

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN: NEW DELHI-1**

F.No.ADMN/7/ 85 /2016-WS

Dated the 28 Oct., 2016.

**OFFICE MEMORANDUM**

**Subject: Workshop for Liaison Officer for SCs/STs from 09.01.2017 to 10.01.2017 at ISTM, New Delhi.**

The Institute of Secretariat Training & Management, New Delhi has invited nominations for **Workshop for Liaison Officer for SCs/STs to be conducted by ISTM from 09.01.2017 to 10.01.2017 at ISTM, New Delhi.** The details of the Programme are as under:-

**Aim of the Programme:**

- To sensitize the Liaison Officers with their role, duties, responsibilities and powers.
- To impart the knowledge and skills for implementation of instructions relating to reservation for SCs/STs/OBCs in their respective Ministries and attached and subordinate offices with special emphasis on maintenance of reservation rosters.
- To be fully competent for taking charge for the Reservation Cell in their respective ministries.
- Other functions as deemed necessary for discharging the duties efficiently.

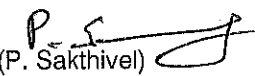
**Broad Contents of the Course:**

- Constitutional provisions relating to reservation in service, definition in respect of SCs/STs/OBCs.
- Scope and applicability of reservation orders.
- Role and functions of Liaison Officers and other monitoring agencies;
- Provisions relating to verification claims of SCs, STs, and OBCs;
- Reservation in Direct Recruitment and Promotion Cases; and
- Post based rosters.

**Eligibility:** The course is designed exclusively for Liaison Officers dealing with matters of reservation in services for SCs/STs (Only Liaison Officers are eligible to apply)

The Officers, who are desirous to attend the said workshop may send their nomination in the prescribed nomination form through proper channel latest by **20.11.2016** for onward transmission to ISTM, New Delhi. **The Nomination Form may be downloaded from ICAR website under Col. Circular / Work Study Section/Revised Nomination Form for ISTM training programme.**

The Officers who have already attended this training course need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by ISTM, New Delhi.

  
(P. Sakthivel)  
Deputy Secretary(WS)  
Fax No.23387293.

**Distribution:-**

1. The Liaison Officer(s) for SCs/STs at ICAR Hqrs., New Delhi.
2. All the Directors of ICAR Institutes/NRCs / PDs/Bureaux through ICAR web-site only.
3. ISO, DKMA, KAB for uploading the same on the ICAR website
4. Guard File.