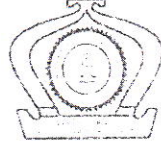


OFFICE OF THE SECRETARY

Total No. 1186/Secy/Per/15
Received on 13/5/2015
Despatched on 14/5/2015



OFFICE OF THE CHIEF SECRETARY
No. 3550/CS/2015
Received on 12/5/2015
Despatched on 13 MAY 2015

सं / NO:A-35020/02/2015-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

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

Dated: April, 2015

Secy (Per-)

To

- The Secretaries of all Ministries/ Departments of Government of India
- The Chief Secretaries all State Government
- The Recognised Universities of India

(As per standard list)

Subject: Filling up of one post of Joint Director (Management Services) by deputation (for armed forces personnel deputation or Re-employment) 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 one post of **Joint Director (Management Services) [PB-3: Rs15,600-39,100/- Plus Grade Pay of Rs.7600/-]** on deputation (for armed forces personnel deputation or re -employment) basis from amongst suitable and eligible officers working under Central Government or State Government and teaching or research faculty from recognized universities of India. The officer selected shall be entitled to 'training allowance' on their basic pay as may be determined by the Government of India from time to time. [At present training allowance is 15%]. 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 and who can be spared immediately in the event of selection may be sent to **SHRI NARENDRA GAUTAM, UNDER SECRETARY (Training), TRAINING DIVISION, DEPARTMENT OF PERSONNEL & TRAINING, BLOCK-IV, 4th FLOOR (Room No. 409), 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 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 an officer not below the rank of Under Secretary) (iii) Vigilance clearance (Annexure-III) (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years as given in Annexure-IV (v) Integrity certificate (Annexure V) and (vi) Cadre Clearance.

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Us (Per-)

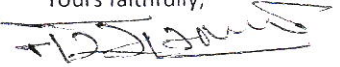
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4. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature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

Yours faithfully,



Encls.: Annexures I to V

(Naresh Bhardwaj)

Deputy Director(Admn)

Tel:26102597

Copy to: Training Division, Department of Personnel & Training (Shri Narendra Gautam, Under Secretary), Block-IV,
Room No 409, 4th Floor, JNU (old Campus), New Delhi-110067