

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

INSTRUCTIONS

(Please read the instructions carefully before filling the Nomination Form.)

1. Circulars inviting Nominations in respect of each Course are generally issued 10 weeks before the commencement of the Course. However, the Departments have the option to nominate the eligible Candidates on the basis of the Training Calendar also. The Nominations should be sent to the respective Course Co-ordinators by name, not later than 5 weeks before the commencement of the course
2. Nominations of the eligible candidates, only in the prescribed format, will be considered. Separate Forms be used for each Course and by each individual. Forms, which are incomplete, not signed by the Sponsoring Authority or received after the prescribed date will not be considered. The Officer should not be relieved for training unless specific intimation from ISTM regarding acceptance of the Nomination has been received.
3. No Course fee is charged for persons working the Ministries/Departments, Offices of the Central and the State Govts. In the case of nominees of PSUs, Autonomous Bodies, Statutory Corporations and Registered Societies, a Capitation Fee at the rate of Rs. 2000/- (two thousand only) per week per person is payable. Capitation fee is to be paid, after the selection of the candidate and before the commencement of the Course, through Cheque or DD in favour of Pay and Accounts Officer, Deptt. Of Personnel & Training, New Delhi.
4. No fee is charged for the Course (marked *), as they are sponsored by the Deptt. Of Personnel & Training. The dates of these courses are subject to the approval of the Training Division of the DOPT. For Residential Course (marked #) Rs. 100/- per day per participant is payable in cash, to the Caretaker/Caterer of the Institute for Boarding and Lodging, in addition to the Capitation fee if any.
5. Shared accommodation in the Institute's Hostel is provided to the outstation participants only on 'first come-first-serve' basis.

Note: The Nomination Form can be filled up by filling in the information through your PC and can be printed. The completed and printed version is to be sent to the ISTM Contact Address.

(Please see instructions before filling the Nomination Form)

NOMINATION FORM

Course Code _____ Date from _____ to _____

Course Title _____

1. Name :

2. Date of Birth : Age: Years

3. Office Address :

Pin (Res) Fax
Tel. No. (O)

4. Educational Qualification: Professional:

5. Whether SC/ST/OBC/General:

6. Service to which belongs :

7. Brief Service Particulars (Beginning with present post for last 5 yrs.)*

S.No	Post Held*	From	To	Scale of Pay	Nature of Duties

*a) In case of Cash & Accounts Course full service particulars are required.

b) Indicate whether the posts is held on substantive/regular basis or on deputation.

8. Whether qualified pre-requisite course (e.g. BMS for AMS, DTS for DOT etc.):

9. How the programme is likely to benefit the nominee as well as his deptt. (in 2 lines):

10. Previous Courses attended at ISTM (with dates in bracket):

11. If outstation, whether Hostel accommodation is required (Yes/No):

Date :

Place :

Signature

TO BE FILLED IN BY THE SPONSORING AUTHORITY

12. 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 be withdrawn in between from the course; and the Prescribed Capitation Fee and other charges as applicable will be paid.

13. Address for correspondence

Pin

Telephone No:

Fax :

Telefax :

Gram:

Reference No. (of the sponsoring authority)

Place :

Date :

Signature:

Name:

**Designation:
(of the Sponsoring authority)**

Official Seal:

