

No.A-12034/17/2016-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: 21st December, 2016

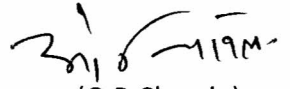
OFFICE MEMORANDUM

Subject: Amendment in Recruitment Rules for the post of Assistant Director (Accounts) 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 (Accounts) 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.: 011-2616 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.

[To be published in the Gazette of India, Part II Section 3 Sub-section (i)]

Government of India

Ministry of Personnel, Public Grievances and Pensions

(Department of Personnel and Training)

New Delhi, the December, 2016.

Notification

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, Assistant Director (Accounts) Recruitment Rules, 2014, the President hereby makes the following rules regulating the method of recruitment to the post of Assistant Director (Accounts) 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:-**

- (i) These rules may be called the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Institute of Secretariat Training and Management, Assistant Director (Accounts) Recruitment Rules, 2016.
- (ii) 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 to the said posts 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, and in consultation with Union Public Service Commission, 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 reservation, 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 persons in accordance with the orders issued by the Central Government from time to time in this regard.

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><u>Deputation:</u> Officers under Central Government:- (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 qualification and experience:</p> <p>Essential:</p> <p>(i) Bachelor's Degree with Commerce as a subject from a recognised University;</p> <p>(ii) A pass in the Subordinate Accounts Service examination conducted by the Central Government; or Successful completion of training in the Cash and Accounts in the Institute of Secretariat Training and Management with five years' experience in Cash, Accounts and Budget work.</p> <p>(iii) Three years' experience in the field of budget/ accounts.</p> <p>Desirable:</p> <p>(i) One year teaching experience in Budget and Accounts matter in a recognized Institute</p> <p>Note 1: The period of deputation including the 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 be not exceeding fifty six years as on the closing date of the receipt of applications.</p>	Not applicable	Consultation with Union Public Service Commission not necessary.

[F.No.A-12034/02/2016-ISTM]

(O.P. Chawla)

Under Secretary to the Government of India