



मानव संसाधन प्रबंधन एकक
भारतीय कृषि अनुसंधान परिषद
कृषि अनुसंधान भवन-II, नई दिल्ली-110012

F.No. HRM- 3(9)2021-KAB. / 178

Dated: 21.10.2022

OFFICE MEMORANDUM

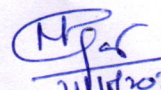
Subject: -Inviting nomination(s) for 3 days offline Training Course on MS-Excel (MS-Ex-10) from 26th-28th Dec, 2022 being conducted by ISTM, New Delhi.

The Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GoI, New Delhi has invited nominations for Training Course on MS- Excel (MS-Ex-10) for Officers & Staff in the Central Government Offices, State Government Offices and PSUs/ Autonomous Bodies from 26th-28th Dec, 2022.

The aim of the Training course is to develop the skills required for work in MS-Excel, 2016. The course content includes Getting Started with Excel, Understanding One Drive, Creating and Opening Workbooks, Saving and Sharing Workbooks, Cell Basics, Modifying Columns, Rows and Cells, Formatting Cells, Working with Multiples worksheets, Using find & Replace, Checking Spelling & Page Layout and Printing, etc.

The officials who need to attend above training course may sent their nomination in the prescribed nomination form through proper channel (HRD Nodal Officer/Reporting Officer) to HRM Unit, ICAR HQs latest by 02.11.2022 for onward transmission to ISTM, New Delhi. 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 course fee of Rs 3000/- per participant shall be met out from ICAR HQs scheme- HRM Budget head for 2022-23.

The officials who have already attended the training course 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.


(N. K. Jain)

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Distribution: -

1. All Officers / Sections of ICAR Hqrs. at KB/KAB-I & II/ NASC, New Delhi.
2. E-office Notice Board
3. ICAR Portal/HRM Portal
4. Guard File



Institute of Secretariat Training & Management

Online Nomination Form

ISTM Form No. 1

*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

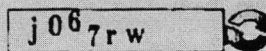
Yes

No

I certify that the above information is
correct

(Checked = Yes; Unchecked = No;)

Enter Image Characters



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