INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KAB-II, PUSA, New Delhi-12
HRM Unit

F.No. HRM-3(10)/2018-KAB.1167   Dated:-03,Oct,2018
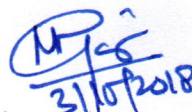
OFFICE MEMORANDUM

Subject:- Training programmes being conducted by ISTM, New Delhi during 2018-19

The Institute of Secretariat Training and Management (ISTM), New Delhi has invited nominations for the following training programmes conducted at ISTM, New Delhi. The details of the training programmes, scheduled dates and duration are mentioned here under :-

S.No.	Training programmes	Date and Duration	Eligibility Conditions
1	Programmes on pension and other retirement benefits	10 Dec 2018 to 14 Dec 2018 (5 days)	Under Secretaries, S.O & equivalent officer
2	Workshop on goods and service tax	3 Dec 2018 to 4 Dec 2018 (2 days)	S.O. and above level officer

The Officers who are desirous to attend above programmes may send their nomination in the prescribed nomination form through proper channel to HRM Unit, ICAR HQs latest by 12.10.2018 as per ATP 2018-19 for onward transmission to ISTM, New Delhi. The Nomination Form may be downloaded from ICAR website under **Col. Circular/HRM Unit**. 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 programmes will be subject to acceptance of nomination by ISTM, New Delhi and also further orders from the Council.

(N.K. Jain)
Prin. Sc.(HRM)
E-mail:- nkjjp1971@gmail.com,
sohrm2018@gmail.com

Distribution:-

1. All Officers/ Sections of ICAR Hqrs. at Kb/KAB-I&II/ NASC, New Delhi
2. All Directors of ICAR Institutes/PDS
3. All HRD Nodal officers
4. E-office Notice Board
5. ICAR Portal
6. 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   ☐   (Checked = Yes; Unchecked = No;)

*I certify that the above information is correct   ☐

Note: Computer Generated Confirmation Page of online Application Form is to be forwarded to ISTM by Post / Email after obtaining the signature of sponsoring authority.

Enter Image Characters   2ₒqvj₁