

No.A-12034/01/2016-ISTM
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training
Training Division

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Old JNU Campus, Block IV, 4th Floor,
New Mehrauli Road, New Delhi-110067

Dated: 19th December, 2016.


OFFICE MEMORANDUM

Subject: Amendment in Recruitment Rules for the post of Assistant Director (Office Management) in the Institute of Secretariat Training & Management –regarding

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The undersigned is directed to upload the draft recruitment rules for the post of Assistant Director (Office Management) in the Institute of Secretariat Training & Management, New Delhi and to request for comments, if any, from all the stakeholders on the draft RRs. The comments may kindly be sent to the undersigned on e-mail id: 'op.chawla@nic.in' latest by 18.01.2017.

Encl.: As above.



(O P Chawla)

Under Secretary to the Government of India
Tel.: 011-26194167
e-mail: op.chawla@nic.in

To

All concerned Stakeholders

Copy to:

1. Director, ISTM, New Delhi – A copy of draft RRs on the aforementioned post is enclosed with a request to upload the draft RRs in their Institutes' website.
2. NIC, Training Division with the request to upload the above OM along with draft RRs for the post of Assistant Director (Office Management) in the Institute of Secretariat Training & Management, New Delhi.

In case of recruitment by promotion or deputation or absorption, Grades from which promotion or deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(11)	(12)	(13)
<p>Deputation: Officers under Central Government:-</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or</p> <p>(ii) With two years' service in the grade rendered after appointment thereto on regular basis in Level 7 in the pay matrix or equivalent in the parent cadre or Department; and</p> <p>(b) Possessing the following educational qualifications and experience:-</p> <p>Essential:</p> <p>(i) Bachelor's Degree from a recognized University;</p> <p>(ii) Three years' experience in the area of Secretariat Procedures, practices and precedents, establishment, administrative and financial rules and regulations.</p> <p>Desirable:</p> <p>(i) Master's Degree from a recognized University</p> <p>(ii) Experience in Teaching or organizing training programmes</p> <p>Note 1: The 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 five years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.</p>	Not applicable	Consultation with the Union Public Service Commission not necessary

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Under Secretary to the Government of India