

Nominations for Design of Training (DoT) to be conducted from 29th July 2024 to 02nd August 2024.**From :** ISTM <noreply-istm@nic.in>

Wed, Jun 19, 2024 09:45 AM

Subject : Nominations for Design of Training (DoT) to be conducted from 29th July 2024 to 02nd August 2024.**To :** estimate@air.org.in**Reply To :** ISTM <vkbhargava.84@gov.in>**FILE NO:Y-16015/1/2024-ISTM****भारत सरकार / GOVERNMENT OF INDIA****सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान****INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT****(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)****कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING****कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS****दिनांक / Date: 19.06.2024**

To

All Ministries/Departments of the Government of India
Head of Department, All Attached/Subordinate Offices
Chief Secretaries of all States/Union Territories
All Central/State Training Institutions

Subject: Nominations for **Design of Training (DoT)** to be conducted from **29th July 2024** to **02nd August 2024**.

Sir/Madam,

I am directed to refer to this institute letter of even number dated 10.04.2024 and to say that now, **"Design of Training (DoT)" will be conducted from 29th July 2024 to 02nd August 2024 (revised date).**

2. The aim of DoT course is impart knowledge related to underpinning concepts and develop design skills based on Systematic Approach to Training. Brief Course Information sheet on DoT course

is given at **Annexure - I**. The course is sponsored by Department of Personnel and Training and no course fee is to be paid by the participants.

3. The DoT course is residential and participants will have to make payment towards meals, etc. in addition to room-charges as indicated in the course-information sheet. ISTM has a modest hostel facility and rooms are available on twin sharing basis. For details relating to accommodation at the ISTM Hostel, the participants may contact the Caretaker or Hostel Warden at Telephone No. 011-26737716 / 26737717. Family members of the participants are **NOT** allowed to stay in the hostel.

4. The designed course capacity for DoT course is 12 participants. Hence only those officers/faculty who are involved in designing & delivery of training may be nominated for this course. The nominations will be confirmed later, depending upon number of nominations received from eligible candidates' vis-a-vis course capacity. Candidates who have applied earlier in response to this institute letter of even number dated 10.04.2024 need not to apply again.

5. Nomination form for this course may be filled online at http://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 cleared by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email / Post.

6. Only such officials should be nominated who can attend the 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 this course conducted by ISTM should not be nominated. Nominations of eligible officers complete in all respect should reach the undersigned latest by **10th July 2024** positively. The Course particulars for DoT course is given in Annexure I.

7. Only such officials, whose nominations are accepted for this training course by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval by the sponsoring authority / acceptance by this Institute. The acceptance of nomination letter will be uploaded in ISTM website www.istm.gov.in 10 days prior to commencement of the course and no separate communication by post would be issued.

Enclosure: Annexure - I

Yours faithfully,
- Sd-
(Vipin Kumar Bhargava)
Deputy Director & Course Coordinator
Email ID: vkbhargava.84@gov.in

Annexure-I

COURSE INFORMATION SHEET

Title	Design of Training
Course Code	DoT
Course Capacity	12
Course Duration	05 Days (29 th July 2024 to 02 nd August 2024)

Eligibility	<ul style="list-style-type: none"> · Officers of Ministries/ Departments of Central and State Government, and its Attached and Subordinate officers · Trainers of Central/ State Govts./ Public Sector Training Institutions · Have completed Direct Trainer Skills (DTS) Course
Aim of the Course	The course aims to impart knowledge related to underpinning concepts and develop design skills based on Systematic Approach to Training.
Course Strategy	The DoT course consists to two phases. Phase-I consists of five-day workshop, using highly participative methodologies. On the last day of the workshop participants are to take up a design-project, which is required to be submitted to their course-tutors within one month, for evaluation/assessment Phase-II. On satisfactory completion of the project, successful completion certificates will be awarded.
Workshop Methodology	<ul style="list-style-type: none"> · Group Work · Discussions · Presentation by participants · Giving and receiving feedback
Course Fee	The course is sponsored by Department of Personnel and Training and no course fee is to be paid by the sponsors.
Hostel Facilities	<p>The Course is Residential. ISTM provides modest hostel facilities on twin occupancy basis. However, availability of rooms in ISTM Hostel cannot be guaranteed and it will be made available on first-come-first serve basis.</p> <p>Family members of the participants are not allowed to stay in the hostel with the participants.</p> <p>Charges for both Boarding & Lodging are to be reimbursed by DoPT.</p> <p>However, in the event of non-availability of accommodation in ISTM Hostel, the participants will be required to make their own arrangement at their own cost, as per their entitlement in their parent organization.</p> <p>The Hostel is situated at Block-I, JNU (old) Campus, New Mehrauli Road, New Delhi 110 067. Tel: 011-26737716</p> <p>Email id: hostel-istm@nic.in</p>
Nomination form to be Sent to	<p>Vipin Kumar Bhargava, Deputy Director</p> <p>Institute of Secretariat Training and Management</p> <p>Room No. 216, 2nd Floor, Administrative Block,</p> <p>JNU (Old) Campus, New Mehrauli Road, New Delhi –110067</p> <p>Tel. 011-26737608</p> <p>Email: vkbhargava.84@gov.in</p>