

**Two Day (BLENDED MODE) training programme on "Government e-Marketplace (GeM-05)" to be conducted in ISTM from 09th September, 2024 to 10th September, 2024.**

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

Fri, Jun 21, 2024 03:53 PM

**Subject :** Two Day (BLENDED MODE) training programme on "Government e-Marketplace (GeM-05)" to be conducted in ISTM from 09th September, 2024 to 10th September, 2024.

**To :** estt4@nic.in

**Reply To :** ISTM <sk.soni@gov.in>



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**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**

**Date: 21<sup>ST</sup> June 2024**

To

All Ministries / Departments of the Govt. of India  
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:** Two Day (BLENDED MODE) training programme on "Government e-Marketplace (GeM-05)" to be conducted in ISTM from 09<sup>th</sup> September, 2024 to 10<sup>th</sup> September, 2024.

Sir/Madam,

A Two Day (BLENDED MODE) training programme on "Government e-Marketplace (GeM-05)" will be conducted by this Institute from 09<sup>th</sup> September, 2024 to 10<sup>th</sup> September, 2024. Details of the objectives of programme, its content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at **Annexure-I.**

2. Nomination form for the course may be filled online at [https://www.istm.gov.in/home/online\\_nomination\\_form](https://www.istm.gov.in/home/online_nomination_form) by the applicants. It may kindly be noted that it is mandatory to fill up the application form online. The applicant must ensure that printout of his/her online application is approved by his/her sponsoring authority and a copy of the same is forwarded through email to the undersigned by

**31<sup>st</sup> July, 2024** for shortlisting the applications for the course. The original printout of the online application duly approved by the respective sponsoring authority along with a letter from the sponsoring authority is to be compulsorily sent separately by post by **31<sup>st</sup> July, 2024**.

3. It is requested that while making nominations the level and type of participants as indicated in the Training Programme Information Sheet, may kindly be borne in mind. An officer who has already attended similar training programme conducted by ISTM or any other institute should not be nominated for this training programme.

4. This training programme on “Government e-Marketplace (GeM-05)” will be conducted on **Blended Mode**. The participants have to consume the e-content available on i.GoT portal, before joining the training programme at ISTM. The link for the e-content is as given below:-

<https://portal.igotkarmayogi.gov.in/app/toc/do113570024197103616141/overview>

The participants have to submit the e-certificate generated through i.GoT portal regarding completion of the Online training programme on GeM, at the time of joining the offline course at ISTM.

5. Only such candidates, whose nominations are accepted by the Institute of Secretariat Training & Management, would be allowed to join the training programme. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. **The acceptance of nomination letter will be uploaded in ISTM website ([www.istm.gov.in](http://www.istm.gov.in)).** This will also be communicated to the participants and Sponsoring Authorities through email.

Enclosure: Annexure - I

Yours faithfully,

-Sd-

**(Shailesh Kumar Soni)**

**Deputy Director & Course Director**

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**Mob: 8447487340**

**ANNEXTURE-I**

**Training Programme Information Sheet**

|          |   |   |
|----------|---|---|
| Code     | : | GeM-05  |
| Title    | : | Government e-Marketplace (BLENDED MODE)   |
| Duration | : | Two Days (09 <sup>th</sup> September, 2024 to 10 <sup>th</sup> September, 2024) |

Course Capacity : 50

Objectives : At the end of the training course, the participants will be able to make procurement through GeM.

**Course Content:**

- i. GFR Provisions of Purchase Procedure
- ii. Introduction to GeM
- iii. Registration of Primary & Secondary users in GeM
- iv. Procurement of Products & Services
- v. Order Processing & Payments

**Methodology**

- i. Lecture/PPTs/Handouts
- ii. Discussions
- iii. Demonstrations
- iv. Doubt clearing sessions

**Nominations for the Course:**

The course is designed for officers, officials & dealing with GeM Portal and they are working in Central/State Government, Autonomous Bodies, Public Enterprises etc.

**Acceptance of Nomination:**

Officers whose nominations are sponsored by their organizations and accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM. The nominated officers may be relieved to attend the training on full time basis after receipt of confirmation from ISTM.

**Course Fee:**

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A course fee of Rs. 2000/- (Rupees Two Thousand only) 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. 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 training programme. As the course will be held on Blended Mode. **Capitation fee is required to be paid through Online Payment Mode as per details given below.**

**Course Fee - ISTM**

**Hostel Accommodation:**

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are accepted and published in ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No.011-26737717/16 and / or apply online for booking of room through the link: [www.istm.gov.in](http://www.istm.gov.in) -> training -> participants login-> book hostel (one month before the starting of the course. Family members of the participants are NOT allowed to stay in the hostel with the participants.

Note: Only those candidates whose nominations are accepted by ISTM should be relieved by the sponsoring authorities.

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