



No. A.12026/01/2011-ISTM

भारत सरकार

Government of India

सचिवालय प्रदािक्षण तथा प्रबन्ध संस्थान

Institute of Secretariat Training & Management

कार्मिक एवं प्रदािक्षण विभाग

Department of Personnel & Training

प्रदाासनिक 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, New Delhi, the 30th March 2011

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

Subject: Filling up of the post 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. 4600/-] on deputation basis – regarding.

Sir,

I am directed to say that it has been decided to fill-up one vacant post of Training Associate (equivalent to Assistants in the Central Secretariat) 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 (re-revised)/Pay Bands 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 services can be spared, may please be forwarded in the enclosed proforma (Appendix-II) together with attested photocopies of Annual Confidential Reports/APARs of last five years, to the Deputy Director(Administration), Institute of Secretariat Training & Management(ISTM), Administrative Block, JNU(Old) Campus, New Meharauli Road, New Delhi-110067, within 60 days from the date of its publication in the Employment News/Rozgar Samachar.

Yours faithfully,

Encl. Appendix-I & II

Sd/-

(Chandan Mukherjee)
Deputy Director(Admn)
Tel. No. 26102597

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. 4600/-]
- (ii) with six years regular service in the pre-revised scale of pay of Rs. 4500 – 125 – 7000 [with Grade Pay of Rs. 2800/- in Pay Band-1(Rs. 5200-20200)]
- (iii) with ten years regular service in the post carrying the pre-revised scale of pay of Rs. 4000 – 100 – 6000 [with Grade Pay of Rs. 2400/- in Pay Band-1(Rs. 5200-20200)].
- (iv) The candidates should not be more than 56 years of age as on 01/01/2011 and should have good working knowledge in MS Office packages.

The prospective candidates may send their applications through proper channel, within 4 weeks from the date of publication 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 Mehrauli Road, New Delhi-110067.

Application for the post of Training Associates in the ISTM**P A R T - I**

1	Name (in block letters)	
1(a)	Full postal address of correspondence, including PIN Code (in block letters)	
1(b)	Telephone/Mobile Number	
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 parent 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 Govt.
 - 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. (Note: Enclose a separate sheet, if the space is insufficient).
- 12 Whether belongs to SC/ST/OBC
- 13 Declaration:- I have carefully gone through the vacancy circular and I am well aware that the information furnished in the above proforma duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate &Address

P A R T - I I

(Name and address of the Office forwarding the application)

Reference No. _____

Date : _____

Certified that:-

- (a) no vigilance clearance/disciplinary proceedings are pending or contemplated against the above mentioned officer;
- (b) no penalty has been imposed on the applicant in the past (If any penalty has been imposed on the applicant please give details);
- (c) no penalty is in operation against the applicant as on date (If any penalty is in operation against the applicant, please give details)

Signature _____
Name _____
Designation _____
Office _____

(The Part-II of the application must be signed by an officer not below the rank of Under Secretary to the Government of India)

**MATTER TO BE PUBLISHED IN THE NATIONAL DAILIES &
EMPLOYMENT NEWS/ROZGAR SAMACHAR**



No. A.12026/6/2011-ISTM

Date :

The Institute of Secretariat Training & Management(ISTM), Department of Personnel & Training, Government of India, New Delhi requires the services of a suitable candidate for filling up one post of Training Associate (equivalent to Assistants in the Central Secretariat) from amongst officials working in the Ministries/Departments and its Attached/Subordinate Offices of the Central Government on deputation basis:

- (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. 4600/-]
- (ii) with six years regular service in the pre-revised scale of pay of Rs. 4500 – 125 – 7000 [with Grade Pay of Rs. 2800/- in Pay Band-1(Rs. 5200-20200)]
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The prospective candidates may send their applications through proper channel, within 4 weeks from the date of publication of this advertisement in the Employment News/Rozgar Samachar in the prescribed format, which can be downloaded from the ISTM Website: “<http://istm.gov.in>” 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 Mehrauli Road, New Delhi-110067.
