

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

F. No. HRM-3(12)/2020-KAB/ 03

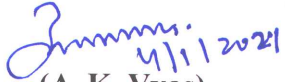
Dated: 04th January, 2021

OFFICE MEMORANDUM

Subject:-Nomination for Online Workshop on “Noting & Drafting” from 15th March to 17th March,2021 by ISTM, New Delhi

The Institute of Secretariat Training and Management (ISTM), Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pension, GoI, New Delhi has invited nominations for **Online Workshop on “Noting & Drafting” from 15th March to 17th March 2021** for **Section Officers/Dealing Assistants**. The Officers who are desirous to attend this programme may send their nomination in the prescribed nomination form through proper channel to HRM Unit, ICAR HQs latest by **15.1.2021** as per ATP 2020-21 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 directly to ISTM until it is approved by the Council.

The Officers who have already attended this training programme need not apply. The applicant 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 and also further orders from the Council.


(A. K. Vyas)

ADG (HRM) &

Training Manager, ICAR

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sohrm2018@gmail.com

Encl.: As above.

Distribution:-

1. All Officers/ Sections of ICAR HQs.
2. All Directors of ICAR Institutes/PDs
3. All HRD Nodal officers of ICAR Instt.
4. E-office Notice Board
5. ICAR Portal
6. HRM Portal
7. 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;)

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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