



No. A.33020/4/2011-ISTM
Government of India
Institute of Secretariat Training & Management
Department of Personnel & Training
JNU(Old) Campus,
Olof Palme Marg, New Delhi-110067
Telephone No. 26177058; Fax No. 26104183

Dated, New Delhi, the 23rd November , 2011

To

As Per List Enclosed

Subject: Assistants (Direct Recruit) Foundational Training Programme (ADR-FTP) from 12/12/2011 to 02/03/2012 – joining instructions - regarding.

Sir/Madam,

Please refer to the Letter No. 7/9/2011-CS.I (A) dated 08.11.2011, issued by the Department of Personnel & Training (DoPT), Government of India, New Delhi, offering you an offer of Appointment to the post of Assistant in the Central Secretariat Service (CSS) along with the advice to report to this Institute for undergoing Foundational Training Course. The training is scheduled to start from the 12th December, 2011 and you are, therefore, requested to report for the training programme in this Institute at 9.00 a.m. on 8th or 9th of December, 2011. On 12.12.2011, you are to assemble in Auditorium 1 and 2 of this Institute.

HOSTEL FACILITIES

2. The Institute has only a limited number of hostel rooms. It may, therefore, not be possible to give hostel accommodation to all the participants. Hostel accommodation would be given to the participants on requirement/request and first-cum-first served basis. While allocating the accommodation, preference will be given to candidates belonging to the places other than Delhi and remaining National Capital Region (NCR). The second preference would be given to the candidates belonging to NCR other than Delhi and last to the candidates belonging to Delhi. Candidates from the NCR would be considered for allotment of hostel only after 12th December, 2011. On allotment of hostel accommodation, you will be required to deposit a caution money of Rs. 2,000/- (rupees two thousand) only by way of Demand Draft drawn in favour of "Director, ISTM", payable at Delhi. The caution money will be refunded on completion of training programme.

3. In the event you opt for ISTM hostel facilities (a) you will not be eligible for House Rent Allowances (HRA); and (b) you will have to pay service charges as per existing norms.

4. The ADR-FTP is a mandatory 12 weeks training programme (12th December, 2011 to 02nd March, 2012) which comprises five modules – one Module of four Weeks, two Modules of three weeks each and two modules of one week each. The programme would expose the participants to the practices followed in the Government of India and much more. Each module will be followed by a written examination. Besides, the candidates would be given assignments and may be required to prepare project reports at regular intervals.

5. Participant will not be granted leave during the period of training, except in exceptional circumstances.

LOCATION OF ISTM:

6. The Institute is located in the Old Jawahar Lal Nehru University (Old JNU) Campus which is near residential colonies of Munirka, Ber Sarai and Sector-III, R.K. Puram, New Delhi. It is well connected by road with the Delhi Junction Railway Station, New Delhi Railway Station, Hazrat Nizamuddin Railway Station, Indira Gandhi International Airport and all the three Inter State Bus Terminuses (ISBT) located at Kashmeri Gate, Sarai Kale Khan and Anand Vihar. You may use pre-paid services to hire auto-ricksaw/taxi at these places to reach the Institute. You may also choose to travel by DTC buses or Metro train. The nearest Metro Station is Hauz Khas which is about 4 KM from ISTM. **Location map of ISTM alongwith relevant bus routes is enclosed for your reference (Annex-I).**

CLIMATE OF DELHI

7. Delhi is generally very cold during December and January. It starts becoming pleasant in February and becomes very hot by April. It is necessary that you have sufficient woollen clothes for the period of training.

DOCUMENTS/ARTICLES TO BE BROUGHT FOR JOINING

8. You are advised to bring following items:
- I. 15 copies of recent Passport size Colour Photograph
 - II. One Black ink Gel Pen
 - III. All Original Certificates (Educational/Caste/Sports)
 - IV. One Demand Draft for rupees two thousand in favour of Director, ISTM, payable at New Delhi in case you want hostel accommodation.
 - V. Copy of PAN Card
 - VI. Copy of PRAN, where applicable

9. If you are already employed with any organisation you should bring following documents/information also:

- a) Details of your GPF A/c., name & address of officer by whom GPF account is maintained, if the organisation has General Provident Fund (GPF) facilities.
- b) 16 digit A/c No. allotted by the previous office along with full address of the officer maintaining account, if the organisation has Contributory Provident Fund (CPF) facilities.
- c) Relieving order from your present employer.

10. If you need any further information/clarification, you may contact Smt Rekha Sharma, Deputy Director or Smt. Prakash Rastogi, Section Officer or the undersigned. Relevant telephone numbers are given in **Annex-II**.

11. You are requested to confirm (a) your participation in the ADR Foundation Training by telephone /fax /e-mail; and (b) requirement/request for hostel accommodation latest by 1st December, 2011.

Yours faithfully,



(Ranjan Kumar)
Deputy Director &
Course Coordinator
Tel. No.011 26175590
Mobile 9910493730
Email: ranjan.adjustment@gmail.com
Fax. 011-26104183

1. Shri Ketan, (Rank No.12)
S/o Shri Prem Sukh Bishnoi,
A/468 Maliya Nagar,
Jaipur, Rajasthan – 302 017.
2. Shri Ershad Hussain,
(Rank No.28)
S/o Shri Abdul Mutalib,
House No.30, Imdadia Nagar,
Natbama, Hatigaon,
Guwahati , Assam – 781038.
3. Shri Sandilya Kumar,
(Rank No.45)
S/o Shri Surendra Prasad Singh,
B/49 CDA Residential Complex
Udyan Vihar, Narangi,
Guwahati, Assam – 781171.
4. Ms Maya Mathew, Rank No.46
D/o Shri Mathew Rajan,
Cheeran House,
Manikuni, Sulthan Bathery,
Wayanad Distt, Kerala – 673 592.
5. Shri Md. Yusuf Rahmani, (Rank No.47)
S/o Shri Md. Salimuddin,
Qr. No.736 IC Block, Saltlake,
Sector-III, Kolkata – 700 106.
6. Shri Aakash Shrimant Jadhav (Rank No.50)
S/o Shri Shrimant Jaiwant Jadhav,
AH-1/66 N-2 CIDCO, Thakare Nagar,
Aurangabad, Maharashtra – 431 003.
7. Shri Anirban Lahiri,
(Rank No. 52)
S/o Shri Gopi Kishore Lahiri,
40/1 Tangra Road, BL-J, FL-1,
Kolkata, West Bengal – 700 015.
8. Shri Anirudh Chauhan,
(Rank No.58)
S/o Shri Ramsingh Chauhan,
AITC Nagalia Road,
Thakurdwara, Moradabad,
UP -244 601.

