



File No. A-45011/3/2023-ISTM
भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 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

Date: 07th November, 2023

CIRCULAR

Subject: Inviting applications for engagement of Consultant (Faculty) from retired personnel from Central Government services - regarding.

Institute of Secretariat Training & Management (ISTM), an attached office of Department of Personnel & Training proposes to engage the services of retired officers from Central Government to render service as Consultants for Faculty. *Officers due for retirement up to 31 Mar 2024 may apply. However, officers retiring up to 30 Nov 2023 will be considered for immediate engagement post completion of the recruitment process, whereas officers retiring later till 31 Mar 2024 will be kept in the reserve panel for engagement as and when the vacancies arise.*

2. Number of Consultants to be engaged, eligibility conditions, period of engagement and scope of work are as under –

Consultant (Faculty):

(i)	Number of Consultants to be engaged	02 (Two) and to prepare a panel for future vacancies.
(ii)	Eligibility condition	Officers retired at the level of SO/US/DS or equivalent in Pay Level-8/9/10/11/12 from any Central/State Government Department/ Organization.
(iii)	Scope of Work	The Consultant shall be required to independently handle, manage and process the following: a. Carry out review, monitoring of course material/content on topics pertaining to

		<p>Training needs;</p> <ul style="list-style-type: none"> b. Delivering lectures on relevant areas/topics through online as well as face-to-face mode, taking doubt clearance sessions for better understanding of the trainees; c. Modification and development of study material (e-content / reading content), questionnaires, quizzes, assessment papers, examination papers, case studies for Noting and Drafting and other competency building topics; d. Handling grievances of trainees, monitoring and reviewing progress of the trainees w.r.t. different identified activities and indicate the same in Reports/LMS portals; e. Development of a common template for use by Ministries/ Departments/ Organisations (MDOs) to facilitate design, delivery, monitoring of Foundation Training Programmes at ISTM; f. Development of relationship learning tools each as coaching, mentoring, buddy system and networking as per the guidelines and facilitate the delivery/implementation of the same; g. Development of implementation as well as operational manuals as required for realizing Functional/Behavioral/Domain competencies during the whole course of Foundation Training Programmes and other course; h. Support MDOs in monitoring/ assessing the progress of trainees during the on-the-job training phase of Foundation Training; i. Support MDOs in preparing domain competency modules; j. Any other work/ activity as may be assigned by ISTM.
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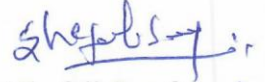
3. General conditions for all the posts—

(i)	Period of engagement	For a period of one year, which is extendable for another period(s), subject to satisfactory performance vacancy position.
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(ii)	Job Location / Office address	Institute of Secretariat Training & Management, Old JNU Campus, New Delhi-67
(iii)	Age	Age should be less than 62 years as on 1 st November, 2023
(iv)	Remuneration	Last pay drawn minus pension plus TA, in accordance with the instructions of Govt. of India issued from time to time.
(v)	Leave	Maximum 1.5 days of paid leave for every month of engagement completed, as per ISTM's Rules on the subject.
(vi)	Working Hours	<ul style="list-style-type: none"> • Normal Office timings are from 9:00AM to 5.30 PM but the nature of duties may require monitoring/follow up/supervision of facilities beyond office hours. • May be required to work from home beyond office hours. • The Consultant may also be required to attend office on holidays depending on exigencies of work. • The Consultants may also have to undertake travel with participants on State attachment/ study tours.
(vii)	Termination and Notice	<p>The engagement will be on immediate hiring basis and continuance of which is purely dependent on work performance. The Consultant will have to devote fully to the assigned role and any unethical / improper conduct or lack of devotion to duty will result in termination of engagement.</p> <p>A notice of 15 days or payment in lieu thereof will be provided before termination of engagement.</p>
(viii)	How to apply	<p>The applications in the prescribed format (complete in all respects) along with the requisite documents i.e.</p> <ul style="list-style-type: none"> • Copy of PPO • Last Pay Certificate • Bank Details • Aadhaar Card

		<ul style="list-style-type: none"> • PAN Card <p>may be forwarded to the following address—</p> <p>The Under Secretary (Estt.) Institute of Secretariat Training & Management Old JNU Campus Opp. Bersarai Market New Delhi-110067 or email on sandeep.kumar130@gov.in</p>
(ix)	Last date for receipt of applications	23 rd November, 2023

4. Eligible retired Officers, in good health may submit their applications in the enclosed format before the closing date. Applications received with incomplete information or received after the closing date will not be considered.



(Shefali Saraf)

Under Secretary (Estt.)

Tele No.: 011-26737614

शेफाली साराफ / SHEFALI SARAF

अवर सचिव / Under Secretary

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान
Institute of Secretariat Training and Management

कार्यक और प्रशिक्षण विभाग / Department of Personnel & Training
भारत सरकार, नई दिल्ली / Government of India, New Delhi

Application for Consultants (Faculty) in the Institute of Secretariat Training & Management
(Last date for receipt of applications – 23rd November, 2023)

photograph

1.	Name	
2.	Designation at the time of retirement	
3.	Date of Birth / Age as on 1 st December 2023 (in year and months only)	
4.	Educational qualifications	
5.	Date of retirement	
6.	PPO No.	
7.	Pay level in which retired	
8.	Last pay drawn	
9.	Name of the Department from where retired	
10.	Name and Designation (with mobile number) of the Controlling Officer in the last department served.	
11.	Monthly pension sanctioned	
12.	Address for correspondence	

13.	Bank Account Details Name of Bank: Branch: Account no.: IFSC Code:	
14.	Contact No.: Alternate Contact No.:	
15.	Email-id	
16.	PAN	

17.	Experience details			
Name of the Min/ Deptt./ Organisation	Period		Designation (starting from Pay Level-8)	Brief details of work handled
	From	To		

18. Please elaborate your experience in imparting of training or training related activities:

19. Please attach a list of topics which you can teach to ISTM trainee officers.

20. Additional relevant information, if any, in support of your suitability for the said engagement (attach separate sheet if necessary)

Declaration

I hereby declare that all the statements made by me in this application are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have carefully read this document and I fully accept the attached terms and conditions for engagement of Consultants.

Place:

Signature of applicant

Date:

Name: _____