

No. 49/11/2013-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 08<sup>th</sup> February, 2013.

To

All concerned IAS / HCS Officers.

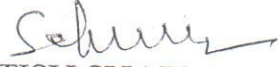
Subject: Filling up of the One faculty post of Deputy Director (Economics & Planning) & One faculty post of Deputy Director (Management Services) on deputation basis in the Institute of Secretariat Training and Management, New Delhi-Reg.


\*\*\*\*

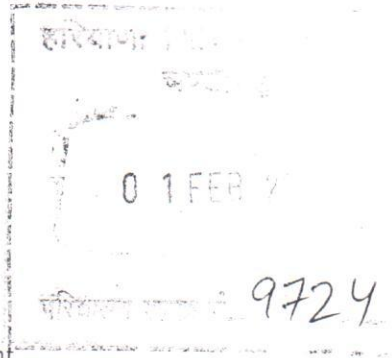
Sir/Madam,

I am directed to refer to the subject cited above and to say that a copy of letter No.A.35020/02/2012-ISTM, dated 11<sup>th</sup> January, 2013 received from Government of India, Institute of Secretariat Training & Management, Department of Personnel & Training, New Delhi is uploaded on the web site (csharyana.gov.in) 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 with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,

  
(SATISH SHARMA)  
Superintendent Services-II.

  
INTERNAL DISTRIBUTION  
e-champion



01 FEB 72

9724

To  
✓ The Chief Secretaries of All State Government/ Union Territories  
CS (M.T.M) (As per standard list)

Filling up of the One faculty post of Deputy Director (Economics & Planning) & 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 proposes to fill up the one faculty post of Deputy Director (Economics & Planning) & One faculty post of Deputy Director (Management Services) by appointment on deputation basis from amongst suitable and eligible officers working under Central Government/State Governments. The officer selected shall be entitled to **'training allowance'** on her/his 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-1.**

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 the **UNDER SECRETARY (LTDP-ISTM), TRAINING DIVISION, DEPARTMENT OF PERSONNEL & TRAINING, BLOCK-IV, 4<sup>th</sup> FLOOR (Room No. 416), 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 given in Annexure-2 (ii) Attested photocopies of ACRs/APARs for the last five years (iii) Vigilance clearance as given in Annexure-3 (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years as given in Annexure-4 (v) Integrity Certificate as given in Annexure-5 and (vi) Cadre Clearance.

---2/---



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 organization.

Yours faithfully,



(Rajeev Kumar Kundi)  
Deputy Director(Admn)  
Tel:26102597

Encl.: Annexures 1 to 5

Copy to: Training Division, Department of Personnel & Training (Shri Anil Tripathi, Under Secretary),  
Block -IV, 4<sup>th</sup> Floor, JNU (old Campus), New Delhi



**ANNEXURE-1(A)**

1. Name : Deputy Director (Economics & Planning)
2. Number of posts : 1 (One)
3. Date from which vacant : 01.12.1999.
4. Classification : General Central Service Group 'A' (Gazetted), Non-ministerial
5. Pay Band : PB-3: Rs.15600-39100/-
6. Grade Pay : Rs.6600/-
7. Training Allowance : At such rate on basic pay as determined by GOI from time to time
8. 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 organization/department shall not exceed 5 years.
9. 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. and  
(iii) to assist the Director of the Institute in Administrative and Training matters
10. Pay & Allowances : A deputationist shall be entitled to his/her basic pay (pay in the Pay Band in the parent cadre plus Grade Pay) drawn in his/ her parent cadre/organization and training allowance as may be determined by the Government of India from time to time
11. Qualifications, Experiences and Eligibility required for the post : Deputation( including short term contract):  
Officers under the Central/ State Governments/ Union Territories /Universities/ Recognized Research Institutions/ Public Sector Undertakings/ Autonomous Organizations / Statutory or Semi Government Organizations:  
a) (i) holding analogous post on regular basis in the parent cadre/Department; or  
ii) with 5 years' service in the grade rendered after appointment thereto on regular basis in the post in the scale of Rs 8000-13,500/- (pre revised) or equivalent in the parent cadre or Department or  
(iii) with eight years' service in the grade rendered after appointment thereto on regular basis in post in the scale of Rs 6500-10,500/- (pre revised) or equivalent in the parent cadre or Department and  
(b) Possessing the following educational qualifications and experience:-  
**Essential:-**  
(i) Masters' Degree in Economics from a recognized University or equivalent  
(ii) Five years experience in the field of Economic Development or Economic Policy or Planning or Financial Management  
**Desirable:-**  
One year's experience in Teaching Economic Development or Planning or Financial Management; or  
One year's experience in imparting or Organization of Training in Economic Policy, Planning Development or Financial Management.
12. Age : Not exceeding 56 years as on closing date of receipt of applications.

1. Name : Deputy Director (Management Services)
2. Number of posts : 1 (One)
3. Date from which vacant : 22.12.2011.
4. Classification : General Central Services Group 'A' (Gazetted)
5. Pay Band : PB-3: Rs. 15600-39100/-
6. Grade Pay : Rs. 6600/-
7. Training Allowance : At such rate on basic pay as determined by GOI from time to time
8. 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 organization/department shall not exceed 5 years.
9. Duties and responsibilities of the post :
  - (i) 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 in the parent cadre plus Grade Pay) drawn in his/ her parent cadre/organization and training allowance as may be determined by the Government of India from time to time
11. Qualifications, Experiences and Eligibility required for the post :
 

Transfer on Deputation:-  
Officers under the Central / State Governments:

  - (a)(i) holding analogous post on a regular basis; or
  - ii) with 5 years' regular service in the post in the PB-3(Rs 15600-39,100/-) with Grade Pay of Rs 5400/- (pre revised scale of Rs.8000-13,500/- or equivalent or
  - (iii) with 8 years' regular service in pre revised scale of Rs.6500-10,500/- or equivalent and
  - (b) Possessing the following educational qualifications and experience:-
  - (A) (i) Degree of recognized University or equivalent;
  - (ii) (a) 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. -
  - the O&M/ Work Study/Management Services Unit of a Ministry/Department/Offices of the Central Government.
  - the staff Inspection Unit of the Ministry of Finance
  - the Department of Administrative Reforms & Public Grievances; or
  - (c) Should have held continuously for not less than 3 years such a post of Senior/Junior Analyst or equivalent post as referred to (b) above; or
  - B. Master's Degree in Business Administration with specialization/experience in Personnel Management,

Organization and Methods, Work Study or Management Services.  
**Desirable:**

- Specialization in any of the following areas, viz. Management Information Systems, P&T /CPM, Management Statistics.
- Experience of Teaching Management Services/ Public Administration in a recognized University or a Central/State Govt. Training Institute.
- 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.

**For Ex-Servicemen:**

**Transfer on 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 FORM  
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:  (a) The date of initial appointment (b) Period of appointment on deputation/contract (c) Name of the parent office/organisation to which you belong	
10.	Additional details about present employment. Please state whether working under:  (a) Central Government (b) State Government (c) Autonomous Organisation (d) Government Undertaking (e) Universities	
11.	Are you in Revised Pay Structure? 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 belong to SC/ST	
15.	Remarks	

Signature of the candidate

Date.....

Address .....

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



VIGILANCE CLEARANCE CERTIFICATE

ANNEXURE-3

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 \_\_\_\_\_ in the Institute of Secretariat Training & Management on deputation basis.

(Authorised signatory)

Name & office Seal:

Date:

NO PENALTY CERTIFICATE

ANNEXURE-4

Certified that no minor/major penalty has been imposed during the last 10 years on Dr/Shri/Smt/Ms .....who has applied for the post of \_\_\_\_\_ in the Institute of Secretariat Training & Management on deputation basis.

(Authorised signatory)

Name & office Seal:

Date

INTEGRITY CERTIFICATE

ANNEXURE-5

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.

(Authorised signatory)

Name & office Seal:

Date

(Not below the rank of Deputy Secretary)