



Dy No - 1219
Dt 30.3.22

Recruitment Rules
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Online Training Programme on "Recruitment Rules and Reservation in Service" on 20 & 21 May 22

1 message

Itpr <itpr@itprdelhi.com>

Wed, Mar 30, 2022 at 1:33 PM

To: ITPR Training Division <trgdivision@itprdelhi.com>

Integrated Training & Policy Research

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Dated: 30th March, 2022

The HOD/ Heads of Personnel/Administration/Finance/Human Resource
All the Govt. Departments, Autonomous Bodies & PSUs

Sub: Online Training Programme on "Recruitment Rules and Reservation in Service" on 20 & 21 May 22

Sir/Madam,

The aim of this training is to:

1. Share overview of the guidelines on:
 1. framing and amendment of recruitment rules.
 2. Probation and Confirmation
 1. Seniority
 2. APAR
 3. Departmental Promotion Committee Procedure (Regular promotion and MACP)

1. Apprise of the provisions relating to Reservation in Service

1. Constitutional Provisions
2. Scope and Applicability
3. Verification of Claims
4. Role and Function of Liaison Officer
5. Preparation and Maintenance of Reservation Roster

1. SC / ST / OBC / EWS
2. Persons with Benchmark Disabilities

Above are the little thoughts shared on the subject. Because of the importance of the subject, its implications, we need to equip ourselves with the entire processes, endeavoring hiring and retaining the best manpower, as per provisions enunciated by the Government from time to time. Hence the importance of the topic.

2. Keeping the above in view, an **online training Programme of 2 (two) days** duration is being organized, as per details below. It is requested that this may please be given wide circulation and personnel who are dealing with the subject, not only in the head office but other regional / zonal offices may please be nominated.

PROGRAMME COVERAGE

Day & Date	Session Time	Topics
Day - 1 Forenoon	10.00 AM - 1.00 PM	<ol style="list-style-type: none"> 1. Inauguration and Expectation Sharing 2. Framing and Amendment of Recruitment Rules 3. Probation and Confirmation 4. Seniority
Day - 1 Afternoon.	2.00 PM. - 5.00 PM	<ol style="list-style-type: none"> 1. Reservation in Service - Constitutional Provisions 2. Role and Function of Liaison Officer 3. Scope and Applicability of Reservation 4. Verification of Claims
Day-2 Forenoon	10.00 AM - 1.00 PM	<ol style="list-style-type: none"> 1. Preparation and Maintenance of Rosters <p style="text-align: center;">With practical exercises.</p> <ol style="list-style-type: none"> 1. SC / ST / OBC / EWS 2. PWD
Day-2	2.00 :PM - 5.00 PM	<ol style="list-style-type: none"> 1. APAR - Quick overview

Afternoon	2. DPC Procedure 1. Regular Promotion 2. MACP 3. Feedback and Valediction		
Tea/Coffee Break	11.15 to 11.30 AM	AND	3.15 PM to 3.30 PM
Lunch	1.00 PM to 2.00 PM		

Participant Profile: Officials from Central / State Governments, Public Sector Undertakings/ Autonomous Institutions/Universities, etc.

Mode of Delivery of Training : Online through Microsoft Teams.

Methodology: Power Point Presentations; Group Discussions; Clarifications on problem Areas; Case Studies & Analysis.

Programme Management: Faculty – Own resource and experts from various departments.

Arrangement by us: Reading Material (Soft Copy) Participation Certificate and Fee Receipt.

Admission Procedure: Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the programme will be communicated as soon as possible, on receipt of the **nomination form, as per specimen below.**

NOMINATION FORM		
A. Details of the nominating Authority	Name of the organisation	
	Name of Sponsoring authority	
	Designation	
	Telephone	
	E.mail ID (Mandatory)	
	Mobile No. (Optional)	
B. Details of the Participant	Name of the participant	
	Designation	
	Mobile No. (Mandatory)	
	Email id (Mandatory)	
	Experience (in brief)	

Signature of the Nominating authority or authorized Officer

Fee and Payment Structure

Fee: Rs.5, 900/- (Rupees five thousand nine hundred only) **per participant, (Including 18% GST)**

Payment Structure - On receipt of nomination, bank details will be shared with the participant/organisation for remittance of the requisite fees through NEFT/ECS/PFMS, etc. The payment will be made in favour of **"Integrated Training & Policy Research**. If payment through bank, should be drawn in favour of **Integrated Training & Policy Research, payable at New Delhi.**

3.You are welcome to call us on the numbers mentioned for any query/assistance.

Yours Truly

(A.Vijay Kumar)
Coordinator
Mob. 9868174685

About ITPR - Annexure 'A'

Appendix 'A'

Integrated Training & Policy Research (About us)

Core Functions

Integrated Training & Policy Research, (ITPR) is a Society, registered under the Societies Registration Act of 1860, as amended. ITPR's core activity is imparting training on various rules & regulations, followed in the Government of India, changes and new schemes that are brought about by the Government from time to time. These courses are designed for the middle level Officers and Staff of Government Departments, Autonomous Bodies and Public Sector Undertakings (PSUs), Central Universities and other affiliated organization under the Government of India, spread across the length and breadth of the country. We have been in this area for the last 14 years.

Training

The training programmes are conducted through workshops (2 to 6 days), designed to enable the participants to update their knowledge of rules and procedures, through talks from experts and close interaction with the faculty and participants.

System Study

We also do system study in regard to Personnel Management, Financial Management, Material Management & Labour laws. In addition, we also undertake contract for preparation of procedure manuals in the areas of Personnel & Financial Management, updating Recruitment Rules, based on latest guidelines of Government and Supreme Court judgements, maintenance of reservation rosters for implementation of Reservation Policy as per Government directives.

Faculty

We have on our panel experienced retired Government officers to conduct various training programmes. Our faculty members are experienced in their respective field. Not only are they subject experts in various topics but also experts in the Training Technique areas, having been faculty of recognized training institutions of the Ministries/Departments of the Government of India. Besides, we invite as guest, faculty from amongst senior officers in Central Government departments concerned, as and when required. Also, undertake preparation of comprehensive replies to court cases.

In-House Training Courses

We undertake in-house training programmes for various government organisations, specific to their nature of work and requirement, and subject(s) of special interest. In addition, we offer design/tailor made programmes. As on date, we have successfully conducted in-house training for the following organisations, as listed below on topics especially suited to their requirement.

1. MNIT Allahabad six day training Prog. on "Establishment Rules", 2. Indian Council of Historical Research, 3. NIT Warangal, 4. Delhi JAL Board (12 day Trg. Prog. in four batches); 5. Export Inspection Council of India (Min. of Commerce & Industry), 6. Centre for Personnel Talent Management (DRDO)
7. CEC, (An Inter University Centre of UGC); 8. NIT- Suratkal, 9. Export Inspection Agency, Delhi; HQs.
10. Christian Medical College, Ludhiana. 11. Bhakra Beas Management Board-Chandigarh; 12. Indian Instt. of Tropical Meteorology-Pune, 13. Indian Institute of Chemical Technology-Hyderabad, 14. Directorate General of Foreign Trade (Ministry of Commerce), 15. Indian Institute of Foreign Trade, 16. IIT-Kanpur, 17. National JALMA Institute for Leprosy & Other Mycobacterial Diseases (ICMR), 18. Ministry of Environment & Forests, 19. NIT-Karnataka, 20. Central Pollution Control Board, 21. HQs. Naval Area, 22. Coffee Board-Delhi, 23. Indian Council of Medical Research (ICMR-HQs), 24.

Ministry of Textiles, 25. Coffee Board-Bangalore; 26. National Zoological Park. 27. MNIT-Jaipur, 28. Delhi Institute of Tool Engineering (Govt. of NCT of Delhi) 29. Export Inspection Agency-Delhi HQs. 30. MNIT- Allahabad, 31. National Museum (Min. of Culture), 32. Export Inspection Agency-Delhi HQs. 33. Desert Medicine Research Centre-Jodhpur, 34. Nuclear Power Corporation of (I) Ltd., 35. IIT-Delhi, 36. National Institute of Malaria Research 37. Indian Institute of Packaging- Mumbai; 38. Delhi Public Library. (Min. of Culture), 39. Madras Fertilizers on "Reservation in Services" 40. National Institute of Biologicals- Noida, 41. MNIT-Bhopal, 42. NIT-Patna, 43. National Council of Philosophical Research, 44. FCI Arawali Gypsum & Minerals India Ltd, Jodhpur, 45. National Institute of Malaria Research, 46. The Patent Office (Deptt. of Industrial Policy & Promotion) 47. Central Council for Research in Homoeopathy (AYUSH), 48. Central Power Research Institute-Bangalore, 49. Tobacco Board-Guntur, 50. Institute of Bioresources and Sustainable Devt.- Imphal, 51. Cement Corporation of (I) Ltd. 52. IRDO-HQs). 53. RITES – Gurgaon, 54. National Academy of Highway Engineers, 55. SVNIT-Surat. 56. MGIRI (Min. of MSME)-Wardha, 58. UIDAI (Planning Commission)-Bangalore, 59. BBMB-Chandigarh on "Reservation in Services as Punjab Govt." 60. BBMB-Chandigarh on "Essential Labour Laws for Line Managers"; 61. IIM-Kozhikode, 62. BBMB-Nangal Training Centre & "Talwara Training Centre; 63. NIT-Raipur, 64. Dr. H.S. Gour Viswavidyalaya; 65. BBMB (HQs)-Chandigarh 66. NHFDC-Faridabad 69. Central Power Research Institute-Bangalore, 70. AYJNIHH (Min. of Social Justice and Empowerment)-Mumbai, 71. Ed.CIL-Noida, 72. BBMB-Chandigarh, 73. Central University of Himachal Pradesh, 74. IIM-Kozhikode, 75. SVP National Police Academy-Hyderabad, (Min. of Home Affairs). 76. IISER- Kolkata, 77. IUCCA-Pune 78. NIT- Delhi, 80. M S R V V Pratishtan-Ujjain, 81. SVP National Police Academy-Hyderabad (2nd Batch), 82. IISER-Bhopal, 83. National Fertilizers- Noida, 84. NIT-Raipur, 85. Central Pollution Control Board, 86. Bureau of Indian Standards-Mumbai, 87. Central University of Himachal Pradesh 88. Indian Institute of Management-Bangalore 89. Victoria Memorial Hall- Kolkata, 90. NIT-Jalandhar, 92. CIHCS-Dahung-Arunachal Pradesh, 93. SVP National Police Academy-Hyderabad (3rd Batch) 94. India Trade Promotion Organisation, 95. IIT-Roorkee, 96. Bureau of Indian Standards (6th Batch) 96. Naval Dockyard – Coimbatore, 97. IIM-Bangalore, 98. NIT-Jamshedpur, 99. HLL-Trivendram. 100. CIHCS-Dahung-Arunachal Pradesh, 101. Central University Tripura, 102. MNIT-Bhopal, 103. India Tourism Development Corp. Ltd. (ITDC). 104. IIM-Ahmedabad, 105. IIT-Roorkee, 106. "AAKANKSHA" (ATVP, Min. of Defence), 106. Min. of Panchaytiraj. 107. IIM- Kashipur, 108. IIT- Patna, 108. NEEP Co, Shillong. 109. BBMB-Chandigarh, 110. BBMB- Nangal, 111. BBMB-Chandigarh, 112 National Institute of Malaria Research (ICMR)-Delhi, 113. National Power Training Institute-Neyveli-Tamil Nadu. 114. Indo-German Tool Room-Ahd. 115. C-DOT (Ministry of Communication and Information Technology) 116. IGTR-Ahmadabad. 117. ATVF (Min. of Defence), 118. IGTR-Ahmadabad, 119. KVIC- Mumbai 120. Indian Institute of Engineering Science and Technology, Shibpur, 121. IGTR-Ahmadabad, 122. IIM-KOLKATA, 123. NIT- Manipur, 124. NIT- Calicut, 125. Punjab & Sindh Bank. 126. IIM-Kolkata, 127. IGTR-Ahmadabad, 128. Central Institute of Himalayan Culture Studies- A.P. 129. MANIT- Bhopal, 130. Sher-e-Kashmir University of Agricultural Sciences and Technology of Kashmir, 131. 132. Department of Social Welfare, Govt of Andhra Pradesh, 133. Directorate of Apricot and Spices Development, Calicut 134. North Eastern Electric Power Corporation Limited, Shillong, 135. Indian Institute of Technology, Hyderabad, 136. Indian Institute of Management, Kolkatta 137. North Eastern Electric Power Corporation Limited, Shillong,

Proposal under Consideration.

Training courses for the following organization is under active consideration:- MNIT- Jaipur, National Scheduled Castes Finance and Development Corporation, Bharatiya Reserve Bank Note Mudra (P)

Limited, Salboni, NIT Agartala, NHRC, Delhi, Vishakahpatnam Port Trust,; Sarva Shiksha Abhiyan, Govt of Andhra Pradesh, Vijayawada, Orissa State Police Headquarters, Orissa; National Capital Region Transport Corporation-New Delhi, Indian Institute of Technology, Goa; Indian Institute of Management, Kolkatta; Biotechnology Industry Research Assistance Council (BIRAC), Department of Biotechnology, North Eastern Electric Power Corporation Limited, Shillong, Central Institute of Himalayan Culture Studies, Daung, Arunachal Pradesh