

भारतीय कृषि अनुसंधान परिषद
कृषि अनुसंधान भवन- II, नई दिल्ली
मानव संसाधन प्रबंधन एकक

F.No. HRM-3(2)/2019-KAB./266

Dated: 13 November, 2019

OFFICE MEMORANDUM

Subject:- Workshops being conducted by ISTM, New Delhi during 2019-20.

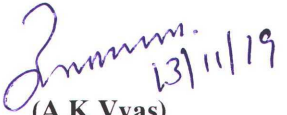
The Institute of Secretariat Training and Management (ISTM), New Delhi has invited nominations for the following Workshop during 2019-20:

S. No.	Workshop	Date and Duration	Eligibility Condition
1	Workshop for Liaison Officers for SC/ST-WLO (SC/ST)	02-03 January, 2020 (2 days)	Liaison Officers dealing with matters of reservation in services for SCs/STs/OBCs
2	Workshop on Reservation in services for SCs/STs/OBCs	17-20 February, 2020 (4 days)	Officers dealing with matters of reservation in services for SCs/STs/OBCs at level of SO and Assistants

The aim of the workshop at S. No. 1 is to sensitize the Liaison Officers with their role, duties, responsibilities and powers and to impart the knowledge and skills for implementation of Instructions relating to reservation for SCs/STs/OBCs/PwDs with emphasis on maintenance or reservation rosters and the aim of Workshop at S.No. 2 is to develop a broad understanding of the constitutional provisions relation to reservation in services for SCs/STs/OBCs/EWS and for PWD, procedure for implementing the reservation orders and instructions of GoI, of reservation rosters, procedures involved for de-reservation of reserved vacancies, filling of carry forward/backlog reserved vacancies, and share and exchange practical experiences and ideas in dealing with day-to-day problems and sharpen skills for proper implementation of the Government orders and instructions on the subject.

The Officers who need to attend above Workshops may send their nomination in the prescribed nomination form through proper channel to HRM Unit, ICAR HQs latest by **19.11.2019 for 1st Workshop** and **29.11.2019 for 2nd Workshop** respectively as per ATP 2019-20 for onward transmission to ISTM, New Delhi. The Nomination Form may be downloaded from ICAR website under **Col. Circular/HRM Unit** and e-office notice board. The nomination may not be sent online directly to ISTM until it is approved by the Council.

The Officers who have already attended this Workshop need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by ISTM, New Delhi. The participation in the above Workshop will be subject to acceptance of nomination by ISTM, New Delhi and also further orders from the Council.


(A K Vyas)

ADG (HRM) &

Training Manager, ICAR

E-mail:- adghrm.icar@gmail.com; sohrm2018@gmail.com;

Distribution:-

1. All Officers/ Sections of ICAR HQs at KB/KAB-I&II/ NASC, New Delhi
2. All HRD Nodal Officers of the ICAR Institutes
3. E-office Notice Board
4. ICAR Portal
5. Guard File



Institute of Secretariat Training & Management

Online Nomination Form

Participants 1 of 1

*Select Course

*Have you previously attended any course at ISTM? Yes No

*Mobile No.

*First Name Middle Name *Last Name

Name in Hindi *Father's / Spouse's / Mother's / Guardian's name

*Gender *Category

*Differently Abled Yes No

*Date of Birth *Educational Qualification

*Service *Designation / Rank

*Level of Pay Matrix

*Date of Joining Service *Date of Joining Current Post

*Brief Service Particulars

ORGANISATION DETAILS

* Organisation Name * Organisation Type

* Organisation Email * Organisation Phone

* Organisation Street Address

* Organisation City * Organisation Pincode

* Organisation State

PERSONAL / RESIDENCE DETAILS

Aadhaar Number *Email

* Street Address

* City * Pincode

*State

OTHER DETAILS

* Emergency Contact Details

*How the training is likely to benefit the nominee as well as the organisation (in 2 lines).

Whether Hostel Accommodation is required Yes No

*I certify that the above information is correct

(Checked = Yes; Unchecked = No;)

आपकी जानकारी के अनुसार, आपका नाम और पता निम्नलिखित पते पर भेजा जाएगा -
The Institute of Secretariat Training & Management, New Delhi

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