

Training Course / Workshop on Big Data Analytics in Government (Basic) (BDAB-01) to be conducted from 17th to 19th July, 2023

From : ISTM <noreply-istm@nic.in>

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Subject : Training Course / Workshop on Big Data Analytics in Government (Basic) (BDAB-01) to be conducted from 17th to 19th July, 2023

To : estt steel
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Reply To : ISTM <r.singh25@gov.in>

To
Secy. to the Govt. of India (All Ministries / Departments)
All Attached & Subordinate Offices
All State Governments / All Union Territories
The Central Vigilance Commission / Election Commission of India / UPSC
All Public Sector Undertakings / All Autonomous Bodies

Subject: Training Course / Workshop on **Big Data Analytics in Government (Basic) (BDAB-01)** to be conducted

from 17th to 19th July, 2023.

Sir/Madam,

I am directed to say that a training course / workshop "**Big Data Analytics in Government (Basic)**" will be conducted at this Institute from **17th to 19th July, 2023 (3 Days)**. Details of the objectives of the course / workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I**.

2. Nomination form for the training course / workshop may be filled online at https://www.istm.gov.in/home/online_nomination_form . It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email / Fax.

3. Only such officials should be nominated who can attend this programme on whole time basis. While making nominations the level and type of participants as indicated in **Annexure-I** may kindly be borne in mind. An officer who has already attended similar training course / workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **15th June, 2023**.

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067

वेबसाइट / WEBSITE - <https://www.istm.gov.in>; टेलीफैक्स / FAX - 011-26104183; ई-मेल / E-Mail - istm@nic.in

4. Only such officials, whose nominations are accepted for the training course / workshop by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nomination letter will be uploaded in ISTM website https://www.istm.gov.in/home/view_all_nomination_acceptance one month prior to commencement of the course and no separate communication by post would be issued. The Training may be online/offline it will be intimated at the time of nomination acceptance.

Enclosure: Annexure - I

Yours faithfully,

(Rajesh Singh)
Deputy Director & Course Director
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Tel: 01126737611
Mob: 9643580896

ANNEXURE-I

COURSE INFORMATION SHEET

Code : BDAB-01

**Title : Big Data Analytics in
Government (Basic)**

**Duration : 3 Days (17th to 19th July,
2023)**

Aim of the Course:

To develop the skills required for work in Big Data Analytics

Course Contents:

- i. Concepts of Big Data
- ii. Elements of Big Data Analytics (Data Source)
- iii. Data Lake Data Processing
- iv. Data Analysis
- v. Data Interpretation and its use
- vi. Data Silos and OGD
- vii. Sentiment Analysis
- viii. Lookup Functions
- ix. Count Functions
- x. Filtering of Data
- xi. Sub Totals
- xii. Pivot Tables and Slicers
- xiii. Hand on Experience on Data Analytics and visualization

Course Methodology:

Main emphasis of the Workshop shall be on practical aspect by participants themselves under guidance of faculty. The Workshop will be organised on highly participative mode. After

completion of a topic, the participants will be required to undergo practical session on dedicated computers to translate learning immediately. The training methods will include, lecture, demonstration, individual/Group Exercise.

Eligibility Conditions:

The programme is meant for Officers of the level of Assistant Section Officers and above in the Central Secretariat offices & in other Central Government Offices, State Government Offices and PSUs/Autonomous Bodies. Pre-requisite: MS-Excel.

Course Capacity: 30

Nominations for the Course:

Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Director so as to reach him/her before **15th June, 2023**.

Acceptance of Nomination:

Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. www.istm.gov.in.

They may be relieved only after receipt of such intimation from ISTM.

Course Fee/Capitation Fee :

A capitation fee of **Rs. 3000/-** per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. Capitation fee is required to be paid through a Crossed Cheque/Bank Draft **in favour of PAO, DP & AR, New Delhi** payable at New Delhi. If the capitation fee is not paid in advance or at the time of admission of the candidate, he/she will not be admitted to the programme. The Travelling Allowance and Daily Allowance if any of the officers nominated to attend the course will be borne by the Sponsoring authorities.

Accommodation:

ISTM has a modest hostel facility where rooms are available on twin sharing and first-come-first-served basis. Only course participants will be permitted to stay in the hostel. Participants are requested to apply online for hostel facility only after acceptance of their nomination.
