

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

F.No. HRM-3(2)/2019-KAB/86

Dated 06.06.2019

OFFICE MEMORANDUM

Subject:- Training programmes being conducted by ISTM, New Delhi during 2019-20.

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.	Workshop on Sexual Harassment of Women at Workplace.	29 th - 31 st July, 2019 (03 Days)	Group 'A' & 'B' Officers.
2.	Workshop on Noting & Drafting.	05 th -07 th August, 2019 (03 Days)	SO/ASO & equivalent officials.

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 21.06.2019 as per ATP 2019-20 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, Unit 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 programme will be subject to acceptance of nomination by ISTM, New Delhi and also further orders from the Council.


(A.K. Vyas)

ADG(HRM) &

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Distribution:-

1. All Officers / Section of ICAR Hqrs. at KB/KAB-I & II/ NASC, New Delhi.
2. All Directors of ICAR Institutes/Project Coordinators of AICRP.
3. All HRD Nodal Officers of the ICAR Institutes.
4. E-office Notice Board.
5. ICAR Portal
6. 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;)

आमंत्रित व्यक्ति को नियुक्ति के लिए आवश्यक सभी दस्तावेजों के साथ आवेदन पत्रों को हमें प्रेषित करने के लिए अनुरोध किया जाता है।
आवेदन पत्रों में निम्नलिखित जानकारी शामिल होनी चाहिए:

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