



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-3/05/2022-KAB / 24

Dated 11th February, 2022

OFFICE MEMORANDUM

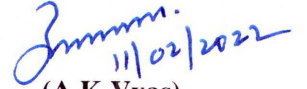
Subject:-Three days Online Training Programme on “Managerial / Supervisory Skills (MSS-07)” from 18th to 21st April, 2022 – reg.

The Institute of Secretariat Training & Management (ISTM), New Delhi has invited nomination for three days Online Training Programme on “Managerial / Supervisory Skills (MSS-07)” from 18th to 21st April, 2022 for Gazetted Officers of the Cadre/Services of the Central Government, State Government & Autonomous Bodies.

The aims of course are to Define roles and responsibilities of officials at various levels; State various provisions of the Conduct Rules and Vigilance Rules in respect of behaviour at workplace with seniors, colleagues and subordinates; Explain various provisions of Constitution and Acts to ensure integrity, non-discrimination, Harmony and safety of women; List the types of differences that can occur among the employees at workplace and ways to deal with those; State various types of technical and conceptual knowledge required to become effective supervisors/managers; Explain importance and elements of good communication skills needed to become effective communicator to give feedbacks, do counselling and discipline their staff and other officials as a supervisor; Describe ways of time management necessary for managers; State ways to manage conflicts/disagreements at workplace; Describe methods used to motivate employees, delegate work, manage negativity and create enthusiasm among the employees;

It is also desired by the Institute to send one or two relevant nominations for the training programme. The Officials who need to attend above training programme 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, New Delhi 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 training programme 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 programme will be subject to acceptance of nomination by ISTM, New Delhi and also further orders from the Council.


(A K Vyas)

ADG (HRM) &

Training Manager, ICAR

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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

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

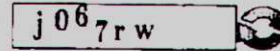
☒ Yes ☐ No

*I certify that the above information is correct

(Checked = Yes; Unchecked = No;)

For more information, please visit the Institute of Secretariat Training & Management website at www.istm.gov.in or contact the Institute of Secretariat Training & Management, New Delhi.

Enter Image Characters



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