

No.A-12034/13/2016-ISTM
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training
Training Division

.....

Old JNU Campus, Block IV, 4th Floor,
New Mehrauli Road, New Delhi-110067
Dated: 21st December, 2016

OFFICE MEMORANDUM

Subject: Amendment in Recruitment Rules for the post of Multi Tasking Staff (MTS) in the Institute of Secretariat Training & Management –regarding

.....

The undersigned is directed to upload the draft recruitment rules for the post of Multi Tasking Staff 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 20.01.2017.

Encl.: As above.



(O P Chawla)

Under Secretary to the Government of India

Tel.: 011-2616 6856

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.

Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

Notification

New Delhi the December, 2016

G.S.R...– In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Institute of Secretariat Training and Management (Multi Tasking Staff) Recruitment Rules, 2013, except as respects things done or omitted to have been done, before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Multi Tasking Staff in the Institute of Secretariat Training and Management, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, namely:-

1. Short title and commencement:-
 - (1) These rules may be called the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Institute of Secretariat Training and Management (Multi Tasking Staff) Recruitment Rules, 2016.
 - (2) They shall come into force on the date of their publication in the Official Gazette.
2. Number of post, classification and Level in the pay matrix:- The number of the said post, its classification and Level in the pay matrix shall be as specified in columns (2) to (4) of the schedule annexed to these rules.
3. Method of recruitment, age limit, qualifications, etc.:- The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.
4. Disqualification:- No person,
 - (a) who has entered into or contracted a marriage with a person having a spouse living; or
 - (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.
5. Power to relax:- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
6. Saving:- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special category of person's in accordance with the orders issued by the Central Government from time to time in this regard.

Schedule

Name of the post.	Number of post.	Classification.	Level in the pay matrix.	Whether selection post or non-selection post.	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Multi Tasking Staff	*27 (2016) * Subject to variation dependent on workload.	General Central Service, Group 'C' Non-Gazetted, Non-Ministerial	Level 1 (₹ 18000 – ₹ 56900/-)	Not applicable.	Between 18 and 27 years of age. (Relaxable for Government servants up to age of forty years in the case of general candidates and up to forty –five years in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time). Note 1: The crucial date for determining the age-limit shall be as fixed by the Staff Selection Commission.	10 th pass or equivalent from a recognized Board	Not applicable.	Two years	By direct recruitment

					Note 2: In the case of recruitment of direct recruits through Employment Exchange, the crucial date for determining the age-limit shall be the last date up to which the Employment Exchange is asked to submit the names.				
--	--	--	--	--	--	--	--	--	--

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)
Not applicable	Group 'C' Departmental Promotion Committee for considering confirmation constituency of :- 1. Deputy Director(Administration), Institute of Secretariat Training and Management - Chairman 2. Under Secretary, Training Division, Department of Personnel and Training : Member 3. Deputy Director, Institute of Secretariat Training and Management : Member 4. An officer not below the rank of Section Officer belonging to the Scheduled Castes or the Schedule Tribes : Member 5. Section Officer, Institute of Secretariat Training and Management : Member	Not applicable

[file no .A-12034/13/2016-ISTM]
(O.P.Chawla)

Under Secretary to the Government of India