





#### फा.सं/ FILE NO:A-35020/04/2023-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

दिनांक/ Date 06th 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<br>Post                          | Number of vacancy | . [                                | Pre Revised Pay<br>Scale        | Eligible Category  |
|-------|--|-------------------|------------------------------------|---------------------------------|--|
| 1     | Joint Director<br>(Peripatetic<br>Training)  | 01                | Level-12<br>(Rs. 78800-<br>209200) | PB-3 Rs.15600-<br>39100 GP 7600 | Officer Under Central<br>Government  |
| 2     | Deputy Director<br>(Management<br>Services)  | 01                | Level-11<br>(Rs.67700-<br>208700)  | PB-3 Rs.15600-<br>39100 GP 6600 | Officer of Central Government, or State Governments and teaching or research faculty from recognized universities of India |
| 3     | Deputy Director<br>(Peripatetic<br>Training) | 01                | Level-11<br>(Rs.67700-<br>208700)  | PB-3 Rs.15600-<br>39100 GP 6600 | Officer Under Central<br>Government  |
| 4     | Deputy Director<br>(Office<br>Management)    | 01                | Level-11<br>(Rs.67700-<br>208700)  | PB-3 Rs.15600-<br>39100 GP 6600 | Officer of the Central<br>Government   |

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

\*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.

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

Yours faithfully,

(Shefali Saraf)

Under Secretary (Admn) Telephone No. 26737614

Telephone No. 2

Copy to:

शेफाली सराफ/SHEFALI SARAF अवर सचिव/Under Secretary सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

1. Shri Ram Bhagat Kushwaha, Under Secretary (Training), Training Division, Department of Personnel & Training IV, 3<sup>rd</sup>Floor, JNU(OLD) Campus, New Delhi-110067

2. NIC, DoPT with the request to upload the same on DoPT's website.



#### 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.

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.

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:

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

11. Age

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

# 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<br>Christian era)   |                      |
| 3.i) Date of entry into service   |                      |
| ii) Date of retirement<br>under Central/State<br>Government Rules   |                      |
| 4. Educational<br>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 requirementioned in the advertisem vacancy circular  |                      |
| Essential   | Essential            |
| Qualification: Bachelor's degree fro recognised university; and   | m a A) Qualification |

| Experience:- Ten years' experience including two years teaching experience in administrative and financial rules and regulations of Government of India     | B) Experience   |
|---|---|
| Desirable   | Desirable   |
| Qualification: Master's Degree in Public<br>Administration from a recognized<br>university;   | A) Qualification  |
| Experience  | B) Experience   |
| Qualifications as mentioned in  | amplified to indicate Essential and Desirable the RRs by the Administrative f issue of Circular and issue of Advertisement in |
| 5.2 In the case of Degree and Post Grad subsidiary subjects may be indicated by the   | duate Qualifications Elective/ main subjects and ne 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. |   |
|   | to provide their specific comments/ views ification/ Work experience possessed by the 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 on  | From | То | * Level in the   | Nature       | of |
|--------------------|---------------|------|----|------------------|--------------|----|
|                    | regular basis |      |    | Pay Matrix pay   | Duties (     | in |
|                    |               |      |    | Band and Grade   | details)     |    |
|                    |               |      |    | Pay/Pay Scale    | highlighting |    |
|                    |               |      |    | of the Post held | experience   |    |
|                    |               |      |    | on regular basis | required for | or |

| 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,<br>and Grade Pay<br>drawn under<br>ACP/MACP<br>Scheme | From |  |
|--------------------|--|------|--|
|                    |  |      |  |

| 8.Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent |  |                 |   |            |                     |   |
|--|--|-----------------|---|------------|---------------------|---|
| or Permanent   |  |                 |   |            |                     | elpod -   |
| 9.In case the pre<br>employment is h<br>deputation/contr<br>please state-  | eld on                                       |                 |   |            |                     | . The most  |
| a) The date of initial appointment   | b) Period<br>appointment<br>deputation/contr | of<br>on<br>act | c) Name of<br>office/organ<br>which the<br>belongs. | ization to | and Pay on theld in | of the post<br>of the post<br>substantive<br>of the parent<br>on. |
| N  |  |                 |   | S          |                     |   |

| 9.1 Note: In case of Capplications of such office cadre/ Department along Clearance and Integrity cer                               | Officers already on deputation, the rs should be forwarded by the parent with Cadre Clearance, Vigilance tificate. |  |
|---|--|--|
| where a person is holding a cadre/ organization but still   | post on deputation outside the maintaining a lien in his parent  |  |
| cadre/ organisation   | realiting a lier in his parent   |  |
| <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. |  |  |
| 11. Additional details about present employment:  |  |  |
| Please state whether working under (indicate the name of your employer against the relevant column)                                 |  |  |
| <ul> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous</li></ul>  |  |  |
| 2. Please state whether ou are working in the same department and are in the eeder grade or feeder to eeder grade.                  |  |  |
|   |  |  |

| the date from which the revision took place and also indicate the pre-revise scale  | 50   |  |
|---|--|--|
| 14. Total emolument per m   | onth now drawn   |  |
|   |  |  |
| Basis Pay in the G<br>PB/Level in the Pay<br>Matrix   | rade Pay   | Total Emoluments   |
| <b>15</b> . In case the applicant Government Pay-scales, following details may be en  | he latest salary slip issued   | which is not following the Central by the Organisation showing the |
| Basic Pay with Scale of Pay and rate of increment Dearness Pay/interim relief/ Allowances etc., (with breadtails)   |  |  |
|   |  |  |
| 16.A Additional information relevant to the post you a support of your suitability for this among other things information with regard additional academic quality professional training and experience over an prescribed in the Circular/Advertisement) | pplied for in or the post.  may provide rd to (i) fications (ii) d (iii) work rd above Vacancy   |  |
| (Note: Enclose a separa<br>the space is insufficient)   | te sheet, if   |  |
| 16.B Achievements:  |  |  |
| The candidates are reindicate information with re   | The state of the s |  |
| (i) Research publications and special projects  | and reports  |  |
| (ii) Awards / Scholarshi<br>Appreciation  | os / official  |  |

| <ul><li>(iii) Affiliation with the professional bodies/ institutions/ societies and;</li><li>(iv) Patents registered in own name or achieved for the organisation</li><li>(v) Any research/ innovative measure</li></ul>  |  |
|---|--|
| 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 (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) |  |
| # (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")  18. Whether belongs to SC/ST   |  |
| 10. Whether belongs to 50/61  |  |

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. | ΔΙο  | 0.5 | cer | tifi | ed | tha | t: |
|----|------|-----|-----|------|----|-----|----|
| 2. | 1110 | ,,  | 00. |      | -  |     | ٠, |

| i.  | There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt  |
|-----|--|
| ii. | His/ Her integrity is certified.   |
| ii. | His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for<br>the last 5 years duly attested by an officer of the rank of Under Secretary<br>of the Govt. of India or above are enclosed. |
| V.  | 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

: 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.

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.

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

11. Age

## APPLICATION FOR THE POST OF DEPUTY DIRECTOR (MANAGEMENT SERVICE) IN ISTM

#### **BIO-DATA/ CURRICULUM VITAE PROFORMA**

| 1.Name and Address  | . This is a part of the                             |
|---|---|
| (in Block Letters)  |   |
| 2.Date of Birth (in<br>Christian era)   |   |
| 3.i) Date of entry into service   |   |
| ii) Date of retirement<br>under Central/State<br>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 |
| Essential   | Essential   |
| 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  |
|---|--|
| Desirable   | Desirable  |
| 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  |
| <b>5.1 Note:</b> This column needs to be a Qualifications as mentioned in <b>Ministry/Department/Office</b> at the time of the Employment News.   | amplified to indicate Essential and Desirable the RRs by the Administrative if issue of Circular and issue of Advertisement in duate Qualifications Elective/ main subjects and 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 ification/ Work experience possessed by the 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 on | From   | То | * Level in the | Nature of    |
|--------------------|--------------|--|----|----------------|--------------|
|                    | regular      |  |    | Pay Matrix pay | Duties (in   |
|                    | basis        |  |    | Band and       | details)     |
|                    | Duoie        | The state of the s |    | Grade Pay/Pay  | highlighting |
|                    |              |  |    | Scale of the   |              |
|                    |              |  |    | Post held on   | required for |
|                    |              |  |    | regular basis  | the post     |
|                    |              |  |    |                | applied for  |

| ost held on regul  | ar basis to be m  | entioned.       | Details of ACP/MACF   | Grade Pay/ Pay scale of the Pay Band a                               |
|--|---|-----------------|---|--|
| Grade Pay where  | such benefits   | have beer       | n drawn by the Can  | didate, may be indicated   |
| elow;  |   |                 |   | 11. N-10NACOP B 1686   |
| Office/Institution   | Pay, Pay  |                 | From  | То   |
|  | and Grad  | de Pay<br>under |   | 11/97 42 12 05 05 05 05  |
|  | drawn<br>ACP/MAC  |                 |   |  |
|  | Scheme  |                 |   | 164  |
|  |   |                 |   |  |
|  | -   |                 | á)  |  |
|  |   |                 |   |  |
| and the same of th |   |                 |   |  |
| 8.Nature of pres   | ent employment Temporary or                                     |                 |   |  |
| 8.Nature of preson.<br>i.e. Ad-hoc or<br>Quasi-Permaner  | Temporary or  |                 |   |  |
| i.e. Ad-hoc or   | Temporary or  |                 |   |  |
| i.e. Ad-hoc or Quasi-Permaner or Permanent  9.In case the property of the prop | Temporary or<br>t<br>esent                                      |                 |   |  |
| i.e. Ad-hoc or Quasi-Permaner or Permanent  9.In case the preemployment is here.   | Temporary or<br>t<br>esent<br>neld on                           |                 |   |  |
| i.e. Ad-hoc or Quasi-Permaner or Permanent  9.In case the property of the prop | Temporary or<br>t<br>esent<br>neld on                           |                 |   |  |
| i.e. Ad-hoc or Quasi-Permaner or Permanent  9.In case the preemployment is help deputation/controllers estate-  a) The date of   | Temporary or it esent neld on ract basis,                       | of              | c) Name of the parer  | o and Pay of the post  |
| i.e. Ad-hoc or Quasi-Permaner or Permanent  9.In case the preemployment is help deputation/controllers and the preemple of the preemployment is help the preemployment in the preemployment is help the preemployment in the preemployment in the preemployment is help the preemployment in the preemployment in the preemployment is help the preemployment in the preemployment in the preemployment is help the preemployment in the preemp | Temporary or<br>it<br>esent<br>neld on<br>ract basis,           | of on           | c) Name of the parer office/organization twhich the applicar belongs. | o and Pay of the post  |
| i.e. Ad-hoc or Quasi-Permaner or Permanent  9.In case the preemployment is help deputation/controllers estate-  a) The date of initial   | Temporary or it esent neld on eact basis, b) Period appointment | of on           | office/organization t<br>which the applicar                           | and Pay of the post<br>held in substantive<br>capacity in the parent |
| i.e. Ad-hoc or Quasi-Permaner or Permanent  9.In case the preemployment is help deputation/controllers estate-  a) The date of initial   | Temporary or it esent neld on eact basis, b) Period appointment | of on           | office/organization t<br>which the applicar                           | and Pay of the post<br>held in substantive<br>capacity in the parent |

| Clearance and Integrity certif  | icate.   |
|---|--|
| <b>9.2 Note:</b> Information under given in all cases   | Column 9(c) & (d) above must be                                |
| where a person is holding a person is holding a person but still meadre/ organisation   | post on deputation outside the aintaining a lien in his parent |
| 10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.   |  |
| 11. Additional details about present employment:  |  |
| Please state whether working under (indicate the name of your employer against the relevant column)   |  |
| <ul> <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> |  |
| 12. Please state whether you are working in the same Department and are in the eeder grade or feeder to eeder grade.  |  |
| 3. Are you in Revised Scale of Pay? If yes, give he date from which the evision took place and also ndicate the pre-revised cale  |  |

| Basis Pay ir   |  | Grade Pay  |  | Total Emoluments   |
|--|--|--|--|--|
| Vlatrix  | 20 pg 5.500.   |  |  |  |
|  |  |  |  | 1 Tan 1877 1973 1973 1975  |
|  |  |  | • 1901                                       | the foreign as retreated to the state of the |
| <b>15</b> . In case the Government Patollowing details   | ay-scale   | s, the latest sal  | n Organisation whic<br>ary slip issued by t  | h is not following the Central<br>he Organisation showing the  |
| Basic Pay with<br>of Pay and increment   |  |  | /interim relief/ othe<br>tc., (with break-up | Total Emoluments   |
|  |  |  |  |  |
| relevant to the support of your (This among of information of additional acade professional to experience prescribed Circular/Advert | post yo suitabil her thin with redemic quaining over in this semented a segmented as sufficier | gs may provide egard to (i) ualifications (ii) and (iii) work and above he Vacancy |  |  |
|  | es are   | requested to<br>th regard to;  |  |  |
| (i) Research publications and reports and special projects   |  |  |  |  |
| (ii) Awards /<br>Appreciation  | Schola   | rships / official  |  |  |
| bodies/ institu  | tions/ so  |  |  |  |
| (iv) Patents r   | egistere   | d in own name  |  | m"   |

| 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 (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) |
| # (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")   |
| 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    |  |
|------------|--|
| 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.

| _ |      | 4 . C1    | 414.  |
|---|------|-----------|-------|
| 2 | 100  | CONTINION | That. |
| / | AISU | certified | ulat, |

- 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

Deputy Director (Peripatetic Training)

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 andEligibility 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.

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.

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)  |                           |
|   | distinction in the second |
| 2.Date of Birth (in<br>Christian era)   |                           |
| 3.i) Date of entry into service   |                           |
| ii) Date of retirement<br>under Central/State<br>Government Rules   |                           |
| 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  |                           |
| Essential   | Essential                 |
| 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   |
|---|---|
| Desirable   | Desirable   |
| Qualification: Master's Degree from a recognized university; and  | A) Qualification  |
| Experience: Two years teaching  | B) Experience   |
| experience in the Government  |   |
| Administrative Training Institute or  |   |
| Central Training Institute.   |   |
| Qualifications as mentioned in  | amplified to indicate Essential and Desirable the RRs by the Administrative f issue of Circular and issue of Advertisement in |
| 5.2 In the case of Degree and Post Grad subsidiary subjects may be indicated <b>by the</b>  | duate Qualifications Elective/ main subjects and ne 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 ification/ Work experience possessed by the 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.

| Post held on  | From | То                              | * Level in the   | Nature of   |
|---------------|------|---------------------------------|------------------|---|
| regular basis |      |                                 |                  |   |
|               |      |                                 | Band and Grade   | details)  |
|               |      | THE REPORT                      | Pay/Pay Scale    | highlighting  |
|               |      |                                 | of the Post held | experience  |
|               |      |                                 | on regular basis | required for  |
|               |      |                                 |                  | the post  |
|               |      |                                 |                  | applied for   |
|               |      | Post held on From regular basis |                  | regular basis  Pay Matrix pay Band and Grade Pay/Pay Scale of the Post held |

| 100 |  |  |
|-----|--|--|

\* 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 |
|--------------------|--|------|----|
|                    |  |      |    |

|   | sent employment<br>Temporary or<br>nt        |                 |   |  |
|---|--|-----------------|---|--|
| 9.In case the premployment is deputation/cont please state- | neld on                                      | 4               |   |  |
| a) The date of initial appointment                          | b) Period<br>appointment<br>deputation/contr | of<br>on<br>act | c) Name of the parent office/organization to which the applicant belongs. | d) Name of the post<br>and Pay of the post<br>held in substantive<br>capacity in the parent<br>organisation. |
|   |  |                 |   |  |

| amplications of such officers sh  | ers already on deputation, the ould be forwarded by the parent the Cadre Clearance, Vigilance tte. |  |
|---|--|--|
| given in all cases  | olumn 9(c) & (d) above must be   |  |
| where a person is holding a pos<br>cadre/ organization but still mai<br>cadre/ organisation                                 | st on deputation outside the<br>ntaining a lien in his parent                                      |  |
| 10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details. |  |  |
| 11. Additional details about present employment:  |  |  |
| Please state whether working under (indicate the name of your employer against the relevant column)                         |  |  |
| <ul> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous</li></ul>                                |  |  |
| 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   |  |  |

| cale  4. Total emolument per  | month now dra   | wn   |   |
|---|---|--|---|
|   |   |  | toc hranactarity  |
| Basis Pay in the<br>PB/Level in the Pay<br>Matrix   | Grade Pay   |  | Total Emoluments  |
|   |   | in a   |   |
| <b>15</b> . In case the applical Government Pay-scales following details may be   | s, the latest sal   | n Organisation which<br>ary slip issued by the | is not following the Central e Organisation showing the |
| Basic Pay with Scale<br>of Pay and rate of<br>increment   |   | /interim relief/ other<br>tc., (with break-up  | Total Emoluments  |
|   |   |  |   |
| 16.A Additional information relevant to the post you support of your suitability  | applied for in  |  |   |
| (This among other thing information with re additional academic que professional training a experience over prescribed in the Circular/Advertisement) | gard to (i) ualifications (ii) and (iii) work and above e Vacancy |  |   |
| (Note: Enclose a sepa<br>the space is insufficient  |   |  |   |
| 16.B Achievements:  |   |  |   |
| The candidates are indicate information wit   |   | 7119-1-11                                      |   |
| (i) Research publication and special projects   | ns and reports  |  |   |
| (ii) Awards / Scholars Appreciation   | ships / official  |  |   |

| (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 (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) |  |
| # (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")   |  |
| 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

: 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

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.

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   | 70 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1   |
|--|--|
| (in Blook Letters)   |  |
| (in Block Letters)   |  |
|  |  |
| 2.Date of Birth (in<br>Christian era)                      |  |
| omotian cray   |  |
| 2 i) Data of a 1   |  |
| 3.i) Date of entry into service                            | Laborate and the second of the second  |
|  | the same of the same of the same of the  |
| ii) Date of retirement                                     | Control of the contro |
| under Central/State  |  |
| Government Rules   |  |
| 4. Educational   | and the same of th |
| Qualifications   |  |
|  |  |
| 5. Whether Educational                                     |  |
| and other qualifications                                   | the model of the state of the s |
| required for the post are satisfied. (If any               |  |
| qualification has been                                     | The second second  |
| treated as equivalent to                                   | 1.11   |
| the one prescribed in                                      |  |
| the Rules, state the                                       |  |
| authority for the same)                                    |  |
| Qualifications/ Experience required as                     | Qualifications/ experience possessed   |
| mentioned in the advertisement/                            | by the officer   |
| vacancy circular   |  |
|  |  |
| Essential  | Essential  |
| A) Qualification:- Bachelor's Degree                       | A) Qualification   |
| of recognised University.                                  |  |
| B) Experience:- Five years'                                | B) Experience  |
| experience in application of rules,                        | = / Expension  |
| regulations and procedures in the Central Government.      |  |
| Desirable  | Desirable  |
| A) Qualification: - (i) Master's Degree                    | A) Qualification   |
| from recognised university.                                | - A - L1 A   |
| (ii) Diploma in Public<br>Administration from a recognised |  |
| University or Institute.                                   |  |

| - One year teaching  | B) Experience  |
|--|--|
| <ul> <li>B) Experience:- One year teaching<br/>experience in a recognised University<br/>or College or training institution</li> </ul> |  |
| Qualifications as mentioned in<br><b>//inistry/Department/Office</b> at the time of the Employment News.                               | mplified to indicate Essential and Desirable the RRs by the Administrative issue of Circular and issue of Advertisement in |
| 5.2 In the case of Degree and Post Grad subsidiary subjects may be indicated by the  | uate Qualifications Elective/ main subjects and e candidate.   |
| Please state clearly whether in the ight of entries made by you above, you   |  |
| meet the requisite Essential Qualifications  |  |
| and work experience of the post.   | to provide their specific comments/ views  |
| 6.1 Note: Borrowing Departments are<br>confirming the relevant Essential Qualit<br>Candidate (as indicated in the Bio-data)            | to provide their specific comments/ views fication/ Work experience possessed by the with reference to the post applied.   |
|  |  |

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<br>Pay Matrix pay<br>Band and Grade<br>Pay/Pay Scale<br>of the Post held<br>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,<br>and Grade Pay<br>drawn under<br>ACP/MACP<br>Scheme | From | То |
|--------------------|--|------|----|
|                    |  |      |    |

|   | ent employment<br>Temporary or<br>nt   |                  |   | V=10   |
|---|--|------------------|---|--|
| or Permanent  |  |                  |   |  |
| 9.In case the pro<br>employment is h<br>deputation/contr<br>please state-   | neld on  |                  |   |  |
| a) The date of initial appointment  | b) Period<br>appointment<br>deputation/contr   | of<br>on<br>ract | c) Name of the parent office/organization to which the applicant belongs. | d) Name of the post<br>and Pay of the post<br>held in substantive<br>capacity in the parent<br>organisation. |
|   |  |                  |   |  |
|   | ntegrity certificate   |                  | Clearance, Vigilance  |  |
| given in all cases where a person i cadre/ organizati cadre/ organisati  10. If any pos Deputation in th the applicant, da from the last dep        | nation under Colusts s holding a post on but still maintainn at held on the past by the of return  | umn 9(d          | c) & (d) above must be station outside the lien in his parent             |  |
| given in all cases<br>where a person i  | nation under Colusis s holding a post on but still maintainn at held on the past by the of return outation and   | umn 9(d          | c) & (d) above must be  |  |
| given in all cases where a person i cadre/ organizati cadre/ organisati and the applicant, da from the last depother details.  11. Additional about | nation under Colusts as holding a post on but still maintainn and state of return butation and state of | umn 9(d          | c) & (d) above must be  |  |

| f) Others   |  |   |   |
|---|--|---|---|
| <b>12</b> . Please state whet you are working in the sa Department and are in feeder grade or feeder feeder grade.                    | me<br>the  |   |   |
| 13. Are you in Revi<br>Scale of Pay? If yes, of<br>the date from which<br>revision took place and a<br>indicate the pre-revi<br>scale | give<br>the<br>also  |   |   |
| 14. Total emolument per   |  | wn  | Total Emoluments  |
| Basis Pay in the PB/Level in the Pay Matrix   | Grade Pay  |   | Total Emoluments  |
| 15. In case the applica   | nt belongs to ar   | n Organisation which                          | is not following the Central                                |
| Government Pay-scales following details may be  | s, the latest sale<br>enclosed.  | ary slip issued by the                        | e Organisation showing the                                  |
| Basic Pay with Scale of Pay and rate of increment   | Dearness Pay<br>Allowances et<br>details)  | /interim relief/ other<br>tc., (with break-up | Total Emoluments  |
| 10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1  | motion if any  |   |   |
| additional academic que professional training experience over prescribed in the Circular/Advertisement                                | u applied for in ty for the post.  gs may provide gard to (i) ualifications (ii) and (iii) work and above ne Vacancy |   |   |
| (Note: Enclose a sep<br>the space is insufficien  |  |   | 1 208 2 7 M 3 3 M 4 2 2 1 M 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |
| 16.B Achievements:  |  |   |   |
| The candidates are indicate information with  |  |   |   |
| (i) Research publication and special projects   | ons and reports  |   |   |
| (ii) Awards / Scholar   | ships / official   |   |   |

| Appreciation  |           |
|---|-----------|
| (iii) Affiliation with the professional bodies/ institutions/ societies and;  | remagnity |
| (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 (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) |           |
| # (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")   |           |
| 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) |
|-------|------------------------------|
| Addre | ss                           |
| Date  |                              |
| E-ma  | ail                          |

#### 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)<br>Shri/S | There is no vigilance or disciplinary case pending/smt   | contemplated                         | against              |
| ii)          | His/ Her integrity is certified.   |                                      |                      |
| iii)         | His/ Her CR Dossier in original is enclosed/photocopies of years duly attested by an officer of the rank of Under Secre or above are enclosed.       | the ACRs for the tary of the Govt. o | e last 5<br>of India |
| iv)          | No major/ minor penalty has been imposed on him/ her during list of major/ minor penalties imposed on him/ her during enclosed. (as the case may be) |                                      |                      |
|              |  | Counters                             | signed               |
|              | (Employer/ Cadre Controll  | ing Authority with                   | n Seal)              |

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]

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.

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.

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

11. Age

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

#### **BIO-DATA/ CURRICULUM VITAE PROFORMA**

| 1.Name and Address                    |                | E18 131         |  |
|---------------------------------------|----------------|-----------------|--|
| (in Plack Letters)                    |                |                 | the state of the s |
| (in Block Letters)                    |                |                 |  |
|                                       |                |                 | and process to Montage of  |
| 2.Date of Birth (in                   |                |                 |  |
| Christian era)                        |                |                 |  |
|                                       |                |                 |  |
| 3.i) Date of entry into service       |                |                 |  |
| service                               |                |                 |  |
|                                       |                | alviore page    | 15-601   |
| ii) Date of retirement                |                |                 |  |
| under Central/State                   |                |                 | erator - Marengapapa yang paga   |
| Government Rules                      |                |                 | And the sheet particles  |
| 4. Educational                        |                |                 |  |
| Qualifications                        |                |                 |  |
| 5. Whether Educational                |                |                 |  |
| and other qualifications              |                |                 |  |
| required for the post are             |                |                 |  |
| satisfied. (If                        |                |                 | 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -  |
| anyqualification has                  |                |                 |  |
| been treated as equivalent to the one |                |                 |  |
| prescribed in the                     |                |                 |  |
| Rules, state the                      |                | * · · · · · · · |  |
| authority for the same)               |                |                 |  |
| Qualifications/ Experience            | e required as  |                 | perience possessed   |
| mentioned in the ad                   | vertisement/   | by the officer  |  |
| vacancy circular                      |                |                 |  |
|                                       |                |                 |  |
| a) (i) holding analogous pos          | sts on regular | 4.00            |  |
| basis in the paren                    | t cadre or     |                 |  |

| Department; or   |  |
|--|--|
| (ii) with two years' service in the  | The second of the second   |
| 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  |  |
| Essential  | Essential  |
|  |  |
| <ul> <li>A) Qualification:- Bachelor's Degree<br/>from a recognised University.</li> </ul>   | 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  |
| Desirable  | Desirable  |
| Qualification:- Master's Degree from a recognised University.  | A) Qualification   |
| B) Experience:- Experience in Teaching or organizing training programme  | B) Experience  |
| Qualifications as mentioned in<br>Ministry/Department/Office at the time o<br>the Employment News.   | amplified to indicate Essential and Desirable the RRs by the Administrative of fissue of Circular and issue of Advertisement induate Qualifications Elective/ main subjects and the candidate. |
| 6. Please state clearly whether in the   | 100 - 100 to the test new provident Linear Linear Paris  |
|  |  |
| light of entries made by you above, you  |  |
| light of entries made by you above, you meet the requisite Essential Qualifications  |  |
| light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.   |  |
| light of entries made by you above, you meet the requisite Essential Qualifications  |  |

| ffice/Institution  | Post held on regular basis  | From  | То                                       | * Level in Pay Matrix Band and G Pay/Pay S of the Post on regular b | pay<br>trade<br>Scale<br>held | Nature Duties details) highlightir experience required the applied for | e<br>for<br>post |
|--|---|---|--|---|-------------------------------|--|------------------|
|  |   |   |  |   |                               |  |                  |
| * Important: Pa<br>and therefore, s<br>post held on reg<br>Grade Pay who<br>below;<br>Office/Institution | should not be gular basis to be ere such benef                        | mentioned. On<br>e mentioned. D<br>fits have been<br>Pay Band,<br>Grade Pay<br>under<br>ACP | nly Pay Ban<br>Details of AC             | d and Grade<br>CP/MACP with<br>the Candidate                        | Pay/<br>pres                  | Pay scale<br>ent Pay Ba  | of thand ar      |
| and therefore, s<br>post held on reg<br>Grade Pay who<br>below;  | should not be gular basis to be ere such benefin Pay, and drawn ACP/M | mentioned. On<br>e mentioned. D<br>fits have been<br>Pay Band,<br>Grade Pay<br>under<br>ACP | nly Pay Ban<br>Details of AC<br>drawn by | d and Grade<br>CP/MACP with<br>the Candidate                        | e Pay/<br>n pres<br>e, ma     | Pay scale<br>ent Pay Ba  | of thand ar      |

| held on deputat basis,  | ion/contract                                 |                   |   |   |
|---|--|-------------------|---|---|
| please state-   |  |                   |   |   |
| a) The date of initial appointment  | b) Period<br>appointment<br>deputation/contr | of<br>on<br>ract  | c) Name of the parent office/organization to which the applicant belongs. | d) Name of the pos<br>and Pay of the pos<br>held in substantive<br>capacity in the paren<br>organisation. |
|   |  |                   |   |   |
|   |  |                   |   |   |
| applications of s<br>cadre/ Departm   | such officers show                           | uld be f<br>Cadre | dy on deputation, the forwarded by the parent e Clearance, Vigilance      |   |
|   |  |                   |   |   |
| <b>9.2 Note:</b> Inforr<br>given in all case  |  | umn 9(            | c) & (d) above must be  |   |
|   | ion but still maint                          |                   | utation outside the<br>lien in his parent                                 |   |
| <b>10</b> . If any po Deputation in the applicant, defrom the last defother details.              | the past by ate of return                    |                   |   |   |
| 11. Addition<br>about<br>employment:  | al details<br>present                        |                   |   |   |
| Please state working under of you against the column)   | (indicate the                                |                   |   |   |
| <ul><li>a) Central (</li><li>b) State Go</li><li>c) Autonom Organisa</li><li>d) Governm</li></ul> | overnment<br>nous<br>ation                   |                   |   |   |

| Undertaking e) Universities f) Others  |   | ,   |   |
|--|---|---|---|
| 12. Please state who you are working in the some Department and are in feeder grade or feeder feeder grade.                    | same the  |   |   |
| 13. Are you in Rev<br>Scale of Pay? If yes,<br>the date from which<br>revision took place and<br>indicate the pre-rev<br>scale | give<br>the<br>also   |   |   |
| 14. Total emolument pe   | r month now dra   | wn  |   |
| Basis Pay in the PB/Level in the Pay Matrix  | Grade Pay   | lines.                                    | Total Emoluments  |
|  |   | No age                                    |   |
| 15. In case the applica Government Pay-scales following details may be   | s, the latest sala  | Organisation which ary slip issued by the | is not following the Central e Organisation showing the |
| Basic Pay with Scale of Pay and rate of increment  | Dearness Pay/interim relief/ other Allowances etc., (with break-up details) |   | Total Emoluments  |
|  | ~   | 1412<br>1414                              |   |
| 16.A Additional informal relevant to the post you support of your suitability  | applied for in  | 9 g 3<br>F - Z                            |   |
| additional academic que professional training a experience over prescribed in the Circular/Advertisement)                      | gard to (i) lalifications (ii) and (iii) work and above e Vacancy           |   |   |
| (Note: Enclose a sepa  | arate 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 (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) |
| # (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")   |
| 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.

|              | Address  |
|--------------|--|
|              | Date   |
|              | Email  |
|              | Contact No   |
|              |  |
|              |  |
|              | Certification by the Employer/ Cadre Controlling Authority   |
| and e        | The information/ details provided in the above application by the applicant are true orrect as per the facts available on records. He/she possesses educational qualifications experience mentioned in the vacancy Circular. If selected, he/she will be relieved diately. |
| 2.           | Also certified that;   |
| i)<br>Shri/S | There is no vigilance or disciplinary case pending/ contemplated against 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  |
|              | - Counteresigned   |
|              | (Employer/ Cadre Controlling Authority with Seal)  |
|              |  |
|              |  |

(Signature of the Candidate)

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 andEligibility 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 prerevised 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.

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

| 1.Name and Address                           |               |  |
|--|---------------|--|
|  |               | A STATE OF THE PARTY OF THE PAR |
| (in Block Letters)                           |               | the state of the s |
|  |               |  |
| 2.Date of Birth (in                          |               |  |
| Christian era)                               |               |  |
|  |               |  |
| 2 i) Data of ontraints                       |               |  |
| 3.i) Date of entry into service              |               |  |
|  |               |  |
|  |               |  |
| ii) Date of retirement                       |               |  |
| under Central/State                          | to the stage  |  |
| Government Rules                             |               | And the free points  |
| 4. Educational                               |               |  |
| Qualifications                               |               | and the state of the property of the state of the state of the   |
|  |               |  |
| 5. Whether Educational                       |               | Vita Productor of other speeds to  |
| and other qualifications                     |               | and of the same of the same and  |
| required for the post are satisfied. (If any |               | 78 provide no consular pro-  |
| satisfied. (If any qualification has been    |               | And the second second second second second   |
| treated as equivalent to                     |               |  |
| the one prescribed in                        |               | and the second section and the examinate applicable  |
| the Rules, state the                         |               |  |
| authority for the same)                      |               |  |
| Qualifications/ Experience                   | o roquired as | Qualifications/ experience personed  |
| The later was                                | dvertisement/ | Qualifications/ experience possessed by the officer  |
| vacancy circular                             | avertisement  |  |
| racancy encara                               |               | . 1  |
|  |               | Tribe its per pull specially   |
| A pass in Subordinate Acc                    |               |  |
| Examination conducted b                      | y 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<br>Accounts and Budget work in the<br>Government organisation  |  |
| A pass in Subordinate Accounts Service<br>Examination conducted by the Central<br>Government  |  |
| Qualifications as mentioned in Ministry/Department/Office at the time of the Employment News.   | Implified to indicate Essential and Desirable the RRs by the Administrative if issue of Circular and issue of Advertisement in the Qualifications Elective/ main subjects and 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 confirming the relevant Essential Qual Candidate (as indicated in the Bio-data)   | to provide their specific comments/ views ification/ Work experience possessed by the 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 on regular basis | From | То | * Level in the<br>Pay Matrix pay<br>Band and Grade<br>Pay/Pay Scale<br>of the Post held<br>on regular basis | Duties (in details) highlighting |
|--------------------|----------------------------|------|----|---|----------------------------------|
|                    |                            |      |    |   | 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<br>and Grac<br>drawn<br>ACP/MACF<br>Scheme | le Pay<br>unde    | ,   | То                     |
|---|---|-------------------|---|------------------------|
| ***   |   |                   |   |                        |
| 8.Nature of prese<br>i.e. Ad-hoc or<br>Quasi-Permanen<br>or Permanent     | Temporary or  |                   |   |                        |
| 9.In case the pre<br>employment is h<br>deputation/contr<br>please state- | eld on  |                   |   |                        |
| a) The date of initial appointment  | appointment on or deputation/contract w             |                   | c) Name of the par<br>office/organization<br>which the applic<br>belongs. | to and Pay of the post |
|   | -   |                   |   |                        |
| applications of s cadre/ Departm  | uch officers sho                                    | uld be f<br>Cadre | dy on deputation,<br>orwarded by the par<br>Clearance, Vigila             | rent                   |
| 9.2 Note: Inform  |   | umn 9(            | c) & (d) above must   | t be                   |
| where a person  | is holding a post                                   | on depu           | utation outside the   |                        |

| cadre/ organization but still cadre/ organisation   | l maintaining a lien in his parent |                  |
|---|------------------------------------|------------------|
| 10. If any post held of Deputation in the past is the applicant, date of returning the last deputation and other details.   | py<br>rn                           |                  |
| 11. Additional detail   | Is                                 |                  |
| about preser employment:  | nt                                 |                  |
| Please state whether working under (indicate the name of your employed against the relevant column)   | ne<br>er                           |                  |
| <ul> <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> | nt .                               |                  |
| 12. Please state whether you are working in the sam Department and are in the feeder grade or feeder to feeder grade.   | e<br>e                             |                  |
| 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   | e<br>e<br>o                        |                  |
| 14. Total emolument per mo  | onth now drawn                     |                  |
| Basis Pay in the Gr<br>PB/Level in the Pay<br>Matrix  | ade Pay                            | Total Emoluments |

| Government Pay-scales,   | the latest sala |  | is not following the Central<br>e Organisation showing the |
|--|-----------------|--|--|
| of Pay and rate of A   | Dearness Pay/   | /interim relief/ other<br>c., (with break-up | Total Emoluments   |
|  |                 |  |  |
| 16.A Additional information relevant to the post you a support of your suitability   | applied for in  |  |  |
| (This among other things information with regard additional academic qual professional training an experience over all prescribed in the Circular/Advertisement) | ird to (i)      |  |  |
| (Note: Enclose a separathe space is insufficient)  | ate sheet, if   |  |  |
| 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/ innovatinvolving official recognition  |                 |  |  |
| (vi) any other information.  | 88              |  |  |
| (Note: Enclose a separ   | ato shoot if    |  |  |

| the space is insufficient)  |  |
|---|--|
| 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) |  |
| # (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")   |  |
| 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_ |                              |
| Contac    | t Number                     |

#### Certification by the Employer/ Cadre Controlling Authority

|     | The info      | ormation/ d  | etails | s pro  | ovided in  | the above  | a   | pplication | by the  | appli | cant | are true   |
|-----|---------------|--------------|--------|--------|------------|------------|-----|------------|---------|-------|------|------------|
| and | correct as pe | er the facts | ava    | ilable | e on recor | rds. He/sh | e p | ossesses   | educati | onal  | qual | ifications |
| and | experience    | mentioned    | l in   | the    | vacancy    | Circular.  | lf  | selected,  | he/she  | will  | be   | relieved   |
| imm | ediately.     |              |        |        |            |            |     |            |         |       |      |            |

| 2.  | Also certified that;   |
|-----|--|
| i)  | There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt  |
| ii) | His/ Her integrity is certified.   |
|     | 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. |
|     |  |
|     | 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)  |

iii)

iv)