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**INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT  
TRAINING EQUIPMENT OPERATOR RECRUITMENT RULES,  
1990**

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**INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT  
TRAINING EQUIPMENT OPERATOR RECRUITMENT RULES,  
1990**

<sup>1</sup> Published in the Gazette of India, Pt. II, Sec. 3(i). dated 25th August, 1990 (w.e.f. 25th August, 1990). In exercise of the powers conferred by the proviso to Art. 309 of the Constitution, and in supersession of the Institute of Secretariat Training and Management (Project Operator) Recruitment Rules, 1979, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Training Equipment Operator, namely :-

**1. Short title and commencement :-**

(i) These rules may be called the Institute of Secretariat Training and Management, Training Equipment Operator Recruitment Rules, 1990.

(ii) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification and scale of pay :-**

The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in Columns 2 to 4 of the Schedule annexed to these rules.

### **3. Method of recruitment, age limit and other qualifications**

:-

The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as specified in Columns 5 to 13 of the said Schedule.

### **4. Disqualification :-**

No person,-

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post : Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

### **5. Power to relax :-**

Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

### **6. Saving :-**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

## **SCHEDULE 1**

### **SCHEDULE**

1	2
1. Name of post:	Training Equipment Operator.
2. Number of posts :	*1 (1990) * (Subject to variation dependent on workload.)
3. Classification:	General Central Service Group 'C' Non-Gazetted Non-Ministerial.
4. Scale of pay:	Rs. 1400-40-1800-EB-50-2300.
5. Whether Selection post or non-	Not applicable.

selec	
tion post:	
6. Age limit:	Upto 25 years (Relaxable for
	Government servants up to 40
	years).
	Note : The crucial date for
	determining
	the age limit shall be the closing
	date
	for receipt of applications from India
	(except for Assam, Meghalaya,
	Arunachal Pradesh, Mizoram,
	Manipur, Nagaland, Tripura, Sikkim,
	Ladakh Division of Jammu and
	Kashmi State, Lahaul and Spiti
	District and Pangi Sub-Division of
	Chamba District of Himachal
	Pradesh,
	Andaman and Nicobar Islands and
	Lakshdweep).
7. Whether benefit of added years of	Not applicable.
service admissible under rule 30 of	
the	
C.C.S. (Pension) Rules, 1972 :	
8. Educational and other	1. Senior Secondary Certificate or
qualifications	
required for direct recruits :	equivalent.
	2. Possession of certificate given by
	a
	Government recognised Institute in
	handling and maintenance of a 16
	mm
	film projector or VCR. TV and other
	audio-visual equipment.
	3. Tow years' experience in handling
	audio-visual equipment.
	Note : Qualification and experience
	are
	relaxable at the discretion of the
	competent authority.
9. Whether age and educational	Not applicable.
quali	
fications prescribed for direct	
recruits	
will apply in the case ofpromotees :	
10. Period of probation if any :	Two years.

11. Method of recruitment whether by	By-direct recruitment.
direct recruitment or by promotion or	
by deputation^ transfer and percentage	
of t'.ie vacancies to be filled by various	
methods:	
	Note : Vacancy caused by the incumbent
	being away on transfer on deputation
	or long illness or study leave or under
	other circumstances for a duration of
	one year or more may be filled up on
	deputation basis from officers of
	Central Government/Public Sector
	Undertakings/Autonomous bodies and
	having the following qualifications :
	holding analogous posts;
	with five years' regular service in the
	grade ofRs. 1200-2040 or equivalent or
	three years service in the scale of Rs.
	1350-2200; and
	possessing the qualifications prescribed
	for direct recruits.
12. In the case of recruitment by promo-	Not applicable.
tion/ deputation transfer, grades from	
which promotion/deputation, transfer	
to be made.	
13. If a Departmental Promotion Com	Departmental Promotion Committee (for
mittee exists what is its composition.	confirmation) consists of:
	1. Additional Director, Institute of
	Secretariat Training & Manage

	ment Chairman
	2. Deputy Director (Administration)
	Institute of Secretariat Training &
	Management.Member.
	3. An officer from the office of
	Commissioner for Scheduled
	Castes/Scheduled Tribes.Mem
	ber.
	4. Section OfficerInstitute of Sec
	retariat Training & Management.
	Member.
14. Circumstances in which Union Public	Not applicable.
Service Commission is to be consulted in	
making recruitment.	