



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-3/04/2022-KAB-121

Dated 10th February, 2022

OFFICE MEMORANDUM

Subject:- Five days Online Workshop on "MS-Office Suite- (MS-OS-07)" from 18th to 22nd April, 2022 – reg.

The Institute of Secretariat Training & Management (ISTM), New Delhi has invited nomination for **Five days Online Workshop on "MS-Office Suite- (MS-OS-07)" from 18th to 22nd April, 2022 for Officers and Staff.**

The aim of course is to develop the skills required for work in MS-Office Suite, 2021.

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 **21.02.2022** 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 until it is approved by the Council. The participants are requested to apply to respective training programme through TMIS portal also and the confirmation of the same may also be mentioned in the forwarding letter.

The Officials 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 training course will be subject to acceptance of nomination by ISTM, New Delhi and also further orders from the Council.

Anjali
10/2/2022
(Anjali Sharma)

Under Secretary (HRM)

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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 Insitutes.
3. E-office Notice Board.
4. ICAR Portal/ HRM Portal.
5. Guard file.



Institute of Secretariat Training & Management

Online Nomination Form

Participants Log

*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

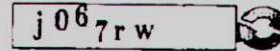
☒ Yes ☐ No

*I certify that the above information is correct

(Checked = Yes; Unchecked = No;)

This form is to be filled by the candidate and submitted to the District Training Officer (D.T.O.) for forwarding to the Institute of Secretariat Training & Management (ISTM), New Delhi.

Enter Image Characters



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