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**INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT,  
ASSISTANT DIRECTOR (COMPUTER PROGRAMMING)  
RECRUITMENT RULES, 1989**

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**SCHEDULE 1 :- SCHEDULE**

**INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT,  
ASSISTANT DIRECTOR (COMPUTER PROGRAMMING)  
RECRUITMENT RULES, 1989**

<sup>1</sup> Published in the Gazette of India, Pt. II, Sec. 3(i), dated 31st March, 1990 (w.e.f. 31st March, 1990). In exercise of the powers conferred by the proviso to Art. 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to the post of Assistant Director (Computer Programming) in the Institute of Secretariat Training and Management, Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, namely:-

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

(1) These rules may be called the Institute of Secretariat Training and Management. Assistant Director (Computer Programming) Recruitment Rules. 1989.

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

**2. Number of post. classification and scale of pay :-**

The number of the said post. its classification and the scale of pay attached thereto shall be as specified in Columns 2 to 4 of the said Schedule here to annexed.

**3. Method of recruitment, age limit and qualifications, etc :-**

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, and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving :-**

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

**SCHEDULE 1**

**SCHEDULE**

1	2
1. Name of the post :	Assistant Director (Computer Program
	ming).
2. Number of post :	1* (1989)
	*Subject to variation dependent on
	workload.
3. Classification:	General Central Service, Group B,
	Gazetted.
4. Scale of pay :	Rs.2000-60-23-EB-75-3200-100-3500.

5. Whether selection post or non-selection post	Not applicable.
6. Age limit for direct recruits :	Not applicable.
7. Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972.	Not applicable.
8. Educational and other qualifications required for direct recruits.	Not applicable.
9. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable.
10. Period of probation, if any :	2 years for Ex-servicemen re-employed.
11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By transfer on deputation (including short-term contract).
	For Ex-servicemen Transfer on deputation/re-employment.
12. In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made.	Transfer on deputation (including short term contract). Officer under the Central/State Governments/Universities/Government Research Institutions/Public Sector Undertaking/Statutory or Autonomous Organisation :
	(a) (i) holding analogous posts on regular basis: or
	(ii) with 3 years' regular service in posts in the scale of Rs. 1640-2900 or equivalent; or

	(iii) with 8 years' regular service in posts in the scale of Rs. 1400-2300/2600 or equivalent; or
	(b) possessing the following educational qualifications and experience:
	ESSENTIAL:
	(A) Master's Degree in Statistics/Mathematics (with Statistics/Operations Research/Physics or Economics (with Statistics/Commerce (with Statistics)).
	OR
	Degree in Engineering/Computer Science of a recognized University or equivalent.
	(ii) One year experience of actual programming on an electronics computer or in the operation of an electronic computer (depending upon the requirements of the post).
	OR
	(i) Bachelor's degree in Mathematics (with Statistics)/Physics./Statistics/Commerce (with Statistics/Economics (with Statistics) from a recognized University or equivalent, and
	(ii) 7 years' experience of operation of an electronic computer including one year's experience of actual programming on an electronic computer.
	(B) Training/Teaching experience in Computer Programming.
	(C) DESIRABLE
	(i) Formal training in computer programming/systems design/analysis from a recognized Institution.
	(ii) Knowledge of one or more programming language (to be

	indicated specifically at the
	time of recruitment).
	FOR EX-SERVICEMEN
	Transfer on deputation/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 upto the
	date
	on which they are due for release
	from the Armed Forces: thereafter
	they may be continued on re
	employment.
	(Re-employment upto the age of
	superannuation with reference to
	civil
	posts).
	(Period of deputation/contract
	including period of deputation in
	another ex-cadre post held
	immediately preceding this
	appointment in the same or some
	other organisation/department of
	the
	Central Government shall ordinarily
	not exceed 3 years which may be
	extended upto 5 years.
13. If a Departmental Promotion Com	Group 'B' DPC (for confirmation of re-
mittee exists, what is its composition.	employea Ex-servicemen).
	Additional Director, Institute of
	Secretariat Training & Manage
	ment.Chairman.
	Joint Director, Institute of
	Secretariat
	Training & Management.Member.
	Deputy Director (Administration),
	ISTM Member.
	Note : The proceedings of the

	Departmental Promotion Committee relating to confirmation of a direct
	recruit shall be sent to the Commission
	for approval. If, however, these are
	not approved by the Commission a
	fresh meeting of the Departmental
	Promotion Committee to be presided
	over by the Chairman or a member of
	the Union Public Service Commission
	shall be held,
14. Circumstances in which Union Public	Consultation with the Union Public
Service Commission is to be	Service Commission necessary on
consulted in making recruitment.	each occasion.