







फाइल संख्या/File No: A-35020/03/2021-ISTM भारत सरकार/ Government of India

_{भारत सरकार/} Government of India सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

Institute of Secretariat Training & Management

(एक आईएसओ 9001:2015 संस्था/ An ISO 9001:2015 Institution) कार्मिक एवं प्रशिक्षण विभाग / Department of Personnel & Training

कार्मिक लोक शिकायत और पेंशन मंत्रालय /Ministry of Personnel Public Grievances & Pensions

Date: 10th June, 2021 Institute of Secretariat

Subject: - Filling up of various faculty posts on deputation basis in the Institute of Secretariat Training & Management, New Delhi - reg.

Applications are invited for filling of the following faculty posts by deputation basis from amongst suitable and eligible officers, as per relevant Recruitment Rules: -

SI. No.	Name of the Post	Number of Vacancy	Pay level in the Pay Matrix	Pre Revised Pay Scale
(i)	Deputy Director (Vigilance Course)	01	Level- 11 (Rs.67700-208700)	PB-3, Rs. 15600-39100 GP 6600
(ii)	Deputy Director (Economics & Planning)	01	Level-11 (Rs. 67700-208700)	PB-3, Rs. 15600-39100 GP 6600
(iii)	Assistant Director (Office Management)	02	Level-8* (Rs. 47600-151100)	PB-2, Rs. 9300-34800 GP 4800
(iv)	Assistant Director (Accounts)	01	Level-8* (Rs. 47600-151100)	PB-2, Rs.9300-34800 GP 4800
(v)	Assistant Director (English Shorthand and Typing)	02	Level-8* (Rs. 47600-151100)	PB-2, Rs. 9300-34800 GP 4800

- * Officers, who have been granted Non Functional Selection Grade (NFSG) in Level-10, will be allowed to retain pay in that pay level.
- 2. The officers selected shall be entitled to 'training allowance' on their basic pay drawn at such rate (at present @12%) as may be determined by the Government of India from time to time.
- **3.** Details of the eligibility conditions for appointment to the vacant faculty posts in ISTM and the prescribed proforma in which applications can be sent may be downloaded from this Department's website: https://dopt.gov.in/ as well as from the ISTM website: https://www.istm.gov.in/home/othercircular.
- **4.** 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 as given in **Annexure-** II (A), II (B), II (C), II(D) & II(E) as the case may be and (ii) Cadre Clearance.
- 5. The applications of suitable and eligible officers may be sent to Smt. Anita Bilung, Under Secretary (Training) Training Division, Block-IV, 3rd Floor, JNU (OLD) Campus, New Delhi-110067 within a period of 60 days from the date of publication of this advertisement in the Employment News.

(V. Srinivasaragavan) Deputy Secretary (Admn.) Telephone: 26737607

deputation basis:-

EN 12/71

Lady Hardinge Medical College 3



Applications are invited to fill up two posts of **Dark Room Assistant** (**OBC-1**, **UR-1**), two posts of **O.T. Assistant** (**UR-2**) in the Pay Matrix Level-3 (Rs. 21700-69100/-), forty one posts of **O.T. Technician** (**ST-3**, **SC-5**, **OBC-12**, **EWS-4**, **UR-17**) in the Pay Matrix Level-4 (Rs,25500-81100/-), eighteen posts of **Junior Medical Laboratory Technologist** (**ST-1**, **SC-3**, **OBC-4**, **EWS-1**, **UR-7**) in the Pay Matrix Level -5 (Rs.29200-92300/-), four posts of **X-Ray Technician** (**OBC-2**, **EWS-1**, **UR-1**) in the Pay Matrix Level -6 (35400-112400) in Lady Hardinge Medical College & Smt. S. K. Hospital, New Delhi on regular basis.

The duly filled application may be sent by Speed /Registered post addressed to Director, Lady Hardinge Medical College & Smt. S.K. Hospital, New Delhi, within 30 days from the date of publication of this advertisement in Employment News.

For details login to website: http://lhmc-hosp.gov.in

(Sunil KS Bhadoria)

Deputy Director (Admin.)

LHMC & Smt. S.K Hospital, New Delhi davp 17148/11/0001/2122 EN 12/53

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Centre for Cultural Resources and Training

(Under the aegis of Ministry of Culture, Government of India) 15-A, Sector-7, Dwarka, New Delhi -110075

Advertisement for filling up Eight (08) posts of Field Officer in CCRT in Level -7.

CCRT invites applications from the eligible candidates in prescribed format to fill up **Eight (08) posts** of **Field Officer Group 'B'** in the Pay Matrix Level - 7, Rs. 44900 -142400/- (as per 7th CPC) on regular basis with All India Service Liability.

For other details viz. application format and eligibility conditions, please visit CCRT's website: **www.ccrtindia.gov.in.**

The last date for applying is 15 days from the date of publication of Advertisement in Employment News.

Addendum / Corrigendum, if any, shall be posted only on the CCRT's website. No correspondence will be entertained by CCRT in this regard.

davp 09127/11/0003/2122

Director, CCRT EN 12/54

Continued from page 22

17. Remarks (The candidates may indicate information with regard to (i) Research Publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae 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 with email and
mobile No.
Date

Countersigned (Employer with Seal)

UNDERTAKING

Signature of the Candidate

Place : Date :

Note: No column of the proforma should be left blank. Incomplete applications are liable to be rejected.

CERTIFICATE BY CADRE CONTROLLING AUTHORITY

IN RESPECT OF SHRI/ SMT_

- **1.** Certified that particulars furnished by the officer have been checked from available records and found correct.
- 2. Certified that applicant is eligible for the post applied as per conditions mentioned in the circular/ advertisement.
- 3. Certified that no vigilance/disciplinary case is either pending or contemplated against the applicant.
- 4. Integrity of the applicant is certified as 'Beyond Doubt'.
- It is certified that no penalty has been imposed on the applicant during last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).

. Attested photocopies of up-to-date APARs for last 5 years (2013-14 to 2018-

No:- 11013/05/2021 -Committee-6

Committee of Parliament on Official Language 11, Teen Murti Marg, New Delhi-110011

CIRCULAR
Filling up the ex-cadre posts of Senior Research Officer, Research Assistant,

Assistant and Stenographer Grade "D" in the Secretariat of the Committee of Parliament on Official Language on deputation basis.

The following ex-cadre posts have to be filled up in Committee of Parliament on

SL. No.	Name of post	Number of Posts	Pay Scale
1.	Senior Research Officer	01	Rs. 10000-325-15200 (Pre-revised) (Level- 11 of 7th CPC Pay Matrix)
2.	Research Assistant	04	Rs. 5500- 175-9000 (Pre-revised) (Level-6 of 7th CPC Pay Matrix)
3.	Assistant	04	Rs. 5000- 150-8000 (Pre-revised) (Level-6 of 7th CPC Pay Matrix)
4.	Stenographer Grade "D"	03	Rs. 4000- 100-6000 (Pre-revised) (Level-4 of 7th CPC Pay Matrix)

For prescribed proforma of application, condition of eligibility and other details, kindly login the official websites of Department of Official Language and Committee of Parliament on Official Language viz rajbhasha.gov.in and rajbhashasamiti.gov.in. The willing officers may send their application duly filled in the prescribed proforma through proper channel along with 05 years Annual Performance Assessment Reports (APAR/ACR), Cadre Clearance, Vigilance Clearance Certificate and requisite certificate of major/minor penalties imposed, if any, within 60 days of the publication of this advertisement in the "Employment News" to the Secretary (Committee), Committee of Parliament on Official Language, 11, Teen Murti Marg, New Delhi-110011. Separate application may be submitted for each post.

(Gopi Chandra Chhawaniya) Secretary (Committee) Telephone No.: 011-21411492 EN 12/60

davp 19201/11/0001/2122

2019) are enclosed. Photocopies of APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature :

Name, Designation & Tele of the forwarding Officer (Office Stamp)

Date :
Place :
davp 10301/11/0024/2122

EN 12/68







फाईल संख्या / File No.: A-35020/3/2021-ISTM भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT (एक आईएसओ9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Date: 11th June, 2021

To

- The Secretaries of all Ministries/ Departments of Government of India (As per standard list)
- 2. The Chief Secretaries of All State Government / Administrators of Union Territories. (As per standard list)
- 3. All Public Sector Undertakings / Recognised Research Institutions/ Universities / Semi-Government or Autonomous or Statutory Organisation. (As per standard list)

Subject: - Filling up of various faculty posts on deputation basis in the Institute of Secretariat Training & Management, New Delhi – reg.

Madam/Sir,

I am directed to say that the Institute of Secretariat Training and Management (ISTM), New Delhi, which is an attached office of Department of Personnel and Training, proposes to fill up the following faculty posts on deputation basis from amongst suitable and eligible officers.

SI. No.	Name of the Post	Number of vacancy	Pay level in the pay Matrix	Pre Revised Pay Scale
1.	Deputy Director (Vigilance Course)	01	Level-11 (Rs.67700-208700)	PB-3 Rs.15600- 39100 GP 6600
2.	Deputy Director (Economics & Planning)	01	Level-11 (Rs.67700-208700)	PB-3 Rs.15600- 39100 GP 6600
3.	Assistant Director (Office Management)	02	Level-8* (Rs.47600151100)	PB-2 Rs.9300-34800 GP 4800
4.	Assistant Director (Accounts)	01	Level-8* (Rs. 47600-151100)	PB-2 Rs.9300-34800 GP 4800
5.	Assistant Director (English Shorthand and Typing)	02	Level-8* (Rs. 47600-151100)	PB-2 Rs.9300-34800 GP 4800

^{*} Officers, who have been granted Non Functional Selection Grade (NFSG) in Level 10, will be allowed to retain pay in that pay level.

Continue page 2....

- 2. The officers selected shall be entitled to 'training allowance' on their basic pay drawn at such rate (at present @12%) 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-I (A), I(B), I(C), I(D) & I(E).
- 3. 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 Smt. Anita Bilung, Under Secretary (Training) Training Division, Block-IV, 3rdFloor, 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.
- 4. 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 as given in **Annexure-II** (A), II(B), II(C), II(D) & II(E) & Cadre Clearance.
- 5. Applications received after the closing date or without prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers in case of selection for the post will not be allowed to withdraw their candidature subsequently.
- 6. While forwarding the applications, Competent Authority must certify that information furnished by the applicants is verified with their Service record and found correct and should also countersign the application with the office seal. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his/her duties.
- 7. This may please be given wide circulation in various units of your organization.

Yours faithfully,

(V. Srinivasaragavan) Deputy Secretary (Admn.)

Telephone: 26737607

Encl.: Annexure I (A), I (B), I (C), I(D) & I(E) and II (A), II (B), II(C), II(D) & II(E)

Copy to:

- 1. Smt. Anita Bilung, Under Secretary (Training), Training Division, DoPT, Block-IV, 3rdFloor, JNU(OLD) Campus, New Delhi-110067
- 2. NIC, DoPT with request to upload the same on DoPT's website.

Name of Post Deputy Director (Vigilance Course) 01 (One) Number of posts 2. Date from which vacant: 03-04-2019 3.

4. Classification General Central Service Group 'A' Gazetted, Non-Ministerial

Pay Band Pay in the Level-11 Rs. 67700/- to Rs.208700/- in the Pay 5 Matrix.

[Pre revised PB-3: Rs.15600-39100/- with Grade Pay of

Rs.66001

At such rate (at present @12%) on basic pay as 6. Training Allowance

determined by Government of India from time to time.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not

to exceed four years.

8. Duties responsibilities of the post

Period of deputation

7.

(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.

(iii) To plan and organised assessment of learning.

(iv) To mentor and motivate the participant of foundation course.

(v) to assist the Director of the Institute in Administrative and Training matters

A deputationist shall be entitled to his/her basic pay drawn in his/ her parent cadre/organization and training allowance as may be determined by the Government of India from time to time.

Pay & Allowances

By Deputation

Qualifications. Experiences Eligibility required for the post

Officers under Central Government: -

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
 - (ii) with five years' service in the grade rendered after appointment thereto on regular basis in pay band-3 Rs. 15600-39100 with grade pay Rs.5400 [In the Level-10 of the Pay Matrix (Rs. 56100 to Rs. 177500)] or equivalent in the parent cadre or Department; or
 - (iii) with six years, service in the grade rendered after appointment thereto on regular basis in pay band-2, Rs. 9300-34800 with grade of pay Rs. 4800 [In the Level 8 of the Pay Matrix (Rs. 47600 to Rs. 151100)] or equivalent in the parent cadre or Department; and
- b) Possessing the following educational qualifications and experience: -

Essential:

- (i) Degree in Law from a recognised university;
- (ii) Two years' experience of dealing with disciplinary cases.

Desirable:

- (i) One year teaching experience in application of rules, regulation and procedures in Central Government.
- (ii) Should have successfully completed the Advance Vigilance Course conducted by the Institute of Secretariat Training and Management or in Administrative Training Institutes or Central Training Institutes.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years. The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on closing date of receipt of applications)

Note:- For the Purpose of appointment on deputation basis by an officer prior to 1st January, 2006, the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended shall be deemed to be service rendered in the recommendation of the said pay Commission except where there has been merger of more than pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit shall extend only for the post for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

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

11. Age

APPLICATION FOR THE POST OF DEPUTY DIRECTOR (VIGILANCE COURSE) IN ISTM

-5-

BIO-DATA / CURRICULUM VITAE PROFORMA

1.Name and Address	Anna all the street are a free land.
(in Block Letters)	
2.Date of Birth (in Christian era)	configure the relevant forcasses Of
3.i) Date of entry into service	
ii) Date of retirement under Central/State	houselonoidh is i munuoleni 3 to marett. V
Government Rules 4. Educational Qualifications	
4. Educational Qualifications	Profit in total bank mot histories (192
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy	Qualifications/ experience possessed by the officer
circular	
(i) holding analogous posts on regular basis in the parent cadre or Department;	
<u>or</u>	. I telportent Fay-bead and Grade Pay o
(ii) with five years' service in the grade rendered after appointment thereto on regular basis in pay band-3 Rs. 15600-39100 with grade pay Rs.5400[In the Level-10 Level 10 of the Pay Matrix (Rs. 56100 to Rs. 177500)] or equivalent in the parent cadre or Department; or	chical menta a natura na na mantrosa por mantro de mantro ana con con con contro ana c
(iii) with six years, service in the Level rendered after appointment thereto on regular basis in pay band-2, Rs. 9300-34800 with grade of pay Rs. 4800 [In the Level 8 of the Pay Matrix (Rs. 47600 to Rs. 151100)] or equivalent in the parent cadre or Department; and	Schedal Incompliant Inserts to solution I a Adupted of Temprisity of Outsile Fedinment
Essential	Essential
(i) Degree in Law from a recognised university; (ii) Two years' experience of dealing with	Sin crust integratem employment is hold on demiliabendaviated traves, provide stand
disciplinary cases.	
Desirable (i) One and the latest transfer of the first transfer of	Desirable
(i) One year teaching experience in application of rules, regulation and procedures in Central Government.	
(ii) Should have successfully completed the Advance Vigilance Course conducted by the Institute of Secretariat Training and Management or in Administrative Training Institutes or Central Training Institutes.	no ybianki alonido lo acco ni etc.4 1.6 - ti va nechicate skinica escale crisci posto cassosci o mico cassosci
5.1 Note: This column needs to be amplified to in as mentioned in the RRs by the Administrative	dicate Essential and Desirable Qualifications Ministry/Department/Office at the time of

issue of Circular and issue of Advertisement in the Employment News.

5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate .								
6. Please s	6. Please state clearly whether in the							
	light of entries made by you above, you							
meet the requisi			alification	S				
6.1 Note: Borro			ents are	to	provide 1	heir spec	cific cor	nments/ views
confirming the								
Candidate (as indicated in the Bio-data) with reference to the post applied.								
		**************************************		-		and the second second		
7. Details of Empl by your signature,	7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.							
Office/Institution		st held on	From		То		in the	Nature of
	reg	jular basis				Pay Mat		Duties (in
						Pay/Pay		details) highlighting
						of the P		experience
						on regula		required for
								the post
	-				-			applied for
post held on reg and Grade Pay v below;								
Office/Institution		Pay, Pay			From		То	
		Grade P	ay draw CP/MAC					
		under A	CF/IVIAC					
9 Natura of proc	ont	omploymon	• 1			and a statement of a		
8.Nature of pres								
Permanent	ipora	ily or Quadr						
or Permanent								
9.In case the pres								
basis, please sta		ontract						
a) The date of		Period	of		Name of the			ne of the post
initial		pintment	on		e/organiza			y of the post
appointment	depu	utation/contr	act		ch the	applicant		n substantive
belongs.						organis	in the parent ation.	
					32	7.11		
9.1 Note: In case	of O	fficers alrea	dy on do	nutat	ion the an	nlications		
of such officers sh								
	along with Cadre Clearance, Vigilance Clearance and Integrity							
certificate.								

9.2 Note: Information under Column 9(c) & (d) above must be given

	a post on deputation outside the cadre/ aining a lien in his parent cadre/	Mangan era ambabahan pri i propen era a (i) fransami ambabah propensi
10. If any post held Deputation in the past by applicant, date of return the last deputation and details.	from other	The contribution of the co
11. Additional details at present employment: Please state whether wounder (indicate the name your employer against relevant column) i. Central Governme ii. State Government iii. Autonomous Organisation iv. Government Undertaking v. Universities vi. Others	rking e of the	nationization per con limited in a service of the control of the c
 12. Please state whether are working in the substitution Department and are in feeder grade or feeder feeder grade. 13. Are you in Revised Substitution of Pay? If yes, give the from which the revision 	the r to	
place and also indicate pre-revised scale 14. Total emolument per r	the	
Basis Pay in the PB/Level in the Pay Matrix	Grade Pay	Total Emoluments
	nt belongs to an Organisation which the latest salary slip issued by the Orga	
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	
post you applied for in s the post. (This among other thing with regard to (i) additional professional training and and above prescrib Circular/Advertisement)	upport of your suitability for as may provide information al academic qualifications (ii) (iii) work experience over led in the Vacancy ate sheet, if the space is	

The candidates are requested to indicate information with regard to:	
(i) Research publications and reports and special	
projects (ii) Awards / Scholarships / official Appreciation	
(iii) Affiliation with the professional bodies/institutions/societies and;	
(iv) Patents registered in own name or achieved for the organisation	
(v) Any research/ innovative measure involving official recognition	
(vi) any other information.	
(Note: Enclose a separate sheet if the space is insufficient)	
17. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Address_____

Date

Email ID_____

Contact Number_____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2.	Also	certified	that:

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

1. Name of Post Deputy Director (Economics & Planning) Number of posts 01 (One) 2.

01-05-2020 3. Date from which vacant

General Central Service Group 'A' Gazetted, Non-4. Classification

Ministerial

Pay in Level-11 (Rs. 67700-208700) in the Pay Matrix 5. Pay Band

(Pre revised PB-3: Rs.15600-39100/- with Grade Pay

Rs.6600)

At such rate (at present @12%) on basic pay as Training Allowance

determined by Government of India from time to time.

Period of deputation including period of deputation in Period of deputation another ex-cadre post held immediately preceding this

> appointment in the same or some other organisation or Department of the Central Government shall ordinarily

not to exceed four years.

To schedule, 8. Duties organize and and direct training responsibilities programmes for supervisory and operating level Governments/ officers of the Central /State post 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

A deputationist shall be entitled to his/her basic pay (pay in pay level) drawn in his/ her parent cadre/organization and training allowance as may be determined by the

Government of India from time to time.

By Deputation (Including Short term Contract)

Officers under Central Government. State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Autonomous organisation or Statutory

or Semi-Government Organizations: -

(a)(i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the pay band-3, Rs. 15,600-39,100 plus grade pay Rs.5400 [Pay in the Level-10 (Rs. 56100-177500) in the Pay Matrixl or equivalent in the parent cadre or Department; or

(iii) with six years' service in the grade rendered after appointment thereto on a regular basis in the pay band-2, Rs.9300-34800 plus grade pay Rs.4800 [Pay in the Level-8 (Rs47600-151100) in the Pay Matrix] or equivalent in the parent cadre or department; and

b) Possessing the following educational qualifications

- Pay & Allowances
- Qualifications, Experiences and Eligibility required for the post

and experience: -

Essential:

- (i) Bachelor's Degree with Economics as a subject from a recognised University;
- (ii) Five years' experience in in the field of Economic Policy including Planning and Financial Management. **Desirable:**
- Master's Degree in Economics or Master's Degree in Business Administration (Finance) from a recognized University or Institute;
- ii) One year teaching experience in Economic Policy or Financial Management or One-year experience in imparting or organising Training in Economic Policy, Planning or Financial Management.

(Period of deputation (Including short term contract) including period of deputation (including short term contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications).

Note: For the purpose of appointment on deputation basis, the service rendered, on a regular basis by an officer prior to dated 1st January, 2006 or the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

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

ANNEXURE-II (B)

APPLICATION FOR THE POST OF DEPUTY DIRECTOR (ECONOMICS & PLANNING) IN ISTM BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address	SMSVI Inscription 3-elizab
(in Block Letters)	on this selpect to see all it is a
2.Date of Birth (in Christian era)	salume viuselo sicia es sectiono
3.i) Date of entry into service	y arrotte phy yd rhees asolno
ii) Date of retirement under Central/State	notise ill segli falmani Si iskacesi
Government Rules	Jeeg will be unsample.
4. Educational Qualifications	a fileter Sommeling Uniterstates
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	The contraction of the property of the contraction
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	The state of the s
 (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' service in the grade rendered after appointment thereto on regular basis in the pay band-3, Rs. 15,600-39,100 plus grade pay Rs.5400 [Pay in the Level-10 (Rs. 56100-177500) in the Pay Matrix] or equivalent in the parent cadre or Department; or (iii) with six years' service in the grade rendered after appointment thereto on a regular basis in the pay band-2, Rs.9300-34800 plus grade pay Rs.4800 [Pay in the Level-8 (Rs47600-151100) in the Pay Matrix] or equivalent in the parent cadre or department; and Essential 	Essential
(i) Bachelor Degree with Economics as a	Essenual
Subject from recognised University	
(ii) Five years' experience in in the field of Economic Policy including Planning and Financial Management.	a bauge or person orluggment is not as Lemparary or Occupierona or Pannerons
Desirable	Desirable
 (i) Master's Degree in Economics or Master's Degree in Business Administrative (Finance) from a recognized University or Institute. 	Secondary Control of the Control of
(ii) One year teaching experience in Economic Policy or Financial Management or One-year experience in imparting or organising Training in Economic Policy, Planning or Financial	

Management
5.1 Note: This column needs to be amplified to indicate Essential and Desirable
Qualifications as mentioned in the RRs by the Administrative
Ministry/Department/Office at the time of issue of Circular and issue of Advertisement
in the Employment News.
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and
subsidiary subjects may be indicated by the candidate.
6. Please state clearly whether in the light of
entries made by you above, you meet the
requisite Essential Qualifications and work
experience of the post.
6.1 Note: Borrowing Departments are to provide their specific comments/ views

- 6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.
- 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	То	* Level in the	Nature of
	on regular			Pay Matrix pay	Duties (in
	basis			Band and	details)
				Grade Pay/Pay	highlighting
				Scale of the	experience
				Post held on	required for
				regular basis	the post
					applied for

* Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP	From	То
	Scheme		

	ent employment i.e. <i>A</i> ry or Quasi-Permanen			
9 .In case the present employment is held on deputation/contract basis, please state-				
a) The date of initial appointment		of on	c) Name of the parent office/organization to which the applicant belongs.	and Pay of the post
7				

				MS PERSONNA PROPERTY.	
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.					
9.2 Note: Information u given in all cases				be	
where a person is holdin cadre/ organization but sorganisation				dre/	
10. If any post held or past by the applicant, da last deputation and othe	te of r	eturn from the	to emain owo m toesm evitoion	netotages atmast (vi)	
11. Additional detail				novergoala (asstro)	
employment:		ulaina u analan	To be a set of the set	outstandight sexual shall (sx)	
Please state whethe (indicate the name of yo		orking under		annaithean	
the relevant column)	ui Cili	pioyer against	and have really	17. Please state vis	
i. Central Governme			Dunthoù es	deputation or Short Yer	
ii. State Governmen	W70			A consider the second second	
iii. Autonomous Orga iv. Government Und			10000	a matter of the matter of the	
v. Universities	ortani	9	st egilenil errop	yakitasa ayat I	
vi. Others	ly my	in the Crimical	balanui node	anote, sit but eases	
12. Please state whether	-		AUD IGINGUES IN	loagilor il praticop	
the same Department a grade or feeder to feede				n yn oseosous sa cen ma elissik tealleeristei	
13. Are you in Revised			D BIRLING C CON	so they tenedam on one	
give the date from which					
place and also indica	ite the	e pre-revised			
scale	mont	h now drawn			
14. Total emolument per	mont	n now drawn			
Basis Pay in the PB/Le the Pay Matrix	vel in	Grade Pay		Total Emoluments	
	b ham				
	s, the	latest salary sl		is not following the Central e Organisation showing the	
Basic Pay with Scale Dearness Pay/interim relief/ other Total Emoluments					
	f Pay and rate of Allowances etc., (with break-up				
increment details)					
16.A Additional inform post you applied for in the post. (This among other thin	suppo	rt of your suita	bility for		
with regard to (i) additi		• •			
(ii) professional training	g and	(iii) work exp	perience		
over and above pro	escribe	ed in the \	/acancy		

Circular/Advertisement)	
(Note: Enclose a separate sheet, if the space is	
insufficient)	
16.B Achievements:	
The candidates are requested to indicate information	
with regard to;	
(i) Research publications and reports and special	
projects	
(ii) Awards / Scholarships / official Appreciation	
(iii) Affiliation with the professional bodies/	
institutions/ societies and;	
(iv) Patents registered in own name or achieved for	
the organisation	
(v) Any research/ innovative measure involving	
official recognition	
(vi) any other information.	
(Note: Enclose a separate sheet if the space is	
insufficient)	
17. Please state whether you are applying for	
deputation or Short Term Contract	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Address	
Date	
Email ID	
Contact Number	

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2.	Also	certified	that:
-	,		

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt._____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Name of Post
 Number of posts
 Assistant Director (Office Management)
 02 (Two)

3. Date from which vacant : 01.07.2019

4. Classification : General Central Service Group 'B' Gazetted, Non-Ministerial
 5. Pay Band : Pay in Level-8 (Rs. 47600/- to Rs. 151100/-) of Pay Matrix

Pay in Level-8 (Rs. 47600/- to Rs. 151100/-) of Pay Matrix (Pre revised PB-2: Rs. 9300-34,800/- with Grade Pay Rs.4800/-)

[Officers, who have been granted Non Functional Selection Grade (NFSG) in Level 10, will be allowed to retain pay in

that pay level]

6. Training Allowance : At such rate (at present @12%) on basic pay as determined

by Government of India from time to time.

7. 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 organisation/department of the

in the same or some other organisation/department of the Central Government shall ordinarily not exceed **three years**.

8. Duties and : (i) To schedule, organize and direct training programmes for responsibilities of the post (ii) 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. to deliver lectures or take classes in the various courses conducted in the ISTM from time to time; and

(iii) to assist the Director of the Institute in Administrative and Training matters

A deputationist shall be entitled to his/her basic pay in Pay Level 8 (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. Officers, who have been granted Non Functional Selection Grade (NFSG) in Level 10, will be allowed to retain pay in that pay level.

10. Qualifications,
Experiences and
Eligibility required for the
post

Pay & Allowances

9.

Deputation: Officers under Central Government:-

(a)I(i) holding analogous posts on regular basis in the parent cadre or Department; or

(ii) with two years' service in the grade rendered after appointment thereto on regular basis in the Pay band-2, Rs. 9300-34800 plus grade pay Rs.4600 [Pay in the Level-7 (Rs44900-142400) in the Pay Matrix.] or equivalent in the parent cadre or Department; and

(b) Possessing the following educational qualifications and experience: -

Essential:

- (i) Bachelor's Degree from a recognised University;
- (ii) Three years' experience in the area of Secretariat Procedure, practices and precedents, Establishment, administrative and financial rules and regulations.

Desirable:

- Master's Degree from a recognised University.
- (i) Experience in Teaching or organizing training programme.

(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 of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of the receipt of application).

Note: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01-01-2006, the date from which the revised pay structure based on the 6th CPC, recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefits shall extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

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

11. Age

ANNEXURE-II (C)

APPLICATION FOR THE POST OF ASSISTANT DIRECTOR (OFFICE MANAGEMENT) IN ISTM

BIO-DATA/ CURRICULUM VITAE PROFORMA 1.Name and Address (in Block Letters) 2.Date of Birth (in Christian era) 3.i) Date of entry into service ii) Date of retirement under Central/State Government Rules 4 Educational Qualifications Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the prescribed in the Rules, state the authority for the same) Qualifications/ Experience required as Qualifications/ experience possessed by mentioned in the advertisement/ vacancy the officer circular (a)l(i) holding analogous posts on regular basis in the parent cadre or Department; (ii) with two years' service in the grade rendered after appointment thereto on regular basis in the Pay band-2, Rs. 9300-34800 plus grade pay Rs.4600 [Pay in the Level-7 (Rs44900-142400) in the Pay Matrix] or equivalent in the parent cadre or Department; and (b) Possessing the following educational qualifications and experience: -**Essential Essential** (i) Bachelor's Degree from a recognised University; (ii) Three years' experience in the area of Secretariat Procedure, practices and precedents, Establishment. administrative and financial rules and regulations. **Desirable** Desirable Master's Degree from a recognised University. (i) Experience in Teaching or organizing training programme. 5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News. 5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work

experience of the post.

6.1 Note: Borrowing Departr	nents are to pro	vide their sp	ecific comm	ents/ vi	ews confirm	ing
the relevant Essential Qua	lification/ Work	experience	possessed	by the	Candidate	(as
indicated in the Bio-data) wi	th reference to t	he post appl	ied.			

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 on regular basis	From	То	* Level in the Pay Matrix pay Band and Grade Pay/Pay Scale of the Post held on regular basis	Duties (in details) highlighting

* Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	То

please state-				
a) The date of initial appointment	b) Period of appoint on deputation/con		c) Name of the parent office/organization to which the applicant belongs.	
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.				
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation				
10. If any po	st held on			

Deputation in the past by the applicant, date of return from the last deputation and other details.	to send, n own como or and waters were an	bodiest isstitutions/ opera (w) Patense registeraci achiested for the organism (w) Any resembly year.
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) i. Central Government ii. State Government iii. Autonomous Organisation	are show if the superior crowled about the specific contact the superior with the Currollum. Vise of alternation with the perior of relaction for the perior.	the delection of the state of the second of
iv. Government Undertaking v. Universities vi. Others	s eggedward yn to teer edi ol ei di Dennew beschreger	need ass outbelow you no
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emolument per month Basis Pay in the PB/Level in the Pay Matrix		Total Emoluments
Government Pay-scales, the late details may be enclosed. Basic Pay with Scale of Dear	longs to an Organisation which test salary slip issued by the Organess Pay/interim relief/ other vances etc., (with break-up ls)	nisation showing the following
16.A Additional information relevant to the post you appli support of your suitability for the (This among other things ma information with regard to (i) academic qualifications (ii) protraining and (iii) work experied and above prescribed in the Circular/Advertisement) (Note: Enclose a separate she space is insufficient) 16.B Achievements: The candidates are requested to information with regard to; (i) Research publications and respecial projects.	ied for in post. y provide additional ofessional ence over Vacancy eet, if the	
special projects (ii) Awards / Scholarships Appreciation (iii) Affiliation with the pro-	/ official ofessional	

-22-

bodies/ institutions/ societies and;	
(iv) Patents registered in own name or	
achieved for the organisation	
(v) Any research/ innovative measure	
involving official recognition	
(vi) any other information.	
(Note: Enclose a separate sheet if the	
space is insufficient)	
17. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Address	
Date	
Email ID	
Contact Number	

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2.	Also	certified	that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Annexure - I (D)

: Assistant Director (Accounts) Name of Post 1. 2. Number of posts : 01 (One) 01-02-2020 3. Date from which vacant: : General Central Service Group 'B' Gazetted, Non-Classification 4. Ministerial 5. Pay Band Rs.48001 that pay levell Training Allowance Period of deputation to exceed three years. 8. **Duties** and: responsibilities the post

Pay in the Level-08 (Rs47600-151100) in the Pay Matrix. [Pre revised PB-2: Rs.9300-34800 with Grade Pay

[Officers, who have been granted Non Functional Selection Grade (NFSG) in Level 10, will be allowed to retain pay in

At such rate (at present @12%) on basic pay as determined by Government of India from time to time.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not

(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.

(iii) to assist the Director of the Institute in Administrative and Training matters

A deputationist shall be entitled to his/her basic pay drawn in his/ her parent cadre/organization and training allowance as may be determined by the Government of India from

time to time.

[Officers, who have been granted Non Functional Selection Grade (NFSG) in Level 10, will be allowed to retain pay in that pay level]

Qualifications, Experiences and Eligibility required for the

Pay & Allowances

post

9.

10.

By Deputation

Officers under the Central Government: -

(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or

(ii) with Two years' service in the Level rendered after appointment thereto on regular basis in Level 07 of the Pay Matrix (pre-revised pay band-2 Rs.9300-34800 plus Grade pay Rs.4600) [Pay in the Level-7 (Rs44900-142400) in the Pay Matrix] or equivalent in the parent cadre or Department; and

b) Possessing the following educational qualifications and

A pass in the Subordinate Accounts Service Examination conducted by the Central Government

Or

Who have successfully undergone training in Cash and Accounts in the Institute of Secretariat Training and Management

Five years' experience in Cash and Accounts and Budget work in the Government organisation.

Note1:-Period of deputation including period of deputation in another ex-cadre post held immediately preceding this

appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.

Note2:-The maximum age-limit for appointment by deputation shall not be exceeding fifty six years as on closing date of receipt of applications

Note 3:- For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01-01-2006, the date from which the revised pay structure based on the 6th CPC, recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one prerevised scale of pay into one grade with a common grade pay or pay scale, and where this benefits shall extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

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

11. Age

ANNEXURE-II (D)

APPLICATION FOR THE POST OF ASSISTANT DIRECTOR (ACCOUNTS) IN ISTM BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address	holy toposphicoft intrisees income est.
(in Block Letters)	of scholern Alley (1962) that will in Gethalant 1
2.Date of Birth (in Christian era)	T Details of Employment in creationing the state of the restrain before is the entitle of
3.i) Date of entry into service	Commentation I had been an Process
ii) Date of retirement under Central/State Government Rules 4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with Two years' service in the Level rendered after appointment thereto on	
regular basis in Level 07 of the Pay Matrix (pre-revised pay band-2 Rs.9300-34800 plus Grade pay Rs.4600) [Pay in the Level-7 (Rs44900-142400) in the Pay Matrix] or equivalent in the parent cadre or Department; and	ted inemysione means to auseal 8 -scool to wasperer in contra- therease?
A pass in Subordinate Accounts Service Examination conducted by the Central Government	S in case the present employment. A hele on constation pontract. Dants, chase state.
Or Who have successfully undergone training in Cash and Accounts in the Institute of Secretariat Training and Management Or	Dettinustratus de la la state entre la la la state entre la
Five years' experience in Cash and Accounts and Budget work in the Government organisation	S. F. Note: In use of Officers should us depict such officers should be forwarded by the pt
A pass in Subordinate Accounts Service Examination conducted by the Central Government	essections and an arrangement of the contract
mentioned in the RRs by the Administrative Circular and issue of Advertisement in the Em	Qualifications Elective/ main subjects and subsidiary
of entries made by you above you meet the	

requisite Essentia		and work				
6.1 Note: Borrow	ving Departmen sential Qualific	ation/ Work e	experience	ecific comments/ v possessed by the ed.	iews confirming Candidate (a	g s
7. Details of Empl your signature, if t	oyment, in chron the space below	ological order. is insufficient.	Enclose a s	eparate sheet duly a	uthenticated by	
Office/Institution	Post held on regular basis	From	То	* Level in the Pay Matrix pay Band and Grade Pay/Pay Scale of the Post held on regular basis	Nature or Duties (in details) highlighting experience required for the post applied for	е

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	То

8. Nature of prese	nt employment i.e.		
Ad-hoc or Temp	oorary or Quasi-		
Permanent			
or Permanent			
9.In case the pres			
is held on deputa	1		
basis, please sta			
	b) Period of appointment		
initial	on deputation/contract	office/organization to	
appointment		which the applicant	
		belongs.	the parent organisation.
9 1 Note: In case	of Officers already on der	outation, the applications of	
		parent cadre/ Department	
		Clearance and Integrity	
certificate.		,	
Selection of the select			
9.2 Note: Informa	tion under Column 9(c) &	(d) above must be given in	
all cases			
	holding a post on deputati		
organization but s	till maintaining a lien in his	parent cadre/ organisation	
10. If any post he	eld on Deputation in the		
	cant, date of return from		

the last deputation and other details.	TO SO STATE MERCHAN AND
11. Additional details about present	conscient all upon and and allegated even I
employment:	the Internation functional in the Cumeulons Vitale
Please state whether working under	Emantial Chaldestion Week Experience admits
(indicate the name of your employer	
	endedwared win to tead out of earl bits decision
against the relevant column)	Harriston Unactional a 2020 Fort Martings
i. Central Government	and the second s
ii. State Government	
iii. Autonomous Organisation	
iv. Government Undertaking	
v. Universities	
vi. Others	
VI. Guioro	
12 Places state whether you are working	
12. Please state whether you are working	
in the same Department and are in the	
feeder grade or feeder to feeder grade.	
13. Are you in Revised Scale of Pay? If	
yes, give the date from which the revision	
took place and also indicate the pre-	
revised scale	
14. Total emolument per month now drawn	
14. Total emolument per month now draw	
Davis Davis the Orada Davi	Tatal For all magnets
Basis Pay in the Grade Pay	Total Emoluments
PB/Level in the Pay	
Matrix	
15. In case the applicant belongs to an Ord	ganisation which is not following the Central Government
	the Organisation showing the following details may be
enclosed.	The Organisation showing the following details may be
	Cotologo Dieti allogo Total Francisco
Basic Pay with Scale of Dearness Pa	
	., (with break-up details)
increment	
16.A Additional information, if any, relev	rant to the post
you applied for in support of your suitability	
(This among other things may provide in	
regard to (i) additional academic qui	
professional training and (iii) work experi	
above prescribed in the Vacancy Circular/	
(Note: Enclose a separate sheet, if	the space is
insufficient)	
16.B Achievements:	
The candidates are requested to indica	ate information
with regard to;	
(i) Research publications and reports	and special
projects	and Special
	-ti
(ii) Awards / Scholarships / official Appreci	
(iii) Affiliation with the professional bodie	es/ institutions/
societies and;	
(iv) Patents registered in own name or a	chieved for the
organisation	
(v) Any research/ innovative measure in	volving official
recognition	3 1110101
(vi) any other information.	
	the space is
(Note: Enclose a separate sheet if	uie space is
insufficient)	

17	Whether	helongs	to	SCIST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

	(Signature of the Candidate
Address_	
Date	
Email ID_	
Conta	ct Number

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also cert	tified tr	ıat;
--------------	-----------	------

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt._____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

- Name of Post : Assistant Director (English Shorthand & Typing)
- 2. Number of posts : 02 (Two)3. Date from which vacant : 01-01-2021
- 4. Classification : General Central Service Group 'B' Gazetted, Non-Ministerial
 5. Pay Band : Pay in the Level-08 (Rs47600-151100) in the Pay Matrix.

[Pre revised PB-2: Rs.9300-34800 with Grade Pay Rs.4800] [Officers, who have been granted Non Functional Selection Grade (NFSG) in Level 10, will be allowed to retain pay in that

pay level]

6. Training Allowance : At such rate (at present @12%) on basic pay as determined

by Government of India from time to time.

7. 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 organisation or Department of the Central Government shall ordinarily not to exceed **three**

years.

8. Duties and responsibilities : of the post

Pay & Allowances

9.

(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.

(iii) to assist the Director of the Institute in Administrative and Training matters

A deputationist shall be entitled to his/her basic pay drawn in his/ her parent cadre/organization and training allowance as may be determined by the Government of India from time to time. [Officers, who have been granted Non Functional Selection Grade (NFSG) in Level 10, will be allowed to retain pay in that pay level]

 Qualifications, Experiences and Eligibility required for the post

Deputation

- (I) Group 'B' Officers of the Central Secretariat Service; or
- (II) Stenographers under Central Government: -
- (A) (i) holding analogous posts on regular basis in the parent cadre or Department; or
 - (ii) with Two years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Band-2 (Rs. 9300-34800) plus grade pay of Rs. 4600 [Pay in the Level-7 (Rs44900-142400)] in the Pay Matrix or equivalent in the parent cadre or Department; and
- (B) Possessing the following educational qualifications:
 - (i) Degree of recognised University; and
 - (ii) Must have successfully completed a course under the Re-training scheme for Desk officer or a course for training Upper or Lower Division Clerk in Stenography (Covering theory as well Practical).

(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 of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of the receipt of application).

Note:- For the purpose of deputation, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the 6th Central pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where has been merger of more than one pre-revised scale, and where this grade benefit will extend only for the post(s) for the replacement grade pay or pay scale is the normal replacement grade without any up-gradation.

11. Age

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

APPLICATION FOR THE POST OF ASSISTANT DIRECTOR (ENGLISH SHORHAND & TYPING) IN ISTM

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address	Canada - en capa suali i maria time la stitut
(in Block Letters)	
2.Date of Birth (in Christian era)	
2. Bato of Birth (in Grinottan Gra)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
4. Eddoational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	tegoristic Pay-band and Cast Pay-band an inching to send pay and cast pay and the send pay and the send pay and the send
Qualifications/ Experience required as	Qualifications/ experience possessed by
mentioned in the advertisement/ vacancy	the officer
circular	SINGING
(A)	
(I) Group 'B' Officers of the Central Secretariat Service; or	
(II) Stenographers under Central	I followed or present analysis in supplying
Government: -	Address of "Named and the County of
(i) holding analogous posts on regular	Partitioners
basis in the parent cadre or Department;	
or	and the Permanents
(ii) with Two years' service in the grade	a tensor time present a reason of a reason of the
rendered after appointment thereto on	escent assessment recitor man and black
regular basis in posts in Pay Band-2	alate sasale
(Rs. 9300-34800) plus grade pay of Rs.	mental and the state of the state of the
	fraction conditions and an indicate
4600 [Pay in the Level-7 (Rs.44900-	International Control of the Control
142400) in the Pay Matrix.] or equivalent	
in the parent cadre or Department; and	
(B) Possessing the following educational qualifications:	
(i) Degree of recognised University; and	o no riversia, erecitivi le seco ni calcali e e
(ii) Must have successfully completed a course	ALL AN ENGINEER OF SOME OF SOME ASSESSED.
under the Re-training scheme for Desk officer	stong with Cadro Clearance, MgCallus
or a course for training Upper or Lower Division	attention of the second of the
Clerk in Stenography (Covering theory as well	
practical).	9.2 Note: Information under Column Right
	ndicate Essential and Desirable Qualifications as
	inistry/Department/Office at the time of issue of
Circular and issue of Advertisement in the Emplo	vment News
	alifications Elective/ main subjects and subsidiary
subjects may be indicated by the candidate.	amount on Elective, main subjects and subsidiary
6. Please state clearly whether in the light of	SEE CHOICE TO SEEL STREET, BOTH SO
entries made by you above, you meet the	distribution but not sugar
requisite Essential Qualifications and work	ery fueda effete femalibish M
experience of the post.	Trianwaiting
	ide their specific comments/ views confirming
the relevant Essential Qualification/ Work	experience possessed by the Candidate (as
indicated in the Bio-data) with reference to the	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	100 0000000	held on lar basis	From		То	* Level in Matrix pa and Pay/Pay S the Post regular ba	y Band Grade Scale of held on	Nature of Duties (in details) highlighting experience required for the post applied for
* Important: Pa and therefore, sh held on regular b	nould l	not be mer o be menti	ntioned. Or oned. Deta	nly Pa	ay Band a ACP/MAC	nd Grade Pa CP with prese	y/ Pay s ent Pay E	cale of the post Band and Grade
Pay where such Office/Institution	benen	Pay, Pay Grade I	Band, ar Pay draw ACP/MAC	nd /n	From	e, may be inc	To	s below,
8. Nature of present Ad-hoc or Ten Permanent or Permanent 9. In case the presented on deputation places at the presented on deputation places at the presented on deputation places at the presented on the presen	nporar	nployment	uasi-					
a) The date of initial appointment		eriod of ap eputation/c		offi whi	ce/organiz		Pay of substan	e of the post and the post held in tive capacity in ent organisation.
9.1 Note: In case such officers sho along with Cadr certificate.	uld be	e forwarde	d by the p	parer	nt cadre/	Department		
9.2 Note: Informa all cases where a person is organization but st	holdir	ng a post o	n deputatio	n ou	tside the c	adre/		
10 . If any post he by the applicant, deputation and oth	date ner de	of return f tails.	rom the la	st				
11. Additional employment: Please state whe the name of your ecolumn) i. Central ii. State G	ther very leading to the	yer against ernment	der (indica	te				

iii. Autonomous Organisativ. Government Undertakiv. Universities vi. Others 12. Please state whether you at the same Department and are grade or feeder to feeder grade. 13. Are you in Revised Scale of give the date from which the place and also indicate the pre-revision.	re working in in the feeder Pay? If yes, revision took vised scale ow drawn	Tyd ocimalitine 2 The intermedian act ocidates and the set to the constant act ocidates and act ocidates act
Basis Pay in the PB/Level in the Pay Matrix	Grade Pay	Total Emoluments
1 aj Marin		
	issued by the Organisatio	is not following the Central Government n showing the following details may be other Total Emoluments
	ances etc., (with break-up	
16.A Additional information, if a you applied for in support of your (This among other things may p regard to (i) additional acade professional training and (iii) wor above prescribed in the Vacancy (Note: Enclose a separate shinsufficient)	suitability for the post. brovide information with emic qualifications (ii) rk experience over and Circular/Advertisement)	
16.B Achievements: The candidates are requested with regard to; (i) Research publications and projects		
(iii) Awards / Scholarships / officia (iii) Affiliation with the profession societies and; (iv) Patents registered in own na	nal bodies/ institutions/	
organisation (v) Any research/ innovative me recognition		
(vi) any other information. (Note: Enclose a separate s insufficient)	heet if the space is	
17. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

	(Signature of the Candidate)
Address	
Date	
Email ID	
Contact Nur	nber

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2.	Also	certified	that:
4.	MISU	cerunea	ulic

- i. There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt._____
- ii. His/ Her integrity is certified.
- iii. His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)