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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

दिनांक/ Date 06<sup>th</sup> November, 2023

To

1. The Secretary of all Ministries/ Departments of Government of India  
(As per standard list)
2. The Chief Secretaries of All State Government and recognised Research Institutions/ Universities.  
(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), a Central Training Institute New Delhi proposes to fill up the following faculty posts on deputation basis. Details of the post are as under: -

S.No.	Name of the Post	Number of vacancy	Pay level in the pay Matrix	Pre Revised Pay Scale	Eligible Category
1	Joint Director (Peripatetic Training)	01	Level-12 (Rs. 78800-209200)	PB-3 Rs.15600-39100 GP 7600	Officer Under Central Government
2	Deputy Director (Management Services)	01	Level-11 (Rs.67700-208700)	PB-3 Rs.15600-39100 GP 6600	Officer of Central Government, or State Governments and teaching or research faculty from recognized universities of India
3	Deputy Director (Peripatetic Training)	01	Level-11 (Rs.67700-208700)	PB-3 Rs.15600-39100 GP 6600	Officer Under Central Government
4	Deputy Director (Office Management)	01	Level-11 (Rs.67700-208700)	PB-3 Rs.15600-39100 GP 6600	Officer of the Central Government

5	*Assistant Director (Office Management)	04	Level-8 (Rs.47600-151100)	PB-2 Rs.9300-34800 GP 4800	Officer Under Central Government
6	Assistant Director (Accounts)	01	Level-8 (Rs.47600-151100)	PB-2 Rs.9300-34800 GP 4800	Officer Under Central Government

\*Officers who have been granted Non Functional Selection Grade (NFSG) in Level 10 are also eligible to apply and on selection he/she will be allowed to retain in that pay Level.

2. The officer selected shall be entitled to 'training allowance' on the 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-I(A), (B), (C), (D) (E) & (F)**.

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 **Shri Ram Bhagat Kushwaha, Under Secretary (Training) Training Division, Block-IV, 3<sup>rd</sup> 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/ 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) (B) (C) (D)** and (ii) Cadre Clearance (iii) Vigilance 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. Before forwarding the applications, Competent Authority must certify that information furnished by the applicants are 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,

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

  
(Shefali Saraf)

Under Secretary (Admn)  
Telephone No. 26737614

Copy to:

- Shri Ram Bhagat Kushwaha, Under Secretary (Training), Training Division, DoPT, Block-IV, 3<sup>rd</sup> Floor, JNU(OLD) Campus, New Delhi-110067
- NIC, DoPT with the request to upload the same on DoPT's website.

शेफाली सराफ / SHEFALI SARAF  
अवर सचिव / Under Secretary  
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान  
Institute of Secretariat Training and Management  
Department of Personnel & Training  
भारत सरकार, नई दिल्ली / Government of India, New Delhi



**ANNEXURE-I (A)**

1. Name of Post : Joint Director (Peripatetic Training)
2. Number of posts : 01 (One)
3. Date from which vacant : 17.03.2025 (Anticipated)
4. Classification : General Central Service Group 'A' Gazetted, Non-Ministerial
5. Pay Band : Pay in the Level-12 (Rs. 78800-209200) in the Pay Matrix  
[Pre revised PB-3: Rs.15600-39100/- with Grade Pay of Rs.7600]
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 exceed **four years**.
8. Brief Job description of the post :
  - (i) To schedule, organize and direct training programmes for senior/supervisory and operating level officers of the Central /State Governments/ UTs/ PSUs/ Autonomous Bodies etc.
  - (ii) to develop training materials, case studies etc.
  - (iii) to develop e-contents, instruction design and curriculum design.
  - (iv) to conduct training session, Research activities, Consultancy work.
  - (v) to assist the Director of the Institute in Administrative and Training matters as may be

assigned.

9. Pay & Allowances

A deputationist shall be entitled to his/her basic pay drawn in his/ her parent cadre/organization and training allowance at such rate (at present @12%) on basic pay as may be determined by the Government of India from time to time.

10. Qualifications,  
Experiences and  
Eligibility required for the  
post

**By Deputation**

A. a) Officers under the Central Government: -

(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 ₹15600-39100 plus Grade pay Rs.6600) Level-11 in 7<sup>th</sup> CPC 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; and

(ii) Ten years' experience including two years teaching experience in administrative and financial ruyles and regulations of the Government of India.

**Desirable:**

(i) Master's Degree in Public Administration from a recognized university;

11. Age

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



**ANNEXURE-II (A)**

**APPLICATION FOR THE POST OF JOINT DIRECTOR (PERIPATETIC TRAINING) 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	
5. Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
Qualification: Bachelor's degree from a recognised university; and	A) Qualification

Experience:- Ten years' experience including two years teaching experience in administrative and financial rules and regulations of Government of India	B) Experience
<b>Desirable</b>	<b>Desirable</b>
Qualification: Master's Degree in Public Administration from a recognized university;	A) Qualification
Experience	B) Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>	
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.	
<p><b>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.</b></p>	

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	To	* Level in the Pay Matrix pay Band and Grade Pay/Pay Scale of the Post held on regular basis	Nature of Duties (in details) highlighting experience required for

					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 Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
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/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.



<p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (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</p>	
<p><b>10.</b> If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>	
<p><b>11. Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organisation</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>	
<p><b>12.</b> Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>	
<p><b>13.</b> Are you in Revised Scale of Pay? If yes, give</p>	

the date from which the revision took place and also indicate the pre-revised scale		
<b>14. Total emolument per month now drawn</b>		
Basis Pay in the PB/Level in the Pay Matrix	Grade Pay	Total Emoluments
<b>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</b>		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
<p><b>16.A Additional information</b>, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p><b>16.B Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards / Scholarships / official Appreciation</p>		

<p>(iii) Affiliation with the professional bodies/ institutions/ societies and;</p> <p>(iv) Patents registered in own name or achieved for the organisation</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p><b>17.</b> Please state whether you are applying for deputation (ISTC) /Absorption /Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
<p><b>18.</b> Whether belongs to SC/ST</p>	

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 (B)**

1. Name of Post : Deputy Director (Management Services)
2. Number of posts : 01
3. Date from which vacant : 28.02.2025 (Anticipated)
4. Classification : General Central Service Group 'A' Gazetted, Non-Ministerial
5. Pay Band : Pay in the Level-11 (Rs. 67700-208700) in the Pay Matrix  
[(Pre revised PB-3: Rs.15600-39100/- with Grade Pay Rs.6600)]
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 **four years**.
8. Duties and responsibilities of the post :
  - (i) To schedule, organize and direct training programmes for senior/supervisory and operating level officers of the Central /State Governments/ UTs/ PSUs/ Autonomous Bodies etc.
  - (ii) to develop training materials, case studies etc.
  - (iii) to develop e-contents, instruction design and curriculum design.
  - (iv) to conduct training session, Research activities, Consultancy work.
  - (v) to assist the Director of the Institute in Administrative and Training matters as may be

assigned.

9. Pay & Allowances

A deputationist shall be entitled to his/her basic pay drawn in his/ her parent cadre/organization and training allowance at such rate (at present @12%) on basic pay as may be determined by the Government of India from time to time.

10. Qualifications, Experiences and Eligibility required for the post

**By Deputation (for armed forces personnel deputation or re-employment)**

A. Officers of the Central Government, or State Governments and teaching or research faculty from recognized universities of India-

(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 [Level 10 (Rs. 56100-177500)] 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 [Level-8 (Rs. 47600-151100) 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 of recognised University; and



(ii) Five years' experience including one year's teaching experience of technique and methods in the area of management service in Administrative Training Institute, Central Training Institute, university or college.

**Desirable:**

- i) Master's Degree from recognised university;
- ii) Should have successfully completed the Advanced Management Service Course from Government recognised Institute.

11. Age

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

**ANNEXURE-II (B)**

**APPLICATION FOR THE POST OF DEPUTY DIRECTOR (MANAGEMENT SERVICE) 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	
5. Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification: - Bachelor's Degree of recognised University.	A) Qualification

B) Experience:- Five years' experience including one year's teaching experience of technique and methods in the area of management service in Administrative Training Institute, Central Training Institute, university or college.	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification:- Master's Degree from recognised university.	A) Qualification
B) Experience:- Should have successfully completed the Advanced Management Service Course from Government recognised Institute.	B) Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>	
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.	
<p><b>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.</b></p>	

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	To	* Level in the Pay Matrix pay Band and Grade Pay/Pay Scale of the Post held on regular basis	Nature of Duties (in details) highlighting experience required for the post applied for

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\* **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	To

<b>8.</b> Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent  or Permanent			
<b>9.</b> 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/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.
<b>9.1 Note:</b> 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			

<p>Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases</p> <p>where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>	
<p><b>10.</b> If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>	
<p><b>11. Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organisation</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>	
<p><b>12.</b> Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>	
<p><b>13.</b> 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</p>	



<b>14. Total emolument per month now drawn</b>		
Basis Pay in the PB/Level in the Pay Matrix	Grade Pay	Total Emoluments
<b>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</b>		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
<p><b>16.A Additional information</b>, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p><b>16.B Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards / Scholarships / official Appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions/ societies and;</p> <p>(iv) Patents registered in own name</p>		

<p>or achieved for the organisation</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p><b>17.</b> Please state whether you are applying for deputation (ISTC) /Absorption /Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
<p><b>18.</b> Whether belongs to SC/ST</p>	

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** \_\_\_\_\_

**Email ID** \_\_\_\_\_

**Contact No** \_\_\_\_\_

**Date** \_\_\_\_\_

## **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 (C)**

1. Name of Post : Deputy Director (Peripatetic Training)
2. Number of posts : 01 (One)
3. Date from which vacant : 09.08.2023
4. Classification : General Central Service Group 'A' Gazetted, Non-Ministerial
5. Pay Band : Pay in the Level-11 (Rs. 67700/- to Rs.208700/-) in the Pay Matrix  
[Pre revised PB-3: Rs.15600-39100/- with Grade Pay of Rs.6600]
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 exceed **four years**.
8. Brief Job description of the post :
  - (i) To schedule, organize and direct training programmes for senior/supervisory and operating level officers of the Central /State Governments/ UTs/ PSUs/ Autonomous Bodies etc.
  - (ii) to develop training materials, case studies etc.
  - (iii) to develop e-contents, instruction design and curriculum design.
  - (iv) to conduct training session, Research activities, Consultancy work.
  - (v) to assist the Director of the Institute in

Administrative and Training matters as may be assigned.

10. Qualifications,  
Experiences and  
Eligibility required for the  
post

**By Deputation**

A. a) Officers under the Central Government: -

(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 ₹15600-39100 plus Grade pay Rs.5400) Level-10 in 7<sup>th</sup> CPC pay matrix. 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 the pay band-2 Rs.93,00-34,800 plus grade pay of Rs.4800/- Level-8 in 7<sup>th</sup> CPC pay matrix in the parent cadre or Department: and

b) Possessing the following educational qualifications and experience: -

**Essential:**

(i) Bachelor's degree from a recognised university; and

(ii) Five years' experience of technique and methods in the area of Secretariat Procedures, practice and precedents, Establishment, Administrative and Financial Rules and Regulations of the Government.

**Desirable:**

i) Master's Degree from a recognized university; and.

ii) Two years teaching experience in the Government Administrative Training Institute or Central Training Institute.



11. Age

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

**Annexure – I (C)**

1. Name of Post : Deputy Director (Peripatetic Training)
2. Number of posts : 01 (One)
3. Date from which vacant : 09.08.2023
4. Classification : General Central Service Group 'A' Gazetted, Non-Ministerial
5. Pay Band : Pay in the Level-11 (Rs. 67700/- to Rs.208700/-) in the Pay Matrix  
[Pre revised PB-3: Rs.15600-39100/- with Grade Pay of Rs.6600]
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 exceed **four years**.
8. Brief Job description of the post :
  - (i) To schedule, organize and direct training programmes for senior/supervisory and operating level officers of the Central /State Governments/ UTs/ PSUs/ Autonomous Bodies etc.
  - (ii) to develop training materials, case studies etc.
  - (iii) to develop e-contents, instruction design and curriculum design.
  - (iv) to conduct training session, Research activities, Consultancy work.
  - (v) to assist the Director of the Institute in

Administrative and Training matters as may be assigned.

9. Pay & Allowances

A deputationist shall be entitled to his/her basic pay drawn in his/ her parent cadre/organization and training allowance at such rate (at present @12%) on basic pay as may be determined by the Government of India from time to time.

10. Qualifications,  
Experiences and  
Eligibility required for the  
post

**By Deputation**

A. a) Officers under the Central Government: -

(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 ₹15600-39100 plus Grade pay Rs.5400) Level-10 in 7<sup>th</sup> CPC pay matrix. 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 the pay band-2 Rs.93,00-34,800 plus grade pay of Rs.4800/- Level-8 in 7<sup>th</sup> CPC pay matrix in the parent cadre or Department: and

b) Possessing the following educational qualifications and experience: -

**Essential:**

(i) Bachelor's degree from a recognised university; and

(ii) Five years' experience of technique and methods in the area of Secretariat Procedures, practice and precedents, Establishment, Administrative and

Financial Rules and Regulations of the Government.

**Desirable:**

- i) Master's Degree from a recognized university; and
- ii) Two years teaching experience in the Government Administrative Training Institute or Central Training Institute.

11. Age

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

**ANNEXURE-II (C)**

**APPLICATION FOR THE POST OF DEPUTY DIRECTOR (PERIPATETIC TRAINING) 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	
5. Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
Qualification: Bachelor's degree from a recognised university; and	A) Qualification



Experience: Five years' experience of technique and methods in the area of Secretariat Procedures, practice and precedents, Establishment, Administrative and Financial Rules and Regulations of the Government	B) Experience
<b>Desirable</b>	<b>Desirable</b>
Qualification: Master's Degree from a recognized university; and	A) Qualification
Experience: Two years teaching experience in the Government Administrative Training Institute or Central Training Institute.	B) Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>	
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.	
<p><b>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.</b></p>	

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	To	* Level in the Pay Matrix pay Band and Grade Pay/Pay Scale of the Post held on regular basis	Nature of Duties (in details) highlighting experience required for the post applied for

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\* **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	To

<b>8.</b> Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
<b>9.</b> 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/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.

<p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases</p> <p>where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>	
<p><b>10.</b> If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>	
<p><b>11. Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organisation</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>	
<p><b>12.</b> Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>	
<p><b>13.</b> Are you in Revised Scale of Pay? If yes, give the date from which the</p>	

revision took place and also indicate the pre-revised scale		
<b>14. Total emolument per month now drawn</b>		
Basis Pay in the PB/Level in the Pay Matrix	Grade Pay	Total Emoluments
<b>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</b>		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
<p><b>16.A Additional information</b>, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p><b>16.B Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards / Scholarships / official Appreciation</p>		

<p>(iii) Affiliation with the professional bodies/ institutions/ societies and;</p> <p>(iv) Patents registered in own name or achieved for the organisation</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p><b>17.</b> Please state whether you are applying for deputation (ISTC) /Absorption /Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
<p><b>18.</b> Whether belongs to SC/ST</p>	

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)**

1. Name of Post : Deputy Director (Office Management)
2. Number of posts : 01 (one)
3. Date from which vacant : 23.12.2022
4. Classification : General Central Service Group 'A' Gazetted, Non-Ministerial
5. Pay Band : Pay in the Level-11 (Rs. 67700-208700) in the Pay Matrix.  
[Pre revised PB-3: Rs.15600-39100/- with Grade Pay Rs.6600]
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 exceed **five years**.
8. Brief Job description of the post :
  - (i) To schedule, organize and direct training programmes for senior/supervisory and operating level officers of the Central /State Governments/ UTs/ PSUs/ Autonomous Bodies etc.
  - (ii) to develop training materials, case studies etc.
  - (iii) to develop e-contents, instruction design and curriculum design.
  - (iv) to conduct training session, Research activities, Consultancy work.
  - (v) to assist the Director of the Institute in Administrative and Training matters as may be assigned.
9. Pay & Allowances : A deputationist shall be entitled to his/her basic pay drawn in his/ her parent cadre/organization and training allowance at such rate (at present @12%) on basic pay as may be determined by the Government of India from time to time.

10. Qualifications,  
Experiences and  
Eligibility required for the  
post

**By Deputation**

Officers of the 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 PB-3 (Rs.15600-39100) plus 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 PB-2 (Rs.9300-34800) plus grade pay Rs.4800[In the Level 08 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) Bachelor's Degree of recognised University;
- (ii) Five years' experience in application of rules, regulations and procedures in the Central Government.

**Desirable:**

- i) Master's Degree from recognised university;
- ii) Diploma in Public Administration from a recognised University or Institute; and
- iii) One year teaching experience in a recognised University or College or training institution.

11. Age

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

**APPLICATION FOR THE POST OF DEPUTY 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	
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)	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification:- Bachelor's Degree of recognised University.	A) Qualification
B) Experience:- Five years' experience in application of rules, regulations and procedures in the Central Government.	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification: - (i) Master's Degree from recognised university. (ii) Diploma in Public Administration from a recognised University or Institute.	A) Qualification

B) Experience:- One year teaching experience in a recognised University or College or training institution	B) Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate.</b></p>	
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.	
<p><b>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.</b></p>	

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	To	* Level in the Pay Matrix pay Band and Grade Pay/Pay Scale of the Post held on regular basis	Nature of Duties (in details) highlighting experience required for 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 Scheme	From	To

<b>8. Nature of present employment</b> i.e. Ad-hoc or Temporary or Quasi-Permanent  or Permanent			
<b>9. In case the present employment is held on deputation/contract basis, please state-</b>			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.
<b>9.1 Note:</b> 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.			
<b>9.2 Note:</b> 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			
<b>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</b>			
<b>11. Additional details about present employment:</b>  Please state whether working under (indicate the name of your employer against the relevant column)			
a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities			



f) Others		
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		
Basis Pay in the PB/Level in the Pay Matrix	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
<p><b>16.A Additional information</b>, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p><b>16.B Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards / Scholarships / official</p>		

<p>Appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions/ societies and;</p> <p>(iv) Patents registered in own name or achieved for the organisation</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p>17. Please state whether you are applying for deputation (ISTC) /Absorption /Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
<p>18. Whether belongs to SC/ST</p>	

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 \_\_\_\_\_

E-mail \_\_\_\_\_

## **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 (E)**

1. Name of Post : Assistant Director (Office Management)
2. Number of posts : 04 (Four)
3. Date from which vacant : 01.08.2023, 14.10.2023, 18.10.2023 & 28.09.2024  
(Anticipated)
4. Classification : General Central Service Group 'B' Gazetted, Non-Ministerial
5. Pay Band : Pay Band-2: Rs. 9300-34,800/- with Grade Pay Rs.4800/-  
  
[ Pay in the Level-8 (Rs. 47600/- to Rs. 151100/-) of Pay Matrix]
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 Central Government shall ordinarily not exceed **three years**.
8. Duties and responsibilities of the post :
  - (i) To schedule, organize and direct training programmes for senior/supervisory and operating level officers of the Central /State Governments/ UTs/ PSUs/ Autonomous Bodies etc.
  - (ii) to develop training materials, case studies etc.
  - (iii) to develop e-contents, instruction design and curriculum design.
  - (iv) to conduct training session, Research activities, Consultancy work.
  - (v) to assist the Director of the Institute in Administrative and Training matters as may be

assigned.

9. Pay & Allowances

A deputationist shall be entitled to his/her basic pay drawn in his/ her parent cadre/organization and training allowance at such rate (at present @12%) on basic pay as may be determined by the Government of India from time to time.

10. Qualifications, Experiences and Eligibility required for the post

**Deputation:** Officers 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 the Pay band-2, Rs. 9300-34800 plus grade pay Rs.4600 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:**

(i) Master's Degree from a recognised University.

(ii) Experience in Teaching or organizing training programme.

11. Age

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

**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	
5. Whether Educational and other qualifications required for the post are satisfied. (If <b>any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
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 the Pay band-2, Rs. 9300-34800 plus grade pay Rs.4600 or equivalent in the parent cadre or Department; and	
<b>Essential</b>	<b>Essential</b>
A) Qualification:- Bachelor's Degree from a recognised University.	A) Qualification
B) Experience:- Three years' experience in the area of Secretariat Procedure, practices and precedents, Establishment, administrative and financial rules and regulations.	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification:- Master's Degree from a recognised University.	A) Qualification
B) Experience:- Experience in Teaching or organizing training programme	B) Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>	
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.	
<p><b>6.1 Note:</b> 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.</p>	

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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	To	* Level in the Pay Matrix pay Band and Grade Pay/Pay Scale of the Post held on regular basis	Nature of Duties (in details) highlighting experience required for 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 Scheme	From	To

<b>8.</b> Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent  or Permanent	
<b>9.</b> 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/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.
<p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (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</p>			
<p><b>10.</b> If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>			
<p><b>11. Additional details about present employment:</b>  Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government</p>			

Undertaking e) Universities f) Others		
<b>12.</b> Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
<b>13.</b> 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		
<b>14.</b> Total emolument per month now drawn		
Basis Pay in the PB/Level in the Pay Matrix	Grade Pay	Total Emoluments
<b>15.</b> In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
<b>16.A Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post.  (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)  (Note: Enclose a separate sheet, if		

the space is insufficient)	
<p><b>16.B Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards / Scholarships / official Appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions/ societies and;</p> <p>(iv) Patents registered in own name or achieved for the organisation</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p><b>17.</b> Please state whether you are applying for deputation (ISTC) /Absorption /Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
<p><b>18.</b> Whether belongs to SC/ST</p>	

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 \_\_\_\_\_

Contact No. \_\_\_\_\_

**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 (F)**

1. Name of Post : Assistant Director (Accounts)
2. Number of posts : 01 (One)
3. Date from which vacant : 17.10.2023
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 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 : (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

9. Pay & Allowances

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 in that pay Level

10. Qualifications, Experiences and Eligibility required for the post

**By Deputation**

A. 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 grade 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) or equivalent in the parent cadre or Department; and

(b) Possessing the following and experience: -

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

Or

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

Note 1: -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.

Note 2: -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 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendation 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 pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extended only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

11. Age

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

**ANNEXURE-II (F)**

**APPLICATION FOR THE POST OF ASSISTANT DIRECTOR (ACCOUNTS) 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	
5. Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
A pass in 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	
Or	
Five years' experience in Cash and Accounts and Budget work in the Government organisation	
A pass in Subordinate Accounts Service Examination conducted by the Central Government	
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the <b>Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>	
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.	
<p><b>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.</b></p>	

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	To	* Level in the Pay Matrix pay Band and Grade Pay/Pay Scale of the Post held on regular basis	Nature of Duties (in details) highlighting experience required for 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 Scheme	From	To
<b>8.</b> Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent  or Permanent			
<b>9.</b> 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/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.
<b>9.1 Note:</b> 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.  <b>9.2 Note:</b> 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 post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
<b>11. Additional details about present employment:</b>  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others		
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		
Basis Pay in the PB/Level in the Pay Matrix	Grade Pay	Total Emoluments

<p><b>15.</b> In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
<p><b>16.A Additional information</b>, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p><b>16.B Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards / Scholarships / official Appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions/ societies and;</p> <p>(iv) Patents registered in own name or achieved for the organisation</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) any other information.</p> <p><b>(Note: Enclose a separate sheet if</b></p>		

<b>the space is insufficient)</b>	
<b>17.</b> Please state whether you are applying for deputation (ISTC) /Absorption /Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract)	
<b>#</b> (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	
<b>18.</b> 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)**