



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)

मुख्यालय/HEAD OFFICE

भविष्य निधि भवन

BHAVISHYA NIDHI BHAWAN

14, भीकाजी कामा प्लेस, नई दिल्ली-110066

14-BHIKAJI CAMA PLACE, NEW DELHI-110066

संख्या : एच आर डी/4(1)2011/misc./circular

दिनांक: 20.05.2011

सेवा में

20 मई 2011

सभी अपर केंद्रीय भविष्य निधि आयुक्त
सभी क्षेत्रीय भविष्य निधि आयुक्त
क्षेत्रीय भविष्य निधि आयुक्त (स्थानीय प्रशासन)
प्रभारी अधिकारी, उप क्षेत्रीय कार्यालय

विषय: Filling up of the faculty post of Joint Director (Behavioural Training) on deputation basis in the Institute of Secretariat Training and Management, New Delhi-Reg.

महोदय / महोदया,

उपर्युक्त विषय पर Govt. of India, Institute of Secretariat Training & Management (DoP&T) के कार्यालय ज्ञापन/पत्र संख्या No.A-35020/01(3)/2011-ISTM. दिनांक 02.05.2011 की एक प्रति सूचना, मार्गदर्शन तथा उचित कार्रवाई हेतु प्रेषित है।

भवदीय,

(जे. सी. ठुकराल)

क्षेत्रीय भविष्य निधि आयुक्त - II

प्रतिलिपि:

1. केंद्रीय भविष्य निधि आयुक्त के निजी सचिव
2. वित्तीय सलाहकार एवं मुख्य लेखाधिकारी / सभी अपर केंद्रीय भविष्य निधि आयुक्त के निजी सचिव
3. निदेशक, नाटरस
4. मुख्य सतर्कता अधिकारी / सभी उप निदेशक, सतर्कता
5. मुख्य अभियंता के निजी सचिव
6. प्रभारी अधिकारी, सभी आंचलिक प्रशिक्षण संस्थान
7. सभी आंतरिक लेखा परीक्षा अधिकारी
8. क्षेत्रीय भविष्य निधि आयुक्त (प्रशासन), मुख्यालय
9. मुख्यालय के सभी अधिकारी / सभी निजी सचिव / सभी अनुभाग अधिकारी
10. महासचिव, ई.पी.एफ. आफिसर्स एसोसिएशन, गुवाहाटी
11. महासचिव, ऑल इंडिया ई.पी.एफ. स्टाफ फेडरेशन, चंडीगढ़
12. महासचिव, ऑल इंडिया ई.पी.एफ. एस सी/एस टी फेडरेशन, नई दिल्ली
13. ✓ क्षे. भ. नि. आ. (एन. डी. सी.) वेबसाइट पर अपलोड करने हेतु।
14. गार्ड फाईल

भवदीय,

(जे. सी. ठुकराल)

क्षेत्रीय भविष्य निधि आयुक्त - II

2. NO 49 CR

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क. प्र. नि. संगठन
E. P. F. Organisation
 केन्द्रीय कार्यालय / Central Office
 केन्द्रीय प्रावि अनुभाग
12 MAY 2011
 कंप्यूटर पंजीकृत नं. _____
 नई दिल्ली / New Delhi



No. A.35020/01(3)/2011-ISTM
 भारत सरकार

Government of India
 सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान
Institute of Secretariat Training & Management
 कार्मिक एवं प्रशिक्षण विभाग
 Department of Personnel & Training

प्रशासनिक ब्लॉक, ज०ने०वि० (पुराना) परिसर, JNU(Old) Campus,
 ओलोफ पाल्मे मार्ग, नई दिल्ली-110067, Olof Palme Marg, New Delhi-110067
 Telephone No. 26102597; Fax No. 26104183

Dated, 2nd May 2011

Acc (HR)

To:

1. All Ministries/Departments of the Government of India. (As per standard list)
2. Heads of All Attached & Subordinate Offices
3. Secretary, UPSC, New Delhi
4. Secretary, Election Commission of India, New Delhi
5. Secretary, Central Vigilance Commission, New Delhi
6. Chief Secretaries of States/UTs
7. Joint Secretary (Trg) & CAO, Ministry of Defence, New Delhi
8. O/o Comptroller and Auditor General of India,
9. O/o Attorney General of India
10. Heads of all Central and State Training Academies/Institutions

PS to CPAC

Subject:- Filling up of the faculty post of Joint Director (Behavioural Training) on deputation basis in the Institute of Secretariat Training and Management, New Delhi - Reg.

Madam/Sir,

I am directed to say that the Institute of Secretariat Training and Management (ISTM), New Delhi require urgently the services of suitable officer for appointment to the Faculty Post of Joint Director (Behavioural Training) on deputation basis. The eligibility conditions, qualifications and experience required for the post and other details are given in Annexure I

2. Since this is a faculty post in a training institute engaged in imparting training to the Central Government employees and the job involves imparting training, only those officers who have necessary aptitude/flair for teaching should apply.

3. It is requested that the applications (in quadruplicate) in the enclosed proforma (Annexure II) of the eligible officers, who would be spared in the event of their selection may be sent through proper channel to the Deputy Director (Admn), Institute of Secretariat Training & Management, Administrative Block, Old JNU Campus, New Meharauli Road, New Delhi-110067 within 45 days from the date of publication of this circular in Employment News/Rozar Samachar together with the following:-

- (i) Up-to-date CR/APAR Dossier of the applicants or clear photocopies of the APARs/ACRs for last 5 years duly attested by a Group 'A' Officer.
- (ii) A statement showing major or minor penalties, if any, imposed on the officer.
- (iii) Integrity Certificate
- (iv) Vigilance clearance in respect of the officer.
- (v) Cadre clearance in respect of the officer.

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क. प्र. नि. संगठन के. प्र. नि. संगठन
 प्राप्त किया
12 MAY 2011
 डाबरी सं.

श. आ., एच.आर.एम. सं.
 दिनांक 16.5.11
 डाबरी सं. 571
 श. आ.-II, (एच.आर.एम. HRD)

अपर क. प्र. नि. संगठन (पा. सं.) सचिवालय
 Additional Secretary, Secretariat
 डाबरी सं. 1918
 दिनांक 16-5-11

4. Applications received after the closing date or without the APAR/CRs dossier (or attested photocopies of ACRs) or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently.

5. While forwarding the applications, it may be verified and certified that the particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment the officer concerned will be relieved of his duties.

6. This may please be given wide circulation in the various units of your organisation.

Encl. Annexure-I & II

Yours faithfully,


(Chandan Mukherjee)
Deputy Director(Admn)
Tel:26102597

Qualifications, experience and other details required for the post of Joint Director (Behavioural Training) in the ISTM.

1. Name	Joint Director (Behavioural Training)
2. Number of posts	1 (one)
3. Date from which vacant (likely to fall vacant)	12.10.2011
4. Classification	General Central Civil Services Group 'A' (Gazetted)
5. Pay Band	PB-3: 15600 - 39100
6. Grade Pay	Rs. 7600/-
7. Training Allowance:	30% of Basic Pay (Basic Pay is defined as pay in the Pay Band plus Grade Pay)
8. Period of deputation	5 years, subject to the condition that the period of deputation including period of deputation in another ex-cadre post, held immediately preceding appointment in ISTM, in the same or some other organisation/department shall not exceed 5 years.
9. Duties and responsibilities of the post	(i) To train and develop officers of the CSS, CSSS & CSCS (ii) To study books and periodicals and produce training materials, case studies and practical exercises (iii) To organise, schedule and direct at least one training programme (iv) To assist the Director of the Institute in Administrative and training matters.
10. Pay & Allowance	A deputationist shall be entitled to his/her Basic Pay (pay in the Pay Band of the parent cadre plus Grade Pay) drawn in his parent cadre/organisation and training allowance at the rate of 30% of his Basic pay drawn from time to time in the revised pay structure in terms of this Department's O.M. No. 12017/2/86-Trg. dated 31.3.1987 as amended from time to time; Training Allowance will be reduced by special pay, deputation pay and allowance thereon to which a faculty member might be entitled in the Institute

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11. Qualifications, Experience and :

Transfer on deputation
Officers under the Central Government :-

- (a) (I) Holding analogous posts on regular basis ; or(II) With 3 years' regular service in the posts in the scale of pay of Rs.10,000-15,200 or equivalent; and
- (b) Possessing Degree of a recognised University or equivalent and preferably experience in teaching/ organizing programmes in the field of behavioural skills.

Desirable:-

Master Degree of recognized University or equivalent in Psychology/ Sociology/ Anthropology/ Behavioural Sciences.

For ex-servicemen

Re-employment:

Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment. (Re-employment up to the age of superannuation with reference to civil posts).

12. Age

Not exceeding 56 years as on closing date of receipt of application

**APPLICATION FOR THE POST OF JOINT DIRECTOR (BEHAVIOURAL TRAINING)
BIO-DATA PROFORMA**

1. Name and address (in BLOCK LETTERS),
Telephone No.
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State
Government Rules
4. Educational Qualifications
5. Whether educational and other qualifications
required for the post are satisfied. (If any
qualification has been treated as equivalent to
those prescribed in the rules, state the authority
for the same)

Qualifications/Experience Required

**Qualifications/Experience
possessed by the Officer**

Essential:-

Desirable:-

6. Please state clearly whether in the light of
entries made by you above, you meet the
requirements of the post.
7. Details of employment, in chronological order (enclose a separate sheet, duly
authenticated by your signature, if the space below is insufficient)

OFFICE/ INSTITUTE/ ORGANISATION	POST HELD AND SERVICE/ CADRE TO WHICH IT BELONGS	FROM	TO	SCALE OF PAY AND CLASSIFICATION (GROUP) OF POST	WHETHER HELD ON REGULAR / AD-HOC BASIS	NATURE OF DUTIES
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8. Nature of Present employment, i.e.
 - (v) ad-hoc basis
 - (vi) regular/on temporary basis
 - (vii) Pay in the Pay Band
 - (viii) Grade Pay drawn

3
1.96

9.	In case the present employment is held on deputation/contract basis, please state: (d) The date of initial appointment (e) Period of appointment on deputation/contract (f) Name of the parent office/organisation to which you belong	
10.	Additional details about present employment. Please state whether working under: (f) Central Government (g) State Government (h) Autonomous Organisation (i) Government Undertaking (j) Universities	
11.	Are you in Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
12.	Total emoluments per month now drawn	
13.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	
14.	Whether belong to SC/ST	
15.	Remarks	

Signature of the candidate

Date.....

Address

Countersigned with office seal by the authorised signatory of the parent office