per list enclosed.

Subject: Filling up of the one faculty post of Deputy Director (Management Services) on deputation basis in the Institute of Secretariat Training and Management, New Delhi – Reg.

Sir/Madam,

I am directed to refer to the subject cited above and to enclose a copy of letter No. A.35020/01/2011-ISTM, dated 17th January, 2012 received from Government of India, Institute of Secretariat Training & Management, Department of Personnel & Training, New Delhi on the subject noted above and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(PAWAN SHARMA)
Superintendent Services-II.

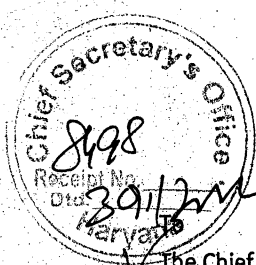

INTERNAL DISTRIBUTION

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LIST

Sr. No.	Name of the Officer S/Shri/Smt./Kumari	Batch	Present Posting
1.	Ashima Brar, IAS	2004	Deputy Commissioner, Panchkula, C.A. SMMDSB, Panchkula and Commissioner, M.C.Panchkula
2.	C G Rajini Kaanthan, IAS	2004	Deputy Commissioner, Rewari
3.	Phool Chand Meena, IAS	2004	D.C.Gurgaon and C.A. SMSDSB, Gurgaon
4.	A.Sreenivas, IAS	2004	Deputy Secretary, General Administration Department
5.	Shekhar Vidyarthi, IAS	2004	D.C, Ambala, E.O. for Management of Govt. Land in Excised Area, Ambala Cantt., Commissioner, M.C. Ambala.
6.	Mandip Singh Brar, IAS	2005	Deputy Commissioner, Kurukshetra
7.	Saket Kumar, IAS	2005	Deputy Commissioner, Mahendergarh at Narnaul
8.	S.S.Phulia, IAS	2005	ADC-cum-CEO-DRDA.Ambala
9.	A.Mona Sreenivas, IAS	2006	Deputy Commissioner, Kaithal
10.	J.Ganesan, IAS	2006	Deputy Commissioner, Sirsa
11.	Ashok Kumar Meena, IAS	2006	ADC-cum-CEO, DRDA and Special Officer, APZ, Hisar
12.	Atul Kumar, IAS	2007	ADC-cum-CEO, DRDA, Jhajjar
13.	Dusmanta Kumar Behera, IAS	2007	Secretary, Haryana Board of School Education, Bhiwani
14.	Khetmalis Makarand Pandurang, IAS	2007	ADC-cum-CEO, DRDA, Karnal

No. A.35020/01/2011-ISTM
Government of India
Institute of Secretariat Training & Management
Department of Personnel & Training
JNU(Old) Campus, Olof Palme Marg, New Delhi-110067
Telephone No. 26102597; Fax No. 26104183



17th.
Dated, January, 2012

The Chief Secretaries of All State Government/ Union Territories
(As per standard list)

Subject:- Filling up of the one faculty post of Deputy Director (Management Services) on deputation basis in the Institute of Secretariat Training and Management, New Delhi – Reg.

Madam/Sir,

I am directed to say that the Institute of Secretariat Training and Management (ISTM), New Delhi propose to fill up one Post of Deputy Director(Management Services)[PB-3 with Grade Pay of Rs. 6600/-] by appointment on deputation basis from amongst suitable and eligible officers working under Central Government/State Government.. The officer selected shall be entitled to 30% 'training allowance' on her/his basic pay drawn 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 who can be spared immediately in the event of selection may be sent to the Deputy Director(Administration), INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT ADMINISTRATIVE BLOCK, (Room No. 103) JNU(OLD) CAMPUS, OLOF PLAME MARG 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 as are routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the proforma given in Annexure-II (ii) Attested photocopies of ACRs/APARs for the last five years (ACRs/APARs to be attested by a Class-I officer) (iii) Vigilance clearance (Annexure-III) (iv) integrity certificate(Annexure-iv) (v) Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years as given in Annexure-V and (vi) Cadre Clearance.

4. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently.

5. While forwarding the applications, it may be verified and certified that the particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment the officer concerned will be relieved of his duties.

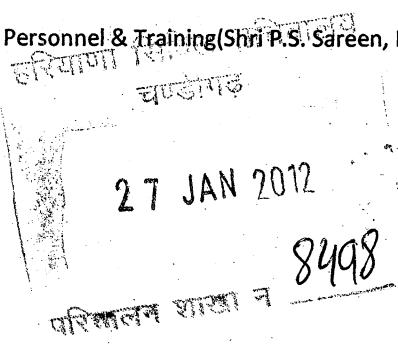
6. This may please be given wide circulation in the various units of your organisation.

Encl.: Annexures I to V

Yours faithfully,

Sandeep Mukherjee
(Sandeep Mukherjee)
Deputy Director(Admn)
Tel:26102597

Copy to: Training Division, Department of Personnel & Training(Shri P.S. Sareen, Deputy Secretary), Block -IV, 3rd Floor, JNU (old Campus) , New Delhi



Sandeep Mukherjee

1. Name : Deputy Director (Management Services)
2. Number of posts : 1 (One)
3. Date from which vacant : 22.12.2011.
4. Classification : General Central Civil Services Group 'A' (Gazetted)
5. Pay Band : PB-3: Rs.15600-39100/-
6. Grade Pay : Rs.6600/-
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 : Designing, organizing and conducting training programmes on Work Study, Form Design, Office Layout, Management Information System and other management techniques as required from time to time. (ii) Preparing Course material, practical exercises, background material and other related training material. (iii) Delivering lectures, conducting and guiding practical work, using teaching techniques and equipments like Projector, Training Films, Video Camera, Syndicate Work, leading group discussions etc. and (iv) Guiding and conducting project studies by participants of various training programmes.
10. Pay & Allowances : 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 : Officers under the Central Government or State Governments

(1)(i) holding analogous post on regular basis in the parent cadre or Department; or (ii) with 5 years' service in the grade rendered after appointment thereto on regular basis in the post in the pre-revised scale of pay of Rs.8000-13500/- or equivalent in the parent cadre or Department; or (iii) with 8 years' service in the grade rendered after appointment thereto on regular basis in post in the pre-revised scale of pay of Rs.6500-10500/- or equivalent in the parent cadre or Department; and (2) Possessing the following educational qualifications and experience:-

Essential

(a) (i) Degree from a recognized University or equivalent; (ii) Should have successfully completed the Advanced Management Services Course conducted by the Institute of Secretariat Training & Management or any other equivalent course in a Government recognized Institution; **Or (b)** Should have successfully completed the Basic Management Services Course conducted by the Institute of Secretariat Training & Management or any other equivalent course in a Government recognized Institution, and have held continuously for not less than 2 years a post of Senior/Junior Analyst or equivalent post in one or more of the following, viz. - (i) the O&M/ Work Study/Management Services Unit of a Ministry/Department/Offices of the Central Government. (ii) the staff Inspection Unit of the Ministry of Finance. (iii) the Department of Administrative Reforms & Public Grievances; **Or**

(c) Should have held continuously for not less than 3 years such a

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post of Senior/Junior Analyst or equivalent post as referred to (b) above; Or (d) Master's Degree in Business Administration with specialization/experience in Personnel Management, Organization and Methods, Work Study or Management Services.

(3) Desirable: (i) Specialization in any of the following areas, viz. Management Information Systems, PERT/CPM, Management Statistics. (ii) Experience of Teaching Management Service/Public Administration in a recognized University or a Central/State Govt. Training Institute. and (iii) Experience as Junior/Senior Analyst in the Internal Work Study Unit/Management Services Unit of a Ministry/Department/Office or in the Staff Inspection Unit of the Ministry of Finance or in the Department of Administrative Reforms and Public Grievances.

(4) For Ex-Servicemen: Deputation/Re-employment

Armed Forces Personnel due to retire or who are to be transferred to Reserve within a period of one year and having the requisite experience and qualifications prescribed for officers for transfer on deputation shall also be considered. Such persons could be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

12. Age

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

APPLICATION FOR THE POST OF DEPUTY DIRECTOR (MANAGEMENT SERVICES)

BIO-DATA PROFORMA

1. Name and address (in BLOCK LETTERS),

Telephone No.

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 posts are satisfied. (if any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)

Qualifications/ Experience Required	Qualifications/ Experience possessed by the Officer
Essential	
Desirable	

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)

OFFICE/ INSTITUTE/ ORGANISATION	POST HELD AND SERVICE/CADRE TO WHICH IT BELONGS	FROM	TO	PAY IN THE PAY BAND AND CLASSIFICATION OF POST	WHETHER HELD ON REGULAR/ AD HOC BASIS	NATURE OF DUTIES

8. Nature of Present employment, i.e.

- (i) ad-hoc basis
- (ii) regular/on temporary basis
- (iii) Pay in the Pay Band
- (iv) Grade Pay drawn

9.	In case the present employment is held on deputation/contract basis, please state:	
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	<p>(a) The date of initial appointment</p> <p>(b) Period of appointment on deputation/contract</p> <p>(c) Name of the parent office/organisation to which you belong</p>	
10.	<p>Additional details about present employment. Please state whether working under:</p> <p>(a) Central Government</p> <p>(b) State Government</p> <p>(c) Autonomous Organisation</p> <p>(d) Government Undertaking</p> <p>(e) Universities</p>	
11.	<p>Are you in Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</p>	
12.	<p>Total emoluments per month now drawn</p>	
13.	<p>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.</p>	
14.	<p>Whether belong to SC/ST</p>	
15.	<p>Remarks</p>	

Signature of the candidate

Date.....

Address

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

ANNEXURE-III

VIGILANCE CLEARANCE CERTIFICATE

Certified that no Vigilance case or disciplinary proceedings or criminal proceedings is either pending or contemplated against Dr/Shri/Smt/Ms.....who has applied for the post of Deputy Director (Management Services) in the Institute of Secretariat Training & Management on deputation basis.

(Authorised signatory)

Name & office Seal:

Date:

ANNEXURE-IV

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports/ Annual Performance Appraisal Reports of Dr/Shri/Smt/Ms.....who has applied for the post of Deputy Director (Management Services) in the Institute of Secretariat Training & Management on deputation basis, it is certified that his/her integrity is beyond doubt.

(To be signed by an officer of the rank of Deputy Secretary or above)

Name & office Seal:

Date:

ANNEXURE-V

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed on Dr/Shri/Smt/Ms who has applied for the post of Deputy Director (Management Services) in the Institute of Secretariat Training & Management on deputation basis.

(Authorised signatory)

Name & office Seal:

Date: