

I/81488/2022

Government of India
Central Water Commission
Estt-IX

3rd Floor(S), Sewa Bhavan,
R.K.Puram, New-Delhi 110066
Dated: 5 January, 2022

CIRCULAR

Subject: Online Training program on reservation in services for “ OBC/SC/ST/Ex-SM/PWD” to be held through online mode from 4.4.2022-7.4.2022- reg.

Please find attached herewith ISTM’s letter dated 4.1.2022 on the above cited subject, scheduled as under:

Name of Workshop	Conducting Institute	Date of Training	Last date of receipt of Nominations in Estt-IX	Eligibility conditions
Online Training program on reservation in services for “ OBC/SC/ST/ExSM/PWD ”	ISTM	4.4.2022-7.4.2022	12.1.2022	Officials dealing with matters of reservation in services for OBC/SC/ST/ExSM/PWD, working at the level of SO & ASO of CSS or equivalent level

2. Interested eligible officers may send their nominations, to this section, not later than 12.1.2022.

Encl: As above

Signed by R.mahalakshmi
Date: 05-01-2022 16:05:08
Reason: Approved
(R. Mahalakshmi)
Section Officer
Tel-011-29583314



From: ISTM

Jan

To: estt gp 1-mod

Reply To: ISTM

Reservation in Services for SC/ST/OBC/ExSM/PWDs (RIS-24)



फा.सं / FILE NO: Y-14013/1/2022 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

Date: 4th January,2022

To

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

SC/ST/OBC/ExSM/PWDs" from 4th to 7th April,2022.

Madam/Sir,

I am directed to say that an online training programme on Reservation in Services SC/ST/OBC/ExSM/PWDs is scheduled to be conducted at this Institute of 4th to 7th April,2022. Details of the objectives of the training programme, its contents, eligibility conditions, procedure for nomination and other information are given at the Course Brochure (Enclosed).

2. "Nomination form" for the course may be filled online at <https://www.istm.gov.in/lms/registration>. It may kindly be noted that it is mandatory to fill form online. Also, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority. The sponsoring authority letters should be sent separately by Email/Fax.

3. It is requested that **Only such officers should be nominated who can attend this programme on whole time basis and having proper internet connectivity and Computer/ Laptop facility**. 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 officers complete in all respect should reach the undersigned latest by **4th March,2022**.

Yours faithfully,

Sd/-

(R.Gayathri)

Deputy Secretary & Course Director

Tel. N. 011-26737608

e mail: r.gayathri@nic.in

Training Programme on Reservation in Services

(4th to 7th April, 2022)



GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(AN ISO 9001:2015 INSTITUTION)

Institute of Secretariat Training and Management

The Institute of Secretariat Training and Management (ISTM) was established in May 1948. Over the years, ISTM has emerged as a premier Central Training Institution in training of Officers working in the Central Secretariat, State Governments/ Union Territories, Public Sector Enterprises (PSEs) and Autonomous Bodies.

Central Secretariat is at the apex level of governance in the country and the officers and staff posted in the Central Secretariat not only monitor the National flagship programmes and projects but also help formulate, review and monitor the implementation of public policies. The role of officers posted in Central Secretariat therefore calls for high quality, dedication and expertise in the allotted areas.

Central Secretariat utilizes a diverse set of talent pool of officers and ISTM celebrates this diversity by providing training across a broad range of subjects to a large number of officers from various civil services having a variety of functional specializations.

ISTM has long experience in imparting quality training programs using state of the art training techniques providing the participants an environment supportive for accelerated learning. To do so, ISTM uses learner-centric and interactive methods like case studies, group discussions, brainstorming and learning through modelling and games etc.

ISTM aims at excellence in the quality of its content, methodology and effective in design and delivery of learning resources. It continuously strives to set the highest benchmarks in effective instructions design, engaging best-in-class resources and utilizing the user feedback to constantly improve the learning experience.

Over the years, the Institute has developed the in-house expertise in facilitating the skill development and behavior modification for improving organizational effectiveness.

ISTM is envisioned to play an important part in the capacity building initiative of Mission Karmayogi by strengthening its professional capacity so as to develop the framework for the Role based Competency model.

Training Programmes & Activities

Cadre Training Programmes

- Implementation of Cadre Training Plan mandated by DoPT
- Foundation and Midcareer training for CSS & CSSS

Thematic Training Programmes (Calendared & Customized)

Administrative Rules and Procedures

- Administrative Vigilance
- Establishment Matters
- Reservation in Services
- Noting & Drafting
- Handling Parliamentary Work
- Handling of CAT/Court Cases
- Preparation of Cabinet Notes
- RTI Act, 2005 & POSH Act, 2013

Financial Management

- GeM and Public Procurement
- Project Management
- Cash & Accounts
- Public Private Partnership
- Drafting of EFC/ PIB proposals

Computer Applications

- MS Office Suite
- e-Office
- Big data Analytics
- Emerging Technologies in Government
- Statistical Tools and Techniques

Public Policy

- Formulation of Public Policy
- Sustainable Development Goals
- Strategic Planning
- Citizen-centric Service Delivery
- Good Governance

Organizational Management

- Human Resource Management
- Knowledge Management
- Organizational Behaviour in Government
- Team Building and Leadership

Trainer Development Programmes

- Direct Trainer Skills and Design of Training
- Implementation of National Training Policy
- Development programme for Recognized and Master Trainer

Consultancy Project Work

- Manpower/Work Study/Cadre Restructuring
- Third party audit of proactive disclosure
- Training Need Analysis

Annexure-I

Course Information Sheet

Title : Training Programme on Reservation in Services

Duration : 4 Days (4th to 7th April, 2022)

The aim of the course is to –

- Develop a broad understanding of the constitutional provisions relating to Reservation in Services for SC/ST/OBC/EWS, procedures for implementing the reservation orders and instructions of Government of India, on reservation rosters, procedures involved for de-reservation of reserved vacancies, filling of carry forward/backlog reserved vacancies, and
- Share and exchange practical experiences and ideas in dealing with day-to-day problems and sharpen skills for proper implementation of the Government orders and instructions on the subject.

Course Content :

- Constitutional provisions.
- Applicability of reservation orders for SCs/STs/OBCs/EWS and exemptions and exclusions of posts;
- Verifications of claims of SCs/STs/OBCs/EWS;
- Reservation in Direct Recruitment and promotion including relaxations, concessions and special facilities for SCs/STs/OBCs/EWS;
- De-reservation, carry-forward of vacancies in Direct Recruitment and promotion;
- Preparation, operation and Maintenance of Rosters;
- Role and functions of Liaison Officer.
- Reservation in Service for persons with Disabilities.

Methodology

- i. Lecture/PPTs/Handouts/Reading Material
- ii. Discussions
- iii. Group Discussions
- iv. Case Studies, Q & A/ Doubt clearing sessions
- v. Practical Exercises

Nominations for the Course: The course is designed for officials dealing with matters of reservation in services for SCs/STs/OBCs/ExSM/PWDs working at the level of Section Officer and Assistant Section Officers (of CSS) or equivalent level in other offices of Central Government, State Government, UT Administration, PSUs, Constitutional Bodies, and Autonomous Bodies etc.

Acceptance of Nomination : Officer whose nominations are sponsored by their organizations and accepted by ISTM shall be intimated through ISTM's website. Acceptance of nomination of candidates by ISTM will also be conveyed in their email/through SMS. They may be relieved only after receipt of confirmation from ISTM. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM regularly i.e. www.istm.gov.in.

Course Fee and Other Expenses:

i. There is no Course fee for the officer of Central Govt./State Govt./UT Administration and its attached/Subordinate officers.

ii. A Course fee of **Rs.4000/- (Rupees Four 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. The Course fee is required to be paid through a Crossed Cheque/Bank Draft in favour of **PAO, DP & AR**, New Delhi.