



भारत सरकार

Government of India

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

Institute of Secretariat Training & Management

कार्मिक एवं प्रशिक्षण विभाग

Department of Personnel & Training

प्रशासनिक ब्लॉक, ज०ने०वि० (पुराना) परिसर, JNU(Old) Campus,

ओलोफ पाल्मे मार्ग, नई दिल्ली-110067, Olof Palme Marg, New Delhi-110067

Telephone No. 26161375; Fax No. 26104183

F.No. A.33035/1/2011-ISTM

October 10, 2011

To

1. All Ministries/Departments of Government of India and Attached and Subordinate Offices under them
2. Secretary, Union Public Service Commission, New Delhi
3. Secretary, Election Commission, New Delhi
4. Comptroller and Auditor General of India, New Delhi
5. All State Government and Union Territory Administration
6. All Senior Analyst working in Ministries/Department
7. All Public Sector /Autonomous Organizations

Subject:- **Training Circular – 65TH Advanced Course on Management Services**
(9th AMS course under revised integrated scheme) (CODE: AMS)
(12-30 December, 2011)

Sir,

I am directed to say that the 65th Advanced Course on Management Services will be conducted by this Institute from **12-30 December, 2011.**

2. The course particulars and nomination proforma are given in Appendices I & II respectively. Nominations of eligible officers, complete in all respects on the prescribed proforma, may please be forwarded to **Shri Satyajit Mishra, Joint Director, ISTM (Tel. No. 011-26161375, e-mail: satyajit.mishra@nic.in)** latest by **November 11, 2011.**

Yours faithfully,

Encl: As above

Sd/-
(K. Govindarajulu)
Deputy Director

COURSE INFORMATION SHEET

COURSE TITLE : ADVANCED MANAGEMENT SERVICES COURSE
DURATION : 3 WEEKS (12-30 December, 2011)

COURSE OBJECTIVE:

- **The aim of the course is to expose the participants (who have already undergone Basic Management Services Course) to new areas of knowledge and skills to enable them to effectively function as Senior/Junior Analysts in the Work study / O&M areas.**

ELIGIBILITY CONDITIONS:

The minimum eligibility conditions for admission to the course are:-

(a) **Educational Qualifications:**

Should be graduate of a recognised University.

(b) Should have undergone and qualified **Basic Management Services (BMS) Course of ISTM.**

(c) **Working as:**

- **Senior Analysts (Pay scale Rs. 15600 – 39100 and Grade Pay Rs.6600/-) or Junior Analysts (Pay Scale Rs. 9300 – 34800 and Grade Pay Rs.4200/-) of the Ministries / Departments of the Central Government or State Governments/Autonomous Bodies.**

OR

- Section Officers of the Central Secretariat Service or equivalent Officer of the Central Government, State Governments, Autonomous Bodies in the pay scale of Rs. **9300 – 34800 and Grade Pay Rs.4200/-** or equivalent and having rendered **minimum 3 years' regular service in that grade (pre-revised).**

(d) **Age:**

- **Should not be more than 56 years of age** on the date of commencement of the course. (Age limit will not be applicable to serving Senior/Junior Analysts)

ABOUT THE COURSE :

- The course will comprise of Distance Learning Module, Class room exercises, Periodical tests and end of the course examination. Every candidate is required to qualify with a minimum of 50% marks.

- Distance Learning Module (DLM) will be dispatched to the participants well in advance. Potential participants who have been informed of his/her selection may please ensure that in case DLM is not received at least ten days before the commencement of the course, he may get in touch with ISTM to collect the DLM.
- DLM has two components – reading material and work book (exercises). Selected participants may ensure that all exercises prescribed in DLM are completed and submitted to the Course -Coordinator for evaluation on the day of the commencement of the course.
- DLM workbook has been assigned certain weightage and marks secured will be counted towards qualifying the course for certification.
- It will not be possible to admit participants reporting after the commencement of the course.

CAPITATION FEE

- No course fee is charged for persons working in the Ministries/Departments/Offices of the Central and State Governments and Union Territory Administrations. In the case of nominee of Public Sector and Autonomous Organisations, Statutory Corporations, a capitation fee of Rs.6,000/- (Rupees Six thousand only) (@Rs.2000/-per week) per seat is payable by Demand Draft (**ONLY DRAFT AND NOT IN CASH**) in favour of the 'Assistant Director, ISTM'.

STUDY VISIT

- The AMS course includes a study visit to nearby Government/Public Sector Organisation(s) with the intention of providing exposure to the participants to some of the managerial practices prevalent there with a view to enhancing the overall effectiveness of such courses.

FACILITIES AVAILABLE IN THE INSTITUTE

- ISTM has a modest hostel facility on twin sharing basis. Family members of the participants are NOT allowed to stay in the hostel with the participants. Tea & Working lunch is provided to all participants during the course.
- ISTM has Air-conditioned Class rooms with latest Training aid equipments like LCD Projector/OHP.
- ISTM has a library of more than 25,000 books besides a modest video collection and Cyber room facility.

NOMINATION FORM

From 12/12/2011 **To** 30/12/2011

Course Title : Advanced Course on Management Services

1.	Name	:			
2.	Designation	:		3. Scale of Pay	
4.	Organisation with Complete Address and Telephone/Fax Numbers and E mail ID: (to which intimation about nomination is to be sent)				
5.	Whether it is a Central/State Govt. Ministry/ Department or PSU / Autonomous Body:				
6.	Educational Qualification:			7. Professional Qualification:	
8.	Whether SC/ST/OBC/General:			9. Service to which belongs:	
10. Brief Service particulars:					
S.No.	Post Held	From	To	Scale of Pay	Nature of duties
11.	Whether qualified in BMS course of ISTM? (Attach a photocopy of the certificate)				
12.	How the programme is likely to benefit the nominee as well as the organisation:				
13.	Previous courses attended at ISTM: (with dates in bracket)				
14.	Whether hostel accommodation is required:				

Signature of the Nominee:

To be filled in by Sponsoring Authority

It is certified that the particulars given above are correct. The officer will be relieved for training, if selected and in no case will he/she be withdrawn in between from the course. The prescribed Capitation Fee and other charges as applicable will be paid to ISTM for this course.

Complete Postal Address of the Sponsoring Authority With Telephone Number and Fax Number	Signature: Name/Designation: (of the Sponsoring authority) with Office Seal
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