

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

F.No. HRM-3(3)/2020-KAB./59

Dated:- 11 March, 2020

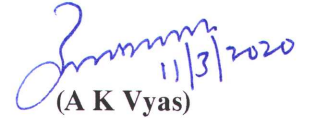
OFFICE MEMORANDUM

Subject:- Five days Training Programme on Organisational Behaviour in Government from 11- 15 May, 2020-reg.

The Institute of Secretariat Training and Management (ISTM), New Delhi has invited nominations for five days Training Programme on Organisational Behaviour in Government for Group A & B Gazetted Officers in Ministries and Departments to be conducted from 11-15 May, 2020. The aim of the Training Programme is to help participants become aware of themselves and their interpersonal behaviour, acquire skills of being effective, become aware of factors that inspire and motivate them and their team members, develop skills in effective team working and manage stress and conflict.

The Officers who need to attend above Training programme may send their nomination in the prescribed nomination form through proper channel to HRM Unit, ICAR HQs latest by **20.03.2020** 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** and e-office notice board. The nomination may not be sent online directly to ISTM until it is approved by the Council.

The Officers who have already attended this 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.


11/3/2020

(A K Vyas)

ADG (HRM) &

Training Manager, ICAR

E-mail:- adghrm.icar@gmail.com; sohrm2018@gmail.com;

Distribution:-

1. All Officers/ Sections of ICAR HQs at KB/KAB-I&II/ NASC, New Delhi
2. All HRD Nodal Officers of the ICAR Institutes
3. E-office Notice Board
4. ICAR Portal
5. HRMS Portal
6. Guard File



Institute of Secretariat Training & Management

Online Nomination Form

Participants 1000

*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 Controller of Examinations, Institute of Secretariat Training & Management, New Delhi. The form is to be filled up in black ink only. The form is to be filled up in English only. The form is to be filled up in the prescribed format only. The form is to be filled up in the prescribed format only.

Enter Image Characters

