भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
मानव संसाधन प्रबधन एकक/HRM UNIT
कृषि अनुसंधान भवन-II, पूसा, नई दिल्ली - 110012
Krishi Anusandhan Bhavan -II Pusa, New Delhi 110012

F.No. HRM-3/12/2022-KAB/39 **Dated 04th March, 2022**

OFFICE MEMORANDUM

Subject:- Three Half Days Online Workshop on "Preparation of Roster" from 4th to 6th May 2022 – reg.

The Institute of Secretariat Training & Management (ISTM), New Delhi has invited nomination for three half days **Online Workshop on "Preparation of Roster" from 4th to 6th May 2022** for Group 'A' and 'B' officers working in the Ministries/ Departments or equivalent level in the other offices of Central Government, State Government, UT Administration, PSUs, Constitutional Bodies and Autonomous Bodies etc.

The aim of the course is to develop a broad understanding of the constitutional provisions relating to Reservation in Services for SC/ST/OBC/EWS; procedures of implementing the reservation orders and instructions of Government of India, on reservation rosters; procedure for preparation of post based roster and based roster; share and exchange practical experiences and ideas in dealing with day-to-day problems and or proper implementation of the Government orders and instructions on the subject.

It is also desired by the Institute to send one or two relevant nominations for the workshop. The Officials who need to attend above workshop may send their nomination through proper channel **(HRD Nodal Officer/Director of the concerned Institutes/Reporting Officers)** to HRM Unit, ICAR HQs latest by **14.03.2022** for onward transmission to ISTM, New Delhi. The nomination form may be downloaded from ICAR website under **Col.Circular/HRMUnit**. The nomination form is also enclosed here. The nomination may not be sent online directly to ISTM, New Delhi until it is approved by the Council. The participants are requested to apply to respective workshop through TMIS portal also and the confirmation of the same may also be mentioned in the forwarding letter.

The Officers who have already attended the 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.

4/3/2022

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Distribution:-

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

Institute of Secretariat Training & Management

Online Nomination Form

*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).

Whether Hostel Accommodation is required Yes No

*I certify that the above information is correct (Checked = Yes; Unchecked = No;)

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