



भारतीय कृषि अनुसंधान परिषद  
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

मानव संसाधन प्रबंधन एकक/HRM UNIT

कृषि अनुसंधान भवन-II, पूसा, नई दिल्ली - 110012

Krishi Anusandhan Bhavan -II Pusa, New Delhi 110012

F.No. HRM- 3/23/2022-KAB. /179

Dated: 02.11.2022

**OFFICE MEMORANDUM**

**Subject:-Inviting nomination(s) for 2 days Training Programme on “Government e-Marketplace (GeM-02)” being conducted by ISTM, New Delhi from 16-17 January, 2023.**

The Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Gol, New Delhi has invited nominations for 2 days Training Programme on “Government e-Marketplace (GeM-02)” for Officers & Staff in the Central Government Offices, State Government Offices and PSUs/ Autonomous Bodies from 16-17 January, 2023.

The objectives of the training programme are that the participant after completion of training will be able to make procurement through GeM. The course content includes GFR Provisions of Purchase Procedure, Introduction of GeM, Registration of Primary & Secondary users in GeM, Procurement of Products Services, Order Processing & Payments, etc.

The officials who need to attend above training course may sent their nomination in the prescribed nomination form through proper channel (HRD Nodal Officer/Reporting Officer) to HRM Unit, ICAR HQs latest by 16.11.2022 for onward transmission to ISTM, New Delhi. The nomination form is also enclosed here. The nomination may not be sent online directly to ISTM until it is approved by the Council. The course fee of Rs 2000/- per participant shall be met out from ICAR HQs scheme- HRM Budget head for 2022-23.

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

*Anjali*  
21/11/22

(Anjali Sharma)

Under Secretary (HRM)

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**Distribution: -**

1. All Officers / Sections of ICAR Hqrs. at KB/KAB-I & II/ NASC, New Delhi.
2. E-office Notice Board
3. ICAR Portal/HRM Portal
4. Guard File





# Institute of Secretariat Training & Management

## Online Nomination Form

Participants Login

\*Select Course

Select Course ▼

\*Have you previously attended any course at ISTM?

☐ Yes ☒ No

\*Mobile No.

+91

\*First Name

Select title ▼

Middle Name

\*Last Name

Name in Hindi

\* Father's / Spouse's / Mother's /  
Guardian's name

\*Gender

Select Gender ▼

\*Category

Select Category ▼

\*Differently Abled

☐ Yes ☒ No

\*Date of Birth

\* Educational Qualification

\* Service

Select Service ▼

\* Designation / Rank

Select Designation / Rank ▼

\*Level of Pay Matrix

Select Level ▼

\*Date of Joining Service

\* Date of Joining Current Post

\* Brief Service Particulars

### ORGANISATION DETAILS

\* Organisation Name

\* Organisation Type

Select Organisation Type ▼

\* Organisation Email

\*Organisation Phone

\* Organisation Street Address

\* Organisation City

\*Organisation Pincode

\* Organisation State

Select Organisation State ▼

### PERSONAL / RESIDENCE DETAILS

Aadhaar Number

\*Email

\* Street Address

\* City

\* Pincode

\*State

Select Residence State ▼

### OTHER DETAILS

\* Emergency Contact Details

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

5/6/2019

Online Nomination Form | Institute of Secretariat Training & Management | Govt. of India

Whether Hostel Accommodation is required

☒ Yes ☐ No

\*I certify that the above information is correct

( Checked = Yes; Unchecked = No; )

आमंत्रित किया गया है कि आप अपने आवेदन पत्र में सही जानकारी दे सकें। यदि आपने 'हाँ' में तिकी लगाया है तो आपको अपने आवेदन पत्र में अपने निवास के बारे में जानकारी देनी होगी। यदि आपने 'नहीं' में तिकी लगाया है तो आपको अपने आवेदन पत्र में अपने निवास के बारे में जानकारी देनी नहीं होगी।

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