

T-12018/5/2022-ISTM
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Division

Block IV, 3rd Floor, Old JNU Campus,
New Mehrauli Road, New Delhi-110067
Dated: 15th March, 2024

Office Memorandum

Subject:Amendment of the Recruitment Rules for different posts at the level of Additional Director, Joint Director, Deputy Director and Assistant Director in the Institute of Secretariat Training and Management(ISTM), New Delhi – Regarding.

The undersigned is directed to upload the draft recruitment rules for different posts at the level of Additional Director, Joint Director, Deputy Director and Assistant Director in the Institute of Secretariat Training and Management, New Delhi and to request for comments, if any, from the stakeholders on the draft RRs. The comments may kindly be sent to the undersigned on E-mail Id: rb.kushwaha@nic.in and virendar.singh@nic.in latest by 14.04.2024.

(R B Kushwaha)
Under Secretary to the Government of India
E-mail: rb.kushwaha@nic.in

To

All concerned Stakeholders

**Signed by Ram Bhagat
Kushwaha
Date: 15-03-2024 13:16:07**

Copy to:NIC, Training Division with the request to upload the above OM along with draft RRs of different posts at the level of Additional Director, Joint Director, Deputy Director and Assistant Director in the Institute of Secretariat Training and Management, New Delhi.

Comparative Statement for the post of Additional Director, ISTM

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
1	Additional Director	No change
2	One * (01) (2013) *Subject to variation dependent on workload	One* (01) (2023) *Subject to variation dependent on workload
3	General Central Service, Group-'A' Gazetted, Non-Ministerial	No Change
4	Pay band-4, Rs. 37400-67000 plus grade pay Rs.8700/-	LEVEL 13 in the PAY MATRIX
5	Not Applicable	No change
6	Not Applicable	No change
7	Not Applicable	No change
8	Not Applicable	No change
9	Two years for re-employed armed forces personnel	No change
10	<u>Method of Recruitment</u> (i)By Deputation (including short term contract) (ii)By deputation/re-employment for armed forces personnel	<u>Method of Recruitment</u> No Change
11	<u>Eligibility Criteria</u> Deputation (including short term contract) Officers under the Central Government or State Governments or Union territories or public sector undertakings or recognised Research Institutions or Universities or semi Government or statutory or Autonomous Organisations: (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 a regular basis in in the pay band-3 Rs.15600-39100 plus grade pay of Rs.7600 or equivalent in the parent cadre or department; and (b) possessing the following educational qualifications and experience: Essential: (i) Degree from a recognised University;	<u>Eligibility Criteria</u> Deputation (including short term contract): Officers under Central Government /State Governments / Union Territories / Government Universities / Recognized Research Institutions / Public Sector Undertakings / Autonomous bodies / Statutory Organisations: - (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 level-12 in the pay matrix or equivalent in the parent cadre or Department; or , (iii) with ten years' combined service in the grades rendered after appointment thereto on regular basis in level-11 and level-12 in pay matrix or equivalent in the parent cadre or Department, out of which at least two years' service in level 12, and, (b) possessing the following qualification, and experience: - Essential: (i) Degree from a recognized University/ Institution; and

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p>(ii) Twelve years' experience of planning, designing, conducting training programmes from organisations/training institutes under Central Government or State Governments or Union Territories or Public Sector Undertakings or Autonomous Bodies.</p> <p>Desirable:</p> <p>(i) Degree or Diploma in Management or Public Administration from a recognised University or Institute.</p> <p>(ii) Certificate of being trained in training techniques and methods from a Central or State Government Training Institutes such as Institute of Secretariat Training and Management, New Delhi or Administrative Training Institutes or Central Training Institutes.</p> <p>Deputation/ Re-employment (For Armed Forces Personnel): Armed forces personnel in the rank of Colonel in Indian Army or Captain in Indian Navy or Group Captain in Indian Air Force in the pay band 4 Rs.37400-67000 with grade pay of Rs.8700 who are due to retire or to be transferred to reserve within a period of one year and having the experience and qualifications prescribed for deputationists shall also be considered. Such persons would be given deputation terms up to the date on which they may be continued on re-employment. (Re-employment upto the age of superannuation with reference to civil posts).</p> <p>Note 1: The period of deputation (including short term contract) 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</p>	<p>(ii) Ten years' experience in administrative/ establishment / financial rules and regulations in ministerial posts of Government of India in managerial / supervisory capacity, and</p> <p>(iii) Two years' experience of conducting training programmes from organizations/training institutes under Central Government or State Governments or Union Territories or Public Sector Undertakings or Autonomous Bodies.</p> <p>Desirable:</p> <p>(i) Masters' Degree/ diploma from a recognized University/ Institution</p> <p>(ii) Experience in any one or more of the following areas—</p> <p>(a) Teaching / training/ learning management</p> <p>(b) IFD/ Vigilance / Administration/ Establishment/ E- procurement/ Office Management/ Accounting/ Procurement</p> <p>(c) HR transformation / Personnel Administration</p> <p>(d) E-content development/ instruction design/ curriculum design</p> <p>(e) DoPT Certified Master Trainer/ Recognized Trainer/DTS/DOT in TDP.</p> <p>Deputation/ Re-employment (For Armed Forces Personnel): Armed forces personnel in the rank of Colonel in Indian Army or Captain in Indian Navy or Group Captain in Indian Air Force in the pay level 13 of 7th CPC Pay Matrix, who are due to retire or to be transferred to reserve within a period of one year and having the experience and qualifications prescribed for deputationists shall also be considered. Such persons would be given deputation terms up to the date on which they may be continued on re-employment. (Re-employment upto the age of superannuation with reference to civil posts).</p> <p>Note 1: The period of deputation (including short term contract) 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</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p>Central Government shall ordinarily not exceed 5 years.</p> <p>Note 2 : The maximum age-limit for appointment by deputation (including short term contract) shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations 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 Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation</p>	<p>Government shall ordinarily not exceed 5 years.</p> <p>Note 2 : The maximum age-limit for appointment by deputation (including short term contract) shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the 7th Central Pay Commission recommendations 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 Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation</p>
12	<p>Group 'A' Departmental Confirmation Committee (for re-employment): -</p> <p>(i) Additional Secretary, Department of Personnel and Training – Chairman</p> <p>(ii) Joint Secretary (Training), Department of Personnel and Training – Member</p> <p>(iii) Joint Secretary (AT&A), Department of Personnel and Training –Member</p> <p>(iv) Director, Institute of Secretariat Training and Management - Member</p>	<p>Group 'A' Departmental Confirmation Committee (for re-employment): -</p> <p>(i) Additional Secretary, Department of Personnel and Training – Chairman</p> <p>(ii) Joint Secretary (Training), Department of Personnel and Training – Member</p> <p>(iii) Joint Secretary as nominated by Secretary(P) –Member</p> <p>(iv) Director, Institute of Secretariat Training and Management - Member</p>
13	<p>Consultation with the Union Public Service Commission is necessary on each occasion.</p>	<p>Consultation with the Union Public Service Commission is not necessary on each occasion except when the Armed Forces Personnel is a candidate on re-employment basis.</p>

Comparative Statement for the post of Joint Director

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
1	Joint Director (Management Services) Joint Director (Peripatetic Training) Joint Director (Behavioral Training) Joint Director (Financial Management)	No Change
2	Four * (04) (One for Each Post) (2014) *Subject to variation dependent on workload	Four * (04) (One for Each Post) (2023) *Subject to variation dependent on workload
3	General Central Service, Group-'A' Gazetted, Non-Ministerial	No Change
4	Pay band-3, Rs. 15,600-39,100 plus grade pay Rs.7600/-	LEVEL 12 in the PAY MATRIX
5	Not Applicable	No change
6	Not Applicable	No change
7	Not Applicable	No change
8	Not Applicable	No change
9	Two years for Armed Forces Personnel	No change
10	<u>Method of Recruitment</u> (i) Joint Director (MS) By deputation (for armed forces personnel) Deputation or re-employment (ii) Joint Director (PT) By Deputation (iii) Joint Director (BT) By deputation (INCLUDING SHORT TERM CONTRACT) / Absorption / re-employment (for armed forces personnel) (iv) Joint Director (FM) By Deputation	<u>Method of Recruitment for all posts of Joint Director</u> (i) Joint Director (MS) By deputation (for armed forces personnel) Deputation or re-employment (ii) Joint Director (PT) By Deputation (iii) Joint Director (BT) By deputation (INCLUDING SHORT TERM CONTRACT) / re-employment (for armed forces personnel) (iv) Joint Director (FM) By Deputation
11	<u>Eligibility Criteria</u>	<u>Eligibility Criteria</u>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p><u>(i) Joint Director (MS)</u> By Deputation (for Armed Forces Personnel : Deputation or re-employment)</p> <p>Officers of the Central Government, or State Governments and teaching or research faculty from recognized universities of India-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(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.6600 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 of a recognized University; and</p> <p>(ii) Ten years' experience including two years teaching experience of technique and methods in the area of management service in Administrative Training Institute, Central Training Institute, university or college.</p> <p>Desirable:</p> <p>i) Master's Degree from a recognised university;</p> <p>ii) Should have successfully completed the Advanced Management Service Course from Government recognised Institute.</p>	<p><u>(i) Joint Director (MS)</u> By Deputation (for Armed Forces Personnel : Deputation or re-employment)</p> <p>Officers of the Central Government, or State Governments and teaching or research faculty from recognized universities of India-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in Level – 11 of 7th CPC 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 of a recognized University; and</p> <p>(ii) Eight years' experience in administrative / establishment/ financial rules and regulations in ministerial posts of Government of India in managerial / supervisory capacity.</p> <p>Desirable:</p> <p>(i) Master's Degree in Management / Human Resource Management from a recognized University / Institution or two years Post Graduate Diploma in Management,</p> <p style="text-align: center;">Or</p> <p>Professional qualification such as MBA/CA/CS/ICWA or analogous qualifications from a recognized university/institution.</p> <p>(ii) Experience in any one or more of the following areas--</p> <p>(a) Teaching / training/ learning management</p> <p>(b) IFD/ Administration/ Establishment/ Office Management</p> <p>(c) HR transformation/ Personnel Administration</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p>[Deputation or Re-employment (for Armed Forces Personnel):</p> <p>Armed Force Personnel in the rank of Lieutenant Colonel or equivalent in Indian Navy or Indian Air Force in the pay band-3 with grade pay of Rs.7600, who are due to retire or to be transferred to reserve within a period of one year and have the qualification and experience prescribed for deputationists shall also be considered. If selected, such officers will be given deputation terms up to the date on which they are due for release from the Armed Forces thereafter they may be considered on re-employment terms. In case such eligible officer has retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment up to the age of superannuation with reference to civil posts).</p> <p><u>(ii) Joint Director (PT)</u> By Deputation</p> <p>Officers under the Central Government: -</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-3, Rs. 15,600-39,100 plus grade pay Rs. 6,600 or equivalent in the parent cadre or department. and</p> <p>(b) Possessing the following educational qualification and experience:</p> <p>Essential</p> <p>(i) Bachelor's degree from a recognized University; and</p> <p>(ii) Ten years' experience including two years teaching experience in administrative and financial rules and regulations of the Government of India.</p>	<p>(d) E-content development/ instruction design/ curriculum design (e) DoPT Certified Master Trainer/ Recognized Trainer in TDP.</p> <p>[Deputation or Re-employment (for Armed Forces Personnel):</p> <p>Armed Force Personnel in the rank of Lieutenant Colonel or equivalent in Indian Navy or Indian Air Force in the pay level 12 of 7th CPC pay matrix, who are due to retire or to be transferred to reserve within a period of one year and have the qualification and experience prescribed for deputationists shall also be considered. If selected, such officers will be given deputation terms up to the date on which they are due for release from the Armed Forces thereafter they may be considered on re-employment terms. In case such eligible officer has retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment up to the age of superannuation with reference to civil posts).</p> <p><u>(ii) Joint Director (PT)</u> By Deputation</p> <p>Officers under the Central Government: -</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Level – 11 of 7th CPC Pay Matrix or equivalent in the parent cadre or department. and</p> <p>(b) Possessing the following educational qualification and experience:</p> <p>Essential</p> <p>(i) Bachelor's degree from a recognized University; and</p> <p>(ii) Eight years' experience in administrative / establishment/ financial rules and regulations in ministerial posts of Government of India in managerial / supervisory capacity.</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p>Desirable</p> <p>(i) Master's degree in Public Administration from a recognized University;</p> <p><u>(iii) Joint Director (BT)</u></p> <p>Deputation (INCLUDING SHORT TERM CONTRACT) / Absorption :</p> <p>Officers under the Central Government or State Governments or Union territories or Public Sector Undertakings or recognized Research Institutions or Universities or Semi Government or Statutory or Autonomous Organization:</p> <p>-</p> <p>(a) (i)holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in the level 11 in the pay matrix or equivalent in the parent cadre or department. and</p> <p>(b) Possessing the following educational qualification and experience:</p> <p>Essential</p> <p>(i) Master's Degree in Psychology or Behavioral Sciences or Human Resource Development as a subject from a recognized University; and</p> <p>(ii) Ten years' experience including two years teaching experience in Psychology or Behavioral Sciences or Human Resources Development from</p>	<p>Desirable:</p> <p>(i) Master's Degree/ PG Diploma in any discipline from a recognized University / Institution;</p> <p>(ii) Experience in any one or more of the following areas--</p> <p>(a) Teaching / training/ learning management</p> <p>(b) IFD/ Vigilance / Administration/ Establishment / Office Management</p> <p>(c) HR transformation/ Personnel Administration</p> <p>(d) E-content development/ instruction design/ curriculum design</p> <p>(e) DoPT Certified Master Trainer/ Recognized Trainer/DTS/DOT in TDP.</p> <p><u>(iii) Joint Director (BT)</u></p> <p>Deputation or re-employment (for armed forces personnel):</p> <p>Officers under the Central Government or State Governments or Union territories or Public Sector Undertakings or recognized Research Institutions or Universities or Statutory or Autonomous Organization: -</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in the level 11 in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualification and experience:</p> <p>Essential</p> <p>(i) Bachelor's Degree of a recognized University – and should have studied – Human Resource Management/ Personnel Management/ Management/ Psychology / Industrial Psychology as a subject in graduation level; and</p> <p>(ii) Eight years' experience in administrative, establishment and financial rules</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p>a recognized Institute.</p> <p>Desirable</p> <p>(i) Diploma in Training and Development from a recognised University or Institute</p> <p>(ii) Bachelor's Degree in Psychology or Behavioural Sciences from a recognised University.</p> <p>[Deputation or Re-employment (for Armed Forces Personnel):</p> <p>Note 1 - Armed Force Personnel in the rank of Lieutenant Colonel in Indian Army or Commander in IndianNavy or Wing Commander in Indian Air force in Level 12 in the pay matrix or equivalent, who are due to retire or to be transferred to reserve within a period of one year and have the qualification and experience prescribed for deputationists shall also be considered. If selected, such officers will be given deputation terms up to the date on which they are due for release from the Armed Forces thereafter they may be considered on re-employment terms. In case such eligible officer has retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment up to the age of superannuation with reference to civil posts).</p> <p><u>(iv) Joint Director (FM)</u></p> <p>By Deputation</p> <p>Officers under the Central Government: -</p>	<p>and regulations in ministerial posts of Government of India in managerial / supervisory capacity.</p> <p>Desirable:</p> <p>(i) Master's Degree/ PG Diploma having a subject of Psychology, HR Management, Behavioral Science etc.;</p> <p>(ii) Experience in any one or more of the following areas--</p> <p>(a) Teaching / training/ learning management</p> <p>(b) HR transformation/ Personnel Administration</p> <p>(b) E-content development/ instruction design/ curriculum design</p> <p>(c) DoPT Certified Master Trainer/ Recognized Trainer/DTS/DOT in TDP.</p> <p>[Deputation or Re-employment (for Armed Forces Personnel):</p> <p>Note 1 - Armed Force Personnel in the rank of Lieutenant Colonel in Indian Army or Commander in IndianNavy or Wing Commander in Indian Air force in Level 12 in the pay matrix or equivalent, who are due to retire or to be transferred to reserve within a period of one year and have the qualification and experience prescribed for deputationists shall also be considered. If selected, such officers will be given deputation terms up to the date on which they are due for release from the Armed Forces thereafter they may be considered on re-employment terms. In case such eligible officer has retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment up to the age of superannuation with reference to civil posts).</p> <p><u>(iv) Joint Director (FM)</u></p> <p>By Deputation</p> <p>Officers under the Central Government: -</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-3, Rs. 15,600-39,100 plus grade pay Rs. 6,600 or equivalent in the parent cadre or department. And</p> <p>(b) Possessing the following educational qualification and experience:</p> <p>Essential</p> <p>(i) Bachelor's degree from a recognized University; and</p> <p>(ii) Ten years' experience including two years teaching experience of techniques and methods in the area of financial management in Administrative Training Institutes or Central Training Institutes.</p> <p>Desirable</p> <p>(i) Master's degree in Public Administration from a recognized University;</p>	<p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in the pay level 11 of 7th CPC Pay Matrix or equivalent in the parent cadre or department. And</p> <p>(b) Possessing the following educational qualification and experience:</p> <p>Essential</p> <p>(i) Bachelor's degree from a recognized University; and</p> <p>(ii) Eight years' experience in administrative, establishment and financial rules and regulations in ministerial posts of Government of India in managerial / supervisory capacity.</p> <p>Desirable</p> <p>(i) Master's degree/ PG Diploma from a recognized University/Institution having Commerce/ Economics/ Business Administration / Accounts/ Finance as a subject;</p> <p>(ii) Experience in any one or more of the following areas--</p> <p>(a) Teaching / training/ learning management</p> <p>(b) HR transformation/ E-procurement / Accounting / Procurement</p> <p>(c) E-content development/ instruction design/ curriculum design</p> <p>(d) DoPT Certified Master Trainer/ Recognized Trainer/DTS/DOT in TDP.</p>
	<p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.)</p>	<p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.)</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p>Note: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations 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 Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation</p>	<p>Note: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the 7th Central Pay Commission recommendations 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 Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation</p>
12	<p>For</p> <ul style="list-style-type: none"> (i) JD (BT) (ii) JD (MS) <p>Group 'A' Departmental Confirmation Committee (for re-employment):</p> <ul style="list-style-type: none"> (i) Additional Secretary, Department of Personnel and Training – Chairman (ii) Joint Secretary (Training), Department of Personnel and Training – Member (iii) Joint Secretary (AT&A), Department of Personnel and Training – Member (iv) Director, Institute of Secretariat Training and Management - Member <p>For</p> <ul style="list-style-type: none"> (i) JD (PT) (ii) JD (FM) <p>Not Applicable</p>	<p>For</p> <ul style="list-style-type: none"> (iii) JD (BT) (iv) JD (MS) <p>Group 'A' Departmental Confirmation Committee (for re-employment):</p> <ul style="list-style-type: none"> (i) Additional Secretary, Department of Personnel and Training – Chairman (ii) Joint Secretary (Training), Department of Personnel and Training – Member (iii) Joint Secretary nominated by Secretary(P) – Member (iv) Director, Institute of Secretariat Training and Management - Member <p>For</p> <ul style="list-style-type: none"> (iii) JD (PT) (iv) JD (FM) <p>Not Applicable</p>
13	<p>Consultation with the Union Public Service Commission is necessary for filling up of the following two posts of Joint Director: -</p> <ul style="list-style-type: none"> (i) JD (BT) (ii) JD (MS) <p>Consultation with the Union Public Service Commission is Not necessary for filling up of the following two posts of Joint Director: -</p> <ul style="list-style-type: none"> (i) JD (PT) (ii) JD (FM) 	<p>Consultation with the Union Public Service Commission is not necessary on each occasion except when there is a candidate on re-employment basis.</p>

Comparative Statement for the post of Deputy Director

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
1	i. Deputy Director (Management Services)-4 ii. Deputy Director (Office Management) -3 iii. Deputy Director (Foundation Course)-2 iv. Deputy Director (Vigilance Course)-1 v. Deputy Director (Peripatetic Training)-1 vi. Deputy Director (Accounts)-1 vii. Deputy Director (Financial Management)-1 viii. Deputy Director (Economic & Planning)-1	No Change
2	Fourteen * (14) *Subject to variation dependent on workload	Fourteen * (14) (2023) *Subject to variation dependent on workload
3	General Central Service, Group-'A' Gazetted, Non-Ministerial	No Change
4	Pay band-3, Rs. 15,600-39,100 plus grade pay Rs.6600/-	LEVEL 11 in the PAY MATRIX
5	Not Applicable	No change
6	Not Applicable	No change
7	Not Applicable	No change
8	Not Applicable	No change
9	Two years for Armed Forces Personnel	No change

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
10	<p><u>Method of Recruitment</u></p> <p>i. Deputy Director (Management Services):- By deputation (for armed forces personnel deputation or re-employment)</p> <p>ii. Deputy Director (Office Management) :- By deputation</p> <p>iii. Deputy Director (Foundation Course):- By deputation (including short term contract)</p> <p>iv. Deputy Director (Vigilance Course): By deputation</p> <p>v. Deputy Director (Peripatetic Training):= By deputation</p> <p>vi. Deputy Director (Accounts):- By deputation</p> <p>vii. Deputy Director (Financial Management):- By deputation</p> <p>viii. Deputy Director (Economic & Planning): By deputation (including short term contract)</p>	<p><u>Method of Recruitment</u></p> <p style="text-align: center;">No change</p>
11	<p><u>Eligibility Criteria</u></p> <p><u>(i) Deputy Director (MS)</u> By Deputation (for Armed Forces Personnel : Deputation or re-employment)</p> <p>Officers of the Central Government, or State Governments and teaching or research faculty from recognized universities of India-</p>	<p><u>Eligibility Criteria</u></p> <p><u>(i) Deputy Director (MS)</u> By Deputation (for Armed Forces Personnel : Deputation or re-employment)</p> <p>Officers of the Central Government, or State Governments and teaching or research faculty from recognized universities of India-</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(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 or equivalent in the parent cadre or Department; or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on regular basis in pay band-2 Rs.9300-34800 plus grade pay of Rs. 4800 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 of a recognized University; and</p> <p>(ii) Five years' experience including one years teaching experience of technique and methods in the area of management service in Administrative Training Institute, Central Training Institute, university or college.</p> <p>Desirable:</p> <p>i) Master's Degree from a recognised university;</p> <p>ii) Should have successfully completed the Advanced Management Service Course from Government recognized Institute.</p>	<p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in Pay level – 10 of 7th CPC Pay Matrix or equivalent in the parent cadre or Department. Or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on regular basis in Level-8 of 7 CPC 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 in any discipline from a recognized University/Institution' and</p> <p>(ii) Five years' experience in Administrative, Establishment and Financial Rules and Regulations in ministerial posts of Govt. of India as managerial / supervisory capacity.</p> <p>Desirable:</p> <p>(i) Master's Degree/ PG Diploma in any discipline from a recognized University/ Institution;</p> <p style="text-align: center;">or</p> <p>Professional qualifications such as MBA/ CA/ CS/ ICWA or analogous qualification from a recognised University/ Institution;</p> <p>(ii) Experience in any one or more of the following areas--</p> <p>(a) Teaching / training/ learning management</p> <p>(b) IFD/ Administration/ Establishment/ Office Management</p> <p>(c) HR transformation/ Personnel Administration</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p>[Deputation or Re-employment (for Armed Forces Personnel):</p> <p>Armed Force Personnel in the rank of Major or equivalent in Indian Navy or Indian Air Force in the pay band-3 with grade pay of Rs.6600, who are due to retire or to be transferred to reserve within a period of one year and have the qualification and experience prescribed for deputationists shall also be considered. If selected, such officers will be given deputation terms up to the date on which they are due for release from the Armed Forces thereafter they may be considered on re-employment terms. In case such eligible officer has retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment up to the age of superannuation with reference to civil posts).</p> <p><u>(ii) Deputy Director (Office Management)</u> By Deputation</p> <p>Officers of the Central Government;-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the grade pay Rs.5400 or equivalent in the parent cadre or Department; or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on regular basis in pay band-2 Rs.9300-34800 plus grade pay of Rs. 4800 or equivalent in the parent cadre or department;</p>	<p>(d) E-content development/ instruction design/ curriculum design (e) DoPT Certified Master Trainer/ Recognized Trainer/DTS/DOT in TDP.</p> <p>[Deputation or Re-employment (for Armed Forces Personnel):</p> <p>Armed Force Personnel in the rank of Major or equivalent in Indian Navy or Indian Air Force in the pay level 11 of 7th CPC Pay Matrix, who are due to retire or to be transferred to reserve within a period of one year and have the qualification and experience prescribed for deputationists shall also be considered. If selected, such officers will be given deputation terms up to the date on which they are due for release from the Armed Forces thereafter they may be considered on re-employment terms. In case such eligible officer has retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment up to the age of superannuation with reference to civil posts).</p> <p><u>(ii) Deputy Director (Office Management)</u> By Deputation</p> <p>Officers of the Central Government;-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in Pay Level 10 of 7th CPC Pay Matrix or equivalent in the parent cadre or Department; or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on regular basis in pay level 8 of 7th CPC Pay Matrix or equivalent in</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p>and</p> <p>b) Possessing the following educational qualifications and experience: -</p> <p>Essential:</p> <p>(i) Bachelor's Degree of a recognized University; and (ii) Five years' experience in application of rules, regulation and procedures in the Central Government.</p> <p>Desirable:</p> <p>(i) Master's Degree from a 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.</p> <p><u>(iii) Deputy Director (Foundation Course)</u></p> <p>By Deputation (including short term contract)</p> <p>Officers of the Central Government/State Governments or Union Territories or Universities or Research institution or public Sector</p>	<p>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 of a recognized University; and (ii) Five years' experience in application of rules, regulation and procedures in ministerial posts in the Central Government.</p> <p>Desirable:</p> <p>(i) Master's Degree/ PG Diploma from a recognised university; (ii) Diploma in Public Administration from a recognised University or institute; and</p> <p>(iii) Experience in any one or more of the following areas--</p> <p>(a) Teaching / training/ learning management (b) IFD/ Vigilance / Administration/ Establishment/ E-procurement/ Office Management/ Accounting/ Procurement (c) HR transformation/ Personnel Administration (d) E-content development/ instruction design/ curriculum design (e) DoPT Certified Master Trainer/ Recognized Trainer/DTS/DOT in TDP.</p> <p><u>(iii) Deputy Director (Foundation Course)</u></p> <p>By Deputation</p> <p>Officers of the Central Government/State Governments</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p>Undertakings or Semi Government/Autonomous or statutory Organization -</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the pay band-3 rs.15600-39100 plus grade pay Rs.5400 or equivalent in the parent cadre or Department; or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on regular basis in pay band-2 Rs.9300-34800 plus grade pay of Rs. 4800 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 of a recognized University; and</p> <p>(ii) Five years' experience in application of rules like CCS(CCA) Rules, CCs (conduct Rule), LTC Rules, Leave Rules, pension Rules, New pension scheme (NPS), TA Rules, Medical Attendance Rules, regulations and procedures in Central Government.</p> <p>Desirable:</p> <p>(i) Master's Degree from a recognised university;</p> <p>(ii) Diploma in Public Administration from a recognised University or institute; and</p> <p>(iii) One year teaching experience in a recognised University or College or training Institution.</p>	<p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the pay level 10 of 7th CPC pay matrix or equivalent in the parent cadre or Department; or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on regular basis in pay Level 8 of 7th CPC 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 of a recognized University; and</p> <p>(ii) Five years' experience in administrative, establishment and financial rules and regulations in ministerial posts of Government of India.</p> <p>Desirable:</p> <p>(i) Master's Degree/ PG Diploma from a recognized university - having Human Resource Management / Psychology as a subject.</p> <p>(ii) Experience in any one or more of the following areas--</p> <p>(a) Teaching / training/ learning management</p> <p>(b) IFD/ Vigilance / Administration/ Establishment/ E-procurement/ Office</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p><u>(iv) Deputy Director (Vigilance Course)</u> By Deputation</p> <p>Officers of the Central Government:-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in pay band-3 ₹15600-39100 with grade pay of Rs.5400 or equivalent in the parent cadre or Department; or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on regular basis in pay band-2 Rs.9300-34800 plus grade pay of Rs. 4800 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) Degree in Law from a recognized University;</p> <p>(ii) Two years' experience of dealing with disciplinary case.</p> <p>Desirable:</p>	<p>Management/ Accounting/ Procurement / HR transformation/ Personnel Administration</p> <p>(c) / HR transformation/ Personnel Administration</p> <p>(d) E-content development/ instruction design/ curriculum design</p> <p>(e) DoPT Certified Master Trainer/ Recognized Trainer/DTS/DOT in TDP.</p> <p><u>(iv) Deputy Director (Vigilance Course)</u> By Deputation</p> <p>Officers of the Central Government:-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in pay level 10 of 7th CPC Pay Matrix or equivalent in the parent cadre or Department; or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on regular basis in pay level 8 of 7th CPC 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 in any discipline from a recognized university / institution;</p> <p>(ii) Two years' experience of dealing with vigilance/ disciplinary matters.</p> <p>Desirable:</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p>(i) One year teaching experience in application of rules, regulation and procedures in Central Government.</p> <p>(ii) should have successfully completed the Advance vigilance course conducted by the Institute of Secretariat Training and Management or in Administrative Training Institutes or Central Training Institutes.</p> <p><u>(v) Deputy Director (PT)</u> By Deputation</p> <p>Officers under the Central Government: -</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-3, Rs. 15,600-39,100 plus grade pay Rs. 6,600 or equivalent in the parent cadre or department. And</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on regular basis in pay band-2 Rs.9300-34800 plus grade pay of Rs. 4800 or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualification and experience:</p> <p>Essential</p> <p>(i) Bachelor's degree from a recognized University; and</p>	<p>(i) One year teaching experience in application of rules, regulation and procedures in Central Government.</p> <p>(ii) Degree in law from a recognized university</p> <p>(iii) Experience in any one or more of the following areas--</p> <p>(a) Teaching / training/ learning management</p> <p>(b) IFD/ Vigilance / Administration/ Establishment/ E-procurement/ Office Management/ Accounting/ Procurement</p> <p>(c) HR transformation/ Personnel Administration</p> <p>(d) E-content development/ instruction design/ curriculum design</p> <p>(e) DoPT Certified Master Trainer/ Recognized Trainer/DTS/DOT in TDP.</p> <p><u>(v) Deputy Director (PT)</u> By Deputation</p> <p>Officers under the Central Government: -</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in the pay level 10 of 7th CPC pay matrix or equivalent in the parent cadre or department. or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on regular basis in pay level 8 of 7th CPC pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualification and experience:</p> <p>Essential</p> <p>(i) Bachelor's degree from a recognized University; and</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p>(ii) Five years' experience of teaching and methods in the area of secretariat Procedures, practice and precedents, Establishment, Administrative and Financial Rules and regulations of the Government.</p> <p>Desirable</p> <p>(i) Master's degree in from a recognized University; and (ii) two years teaching experience in the central Government Administrative Training Institute or Central Training Institute.</p> <p><u>(vi) Deputy Director (Accounts)</u> By Deputation</p> <p>Officers under the Central Government:-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the pay band-3 rs.15600-39100 plus grade pay Rs.5400 or equivalent in the parent cadre or</p>	<p>(ii) Five years' experience in administrative, establishment and financial rules and regulations in ministerial posts of Government of India in managerial supervisory capacity</p> <p>Desirable</p> <p>(i) Master's degree/ PG Diploma from a recognized University; (ii) two years teaching experience in the Central Government Administrative Training Institute or Central Training Institute. (iii) Diploma in Public Administration / Sociology /Psychology (iv) Dealing with matters of State Govt. / UTs (v) Experience in any one or more of the following areas--</p> <p>(a) Teaching / training/ learning management (b) IFD/ Vigilance / Administration/ Establishment/ E-procurement/ Office Management/ Accounting/ Procurement (c) HR transformation/ Personnel Administration (d) E-content development/ instruction design/ curriculum design (e) DoPT Certified Master Trainer/ Recognized Trainer/DTS/DOT in TDP.</p> <p><u>(vi) Deputy Director (Accounts)</u> By Deputation</p> <p>Officers under the Central Government:-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the pay level 10 of 7th CPC pay matrix or equivalent in the parent cadre or Department; or</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p>Department; or (iii) with six years' service in the grade rendered after appointment thereto on regular basis in pay band-2 Rs.9300-34800 plus grade pay of Rs. 4800 or equivalent in the parent cadre or department; and</p> <p>b) Possessing the following educational qualifications and experience: -</p> <p>Essential: (i) Bachelor's Degree of a recognized University; and (ii) a pass in the subordinate Accounts Services examination conducted by the Central Government.</p> <p>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 Budgets work.</p> <p>Desirable: (i) Master's Degree in Commerce from a recognised university; (ii) One year teaching experience in a recognised University or College or training Institution in Budget and Accounts matter.</p>	<p>(iii) with six years' service in the grade rendered after appointment thereto on regular basis in pay level 8 of 7th CPC pay matrix or equivalent in the parent cadre or department; and</p> <p>b) Possessing the following educational qualifications and experience: -</p> <p>Essential: (i) Bachelor's Degree of a recognized University; and (ii) Five years' experience in financial rules and regulations, cash, accounts and budget works in Govt. of India.</p> <p>Desirable: (i) Master's Degree in Commerce/ Economics/ Business Administration from a recognized university/ Institution; OR (ii) Professional qualification such as MBA (Fin), CA,CS,ICWA or similar qualification from a recognized university / institution (iii) Two years teaching experience in a recognized University or College or training Institution in Budget and Accounts matter. (iv) A pass in the subordinate Accounts Services examination conducted by the Central Government. (v) 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 works. (vi) Experience in any one or more of the following areas-- (a) Teaching / training/ learning management</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p><u>(vii) Deputy Director (FM)</u></p> <p>By Deputation</p> <p>Officers under the Central Government: -</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-3, Rs. 15,600-39,100 plus grade pay Rs. 5400 or equivalent in the parent cadre or department. And</p> <p>(b) Possessing the following educational qualification and experience:</p> <p>Essential</p> <p>(i) Bachelor's degree from a recognized University; and</p> <p>(ii) five years' experience of application of rules, regulations and procedures in the area of Establishment, administrative rules, financial rules and regulations and financial management practices in Central Government</p> <p>Desirable</p> <p>(i) One years' experience of teaching or training in a recognised university or college or training Institute in any in of the following</p>	<p>(b) IFD/ Vigilance / Administration/ Establishment/ E-procurement/ Office Management/ Accounting/ Procurement</p> <p>(c) HR transformation/ Personnel Administration</p> <p>(d) E-content development/ instruction design/ curriculum design</p> <p>(e) DoPT Certified Master Trainer/ Recognized Trainer/DTS/DOT in TDP.</p> <p><u>(vii) Deputy Director (FM)</u></p> <p>By Deputation</p> <p>Officers under the Central Government: -</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay level 10 of 7th CPC pay matrix or equivalent in the parent cadre or department. and</p> <p>(b) Possessing the following educational qualification and experience:</p> <p>Essential</p> <p>(i) Bachelor's degree from a recognized University; and</p> <p>(ii) five years' experience of application of rules, regulations and procedures in the area of Establishment, administrative rules, financial rules and regulations and financial management practices in ministerial posts in the Central Government</p> <p>Desirable</p> <p>(i) Two years' experience of teaching or training in a recognized university or college or training Institute in budget, e-procurement, financial matters,</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p>subjects:-</p> <ul style="list-style-type: none"> (a) Behavioral Science, (b) Organization Behavior, (c) Information Technology, (d) Management Information Systems, and (e) Performance Budgeting, and <p>(ii) Master's degree from a recognized University or equivalent</p> <p><u>Failing which</u></p> <p>B (a) Officers under the central Government with eight years service in the grade rendered after thereto on regular basis in pay band 2 plus grade pay rs. 4200(pre-revised scale rs. 6500-10500/-) or equivalent in the parent cadre or Department and</p> <p>(b) Possessing the following educational qualification and experience:</p> <p>Essential</p> <ul style="list-style-type: none"> (i) Bachelor's degree from a recognized University; and (ii) five years' experience of application of rules, regulations and procedures in the area of Establishment, administrative rules, financial rules and regulations and financial management practices in Central Government <p>Desirable</p>	<p>and performance budgeting.</p> <ul style="list-style-type: none"> (ii) Master's Degree /PG Diploma from a recognized university / institution having Commerce/ Economics / Business Administration / Accounts /Finance as a subject. (iii) Experience in any one or more of the following areas-- <ul style="list-style-type: none"> (a) Teaching / training/ learning management (b) IFD/ Vigilance / Administration/ Establishment/ E-procurement/ Office Management/ Accounting/ Procurement (c) HR transformation/ Personnel Administration (d) E-content development/ instruction design/ curriculum design (e) DoPT Certified Master Trainer/ Recognized Trainer/DTS/DOT in TDP. <p>Not produced</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p>(i) One years experience of teaching or training in a recognised university or college or training Institute in any in of the following subjects:- (a) Behavioral Science, (b) Organization Behavior, (c) Information Technology, (d) Management Information Systems, and (e) Performance Budgeting, and</p> <p>(ii) Master's degree from a recognized University or equivalent</p> <p><u>(viii) Deputy Director (Economics and Planning)</u></p> <p>By Deputation (including short term contract)</p> <p>Officers of the Central Government or State Governments or Union Territories or Universities or recognized research institution or public Sector Undertakings or Autonomous organization or Statutory or semi-government Organization :-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the pay band-3 rs.15600-39100 plus grade pay Rs.5400 or equivalent in the parent cadre or Department; or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on regular basis in pay band-2 Rs.9300-34800 plus grade pay of Rs. 4800 or equivalent in the parent cadre or department; and</p> <p>b) Possessing the following educational qualifications and experiences: -</p>	<p><u>(viii) Deputy Director (Economics and Planning)</u></p> <p>By Deputation (including short term contract)</p> <p>Officers of the Central Government or State Governments or Union Territories or Universities or recognized research institution or public Sector Undertakings or Autonomous organization or Statutory or semi-government Organization :-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the pay level – 10 of 7th CPC pay matrix or equivalent in the parent cadre or Department; or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on regular basis in pay level – 8 of 7th CPC pay matrix or equivalent in the parent cadre or department; and</p> <p>b) Possessing the following educational qualifications and experiences: -</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p>Essential:</p> <p>(i) Bachelor's Degree with Economic as a subject from a recognized University;</p> <p>(ii) Five years' experience in the field of Economic Policy including Planning and Financial Management.</p> <p>Desirable:</p> <p>(i) Master's Degree in Economics or Master Degree in Business Administrative (Finance) from a recognised University or Institute.</p> <p>(ii) One years teaching experience in Economics Policy or Financial Management or one years' experience in imparting or Organisation Training in Economic Policy, Planning or Financial Management.</p>	<p>Essential:</p> <p>(i) Bachelor's Degree with Economic as a subject from a recognized University; and</p> <p>(ii) Five years experiences in the field of economic policy including two years' experience of dealing with centrally sponsored / sector schemes.</p> <p>Desirable:</p> <p>(i) Master's Degree in Economics or Master Degree in Business Administrative (Finance) from a recognized University or Institute.</p> <p>(ii) Two (02) years teaching/training experience in Economics Policy, Financial Management or planning.</p> <p>(iii) Experience in any one or more of the following areas--</p> <ul style="list-style-type: none"> (a) Teaching / training/ learning management (b) IFD/ Vigilance / Administration/ Establishment/ E-procurement/ Office Management/ Accounting/ Procurement (c) HR transformation/ Personnel Administration (d) E-content development/ instruction design/ curriculum design (e) DoPT Certified Master Trainer/ Recognized Trainer/DTS/DOT in TDP.
	<p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.)</p> <p>Note: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be</p>	<p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.)</p> <p>Note: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the 7th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended</p>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation	based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation
12	<p>For DD (MS) Only-</p> <p>Group 'A' Departmental Confirmation Committee (for re-employment):</p> <p>(i) Additional Secretary, Department of Personnel and Training – Chairman (ii) Joint Secretary (Training), Department of Personnel and Training – Member (iii) Joint Secretary (AT&A), Department of Personnel and Training – Member (iv) Director, Institute of Secretariat Training and Management - Member</p>	<p>For DD (MS) Only-</p> <p>Group 'A' Departmental Confirmation Committee (for re-employment):</p> <p>(i) Additional Secretary, Department of Personnel and Training – Chairman (ii) Joint Secretary (Training), Department of Personnel and Training – Member (iii) Joint Secretary nominated by Secretary (P) –Member (iv) Director, Institute of Secretariat Training and Management - Member</p>
13	Consultation with the Union Public Service Commission is necessary for filling up of the post.	Consultation with the Union Public Service Commission is not necessary on each occasion except for the post of Deputy Director (MS) for the Armed forces personnel on re-employment basis.

Comparative Statement for the post of Assistant Director

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
1	i. Assistant Director (Office Management)-5 ii. Assistant Director (English Shorthand & Typing)-2 iii. Assistant Director (Accounts) -1	No Change
2	Eight * (8) *Subject to variation dependent on workload	Eight * (8) (2023) *Subject to variation dependent on workload
3	General Central Service, Group-'B' Gazetted, Non-Ministerial	No Change
4	Pay band-2, Rs. 93,00-34,800 plus grade pay Rs.4800/-	LEVEL 8 / Level-10 (NFSG) in the PAY MATRIX
5	Not Applicable	No change
6	Not Applicable	No change
7	Not Applicable	No change
8	Not Applicable	No change
9	Not Applicable	Not Applicable
10	<p><u>Method of Recruitment</u></p> i. Assistant Director (Office Management)-5 ii. Assistant Director (English Shorthand & Typing)-2 iii. Assistant Director (Accounts) -1 For all posts – By Deputation only	<p><u>Method of Recruitment for all posts of Assistant Director</u></p> <p align="center">No change</p>
11	<u>Eligibility Criteria</u>	<u>Eligibility Criteria</u>

Column No of the Schedule of RR	Provisions in the approved/ existing rules	Revised Provisions proposed
	<p><u>(i) Assistant Director (OM)</u></p> <p>Deputation:</p> <p>Officers under Central Government: -</p> <p>(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</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 Procedure, practices and precedents, Establishment, administrative and financial rules and regulations.</p> <p>Desirable:</p> <p>(i) Master's Degree from a recognized University. (ii) Experience in Teaching or organizing training programme.</p>	<p><u>(i) Assistant Director (OM)</u></p> <p>By Deputation:</p> <p>Officers under Central Government /State Governments / Union Territories / Government Universities / Recognized Research Institutions / Public Sector Undertakings / Autonomous bodies / Statutory Organizations: -</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department (including NFSG in level 9/10); or (ii) with five 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; or (iii) with six years' service in the grade rendered after appointment thereto on regular basis in Level-6 (including NFSG) 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 in any discipline from a recognized University/ Institution;</p> <p>(ii) Two Years' experience in Administrative, establishment and financial rules in Govt. of India.</p> <p>Desirable:</p> <p>(i) Master's Degree/ PG Diploma in any discipline from a recognized University/ Institution;</p> <p style="text-align: center;">or</p> <p>Post Graduate Diploma in Management from a recognized University/</p>

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	<p><u>(ii) Assistant Director (English Shorthand & Typing)</u></p> <p>By Deputation</p> <p>(I) Group 'B' Officers of the Central Secretariat Service; or (II) Stenographers 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 posts in Pay Band-2 (Rs. 9300-34800) plus grade pay of Rs. 4600 revised Pay Level 07 of the Pay Matrix; and</p> <p>(b) Possessing the following educational qualifications:</p> <p>(i) Degree of recognized University; and</p> <p>(ii) Must have successfully completed a course under the Re-training scheme for Desk officer or a course for training Upper or Lower Division Clerk in Stenography (Covering</p>	<p>Institution.</p> <p>(ii) Experience in any one or more of the following areas--</p> <p>(a) Teaching / training/ learning management (b) IFD/ Vigilance / Administration/ Establishment/ E-procurement/ Office Management/ Accounting/ Procurement (c) HR transformation/ Personnel Administration (d) E-content development/ instruction design/ curriculum design (e) DoPT Certified Master Trainer/ Recognized Trainer/DOT/DTS in TDP.</p> <p><u>(ii) Assistant Director (English Shorthand & Typing)</u></p> <p><u>By Deputation</u></p> <p>(I) Group 'B' Officers of the Central Secretariat Stenographers' Service; or (II) Stenographers under Central Government:-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or</p> <p>(ii) with Five (05) years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Level 7 of the Pay Matrix; and</p> <p>(b) Possessing the following educational qualifications:</p> <p>Essential:</p> <p>(i) Bachelor's Degree in any discipline from a recognized university / institution</p> <p>(ii) Five Years' working experience as Personal Assistant (in level 7) / Private Secretary [in level 8/10(with NFSG)] or</p>

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	<p>theory as well Practical).</p> <p><u>(iii) Assistant Director (Accounts)</u> By Deputation</p> <p>A. Officers under the 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 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</p> <p>b) Possessing the following educational qualifications and experience: -</p> <p>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.</p>	<p>analogous designations on the personal staff of officers of Under Secretary to the Government of India or equivalent / above levels.</p> <p>Desirable:</p> <p>(i) Experience in any one or more of the following areas— (a) Teaching / training/ learning management (b) E-content development/ instruction design/ curriculum design (c) DoPT Certified Master Trainer/ Recognized Trainer /DTS/DOT in TDP.</p> <p><u>(iii) Assistant Director (Accounts)</u> By Deputation</p> <p>A. Officers under the Central Government: -</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in Level 7 of 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 / institution – should have studied - Commerce / Economics / Business Administration / Finance / Accounts as a subject at graduation level. (ii) Two Years' experience in administrative, and financial rules and regulations of Government of India.</p> <p>Desirable:</p> <p>(i) Master's Degree/ PG Diploma in Commerce / Economics / Business Administration from a recognized university / institution;</p>

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		<p style="text-align: center;">OR</p> <p>Professional qualification such as MBA (Fin), CA,CS,ICWA or similar qualification from a recognized university / institution.</p> <p>(ii) 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 Two years' experience in Cash and Accounts and Budget works in the Government organisation.</p> <p>(iii) Experience in any one or more of the following areas--</p> <ul style="list-style-type: none"> (a) Teaching / training/ learning management (b) IFD/ Vigilance / Administration/ Establishment/ E-procurement/ Office Management/ Accounting/ Procurement (c) HR transformation/ Personnel Administration (d) E-content development/ instruction design/ curriculum design (e) DoPT Certified Master Trainer/ Recognized Trainer/DOT/DTS in TDP.
	<p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.</p> <p>The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.)</p> <p>Note: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations 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 Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation</p>	<p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed five years.</p> <p>The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.)</p> <p>Note: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the 7th Central Pay Commission recommendations 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 Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation</p>

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12	Not Applicable	Not Applicable
13	Consultation with the Union Public Service Commission is <u>not</u> necessary.	No change