



No. A.12026/01/2011-ISTM

भारत सरकार

Government of India

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

Institute of Secretariat Training & Management

कार्मिक एवं प्रशिक्षण विभाग

Department of Personnel & Training

प्रशासनिक ब्लॉक, ज०ने०वि० (पुराना) परिसर, JNU(Old) Campus,

ओलोफ पाल्मे मार्ग, नई दिल्ली-110067, Olof Palme Marg, New Delhi-110067

Telephone No. 26102597; Fax No. 26104183

Dated, 6<sup>th</sup> Jan, 2012

To  
The Joint Secretary (administration),  
All Ministries/ Departments of Government of India  
(As per standard list)

Subject:- Filling up of two posts of Training Associate(s) in the ISTM in the pre- revised scale of pay of Rs. 5500-9000(Pay Band-2:9300-34800, with a Grade Pay of Rs. 4200/-) on deputation basis – regarding

Sir,

I am directed to say that it has been decided to fill up two vacant posts of Training Associates in this Institute from amongst officials working in the Ministries/ Departments and its Attached/ subordinate offices of the Central Government on deputation basis. Details of broad duties and responsibilities of the post, eligibility conditions, scale of pay (revised Pay Band) etc is given in Appendix-I. The Format in which application is to be submitted is given in Appendix-II.

2. It is requested the aforesaid vacancy of Training Associate may be widely circulated amongst all officials of your Ministry/ Department and Attached/ Subordinate Offices. It is requested that particulars of the suitable and eligible officials who are willing to be considered and whose service can be spared, may please be forwarded in the enclosed proforma (Appendix-II) together with attested photocopies of Annual Confidential Reports/ APAS of last five years, to the Deputy Director (Administration), Institute of Secretariat Training & Management (ISTM), Administrative Block, JNU(old) Campus, New Mehrauli Road, New Delhi-110067, within 60 days from the date of its publication in the Employment News/ Rozgar Samachar.

Yours faithfully,

( Prakash Rastogi )

Section Officer(Admn.)

Tel No. : 26104038.

Encl: Appendix-I&II

**ANNEXURE-I****A. BROAD DUTIES AND RESPONSIBILITIES OF TRAINING ASSOCIATES**

The Training Associates are required to collect, compile and analyse data pertaining to training related activities of this Institute. They are required to prepare a Management Information System Report in respect of Course Coordination, Weekly Time Tables of all Faculty members in a consolidated format and also preparation of reports and returns in the field of training. Familiarity with audio-visual aids in training and knowledge of preparation of reading material will be desirable. Training Associates are also required to perform secretariat functions as per Manual of Office Procedures and some administrative responsibilities.

**B. ELIGIBILITY CONDITIONS, SCALE OF PAY/BAND PAY**

- (i) holding analogous post in the pre-revised scale of pay of Rs. 5500-175-9000 [Pay in Pay Band-2(Rs. 9300-34800) with a Grade Pay of Rs. 4200/-]
- (ii) with six years regular service in the pre-revised scale of pay of Rs. 4500-125-70000 [with Grade Pay of Rs.2800/- in Pay Band -1(Rs.5200-20200)]
- (iii) The candidates should not be more than 56 years of age on the date of publication of advertisement in Employment News Paper and should have good working knowledge in  
MS Office packages.

The prospective candidates may send their applications through proper channel, within 60 days from the date of publications of this advertisement in the Employment News/Rozgar Samachar in the prescribed format(appendix-ii) in duplicate along with attested photocopies of Annual Confidential Reports for the last 5 years, to the Deputy Director(Administration), Institute of Secretariat Training & Management(ISTM), Administrative Block, JNU(Old) Campus, New Meharauli Road, New Delhi-110067.

**APPLICATION FOR THE POST OF TRAINING ASSOCIATE IN THE ISTM**

1.	Name (in block letters)	
1(a).	Full postal address of correspondence, including PIN Code (in block letters)	
1(b).	Telephone/Mobile No.	
2(a).	Present post held	
2(b).	Pay of the present post (please show Grade pay separately)	
3.	Date of birth(in Christian era)	
4.	Date of Retirement under Central/State Government Rules	
5.	Educational qualifications	
6.	experience in service and areas of work	

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	From	to	Scale of Pay and Basic Pay	Nature of duties(in detail)

8. Nature of Present Employment i.e.  
Ad hoc or Temporary or Permanent  
or Short Term Contract
9. In case the present employment is held  
on deputation/ contract basis, please state-
- The date of initial appointment
  - Period of appointment on deputation/ contract
  - Name of the present office/ organization to which you belong
10. Additional details about present employment  
please state whether working under  
(indicate the name of your employer  
against the relevant column)
- Central Government
  - State Govt
  - Autonomous Organisation
  - Government undertaking
  - Universities
  - Others
11. 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.

