

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

F. No. HRM-3(10)/2020-KAB/193

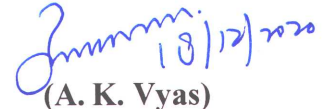
Dated: 18th December, 2020

OFFICE MEMORANDUM

Subject:- Nomination for online Workshop on “Noting & Drafting” to be held from 15th to 17th March, 2021 at ISTM, New Delhi.

The Institute of Secretariat Training and Management (ISTM), Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, GoI, New Delhi has invited nominations for online Workshop on “**Noting & Drafting**” to be held from 15th to 17th March, 2021 at ISTM, New Delhi. The programme is meant 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 **05.01.2021** 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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Encl.: As above.

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Institute of Secretariat Training & Management

Online Nomination Form

Participants 1 of 1

*Select Course

*Have you previously attended any course at ISTM? Yes No

*Mobile No.

*First Name Middle Name *Last Name

Name in Hindi * Father's / Spouse's / Mother's / Guardian's name

*Gender *Category

*Differently Abled Yes No

*Date of Birth * Educational Qualification

* Service * Designation / Rank

*Level of Pay Matrix

*Date of Joining Service * Date of Joining Current Post

* Brief Service Particulars

ORGANISATION DETAILS

* Organisation Name * Organisation Type

* Organisation Email *Organisation Phone

* Organisation Street Address

* Organisation City *Organisation Pincode

* Organisation State

PERSONAL / RESIDENCE DETAILS

Aadhaar Number *Email

* Street Address

* City * Pincode

*State

OTHER DETAILS

* Emergency Contact Details

*How the training is likely to benefit the nominee as well as the organisation (in 2 lines).

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 up by the candidate and submitted to the Institute of Secretariat Training & Management, Govt. of India. The form is to be filled up by the candidate and submitted to the Institute of Secretariat Training & Management, Govt. of India.

Enter Image Characters

