INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAVAN: NEW DELHI

F.No.ADMN/7/io9/2017-WS

Dated the 29 September, 2017.

OFFICE MEMORANDUM

Subject: Three days' Workshop on "Microsoft Office-Power point" for Officers/Officials to be conducted from 18·12.2017 to 20.12.2017 at ISTM, New Delhi.

The Institute of Secretariat Training and Management (ISTM), New Delhi has invited nominations for the Workshop on MS-Power Point for Officers and Staff from 18.12.2017 to 20.12.2017 at ISTM, New Delhi. Details of the Programme are as under:-

Aim of the Course: To develop the skills required for working on MS-Power Point.

Eligibility Conditions: Officers & Staff

The Officers who are desirous to attend the said Training Course may send their nomination in the enclosed nomination form through proper channel latest by 16.10.2017 for onward transmission to ISTM, New Delhi.

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.

(Suparna Dasgupta) Under Secretary(WS)

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- 4. Guard File.

NOMINATION FORM

Annexure-II

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