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भारत सरकार / GOVERNMENT OF INDIA

सचवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मकि एवं प्रशिक्षण वभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनकि ब्लाक, ज.ने.व. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26185316; टेलीफैक्स / FAX - 011-26104183

Dated 23<sup>rd</sup> September, 2016

## NOTICE

Subject: Assistant Section Officers' (Direct Recruit) Foundation Training Programme {ASO (DR) FTP} -Joining Instructions –regarding.

Consequent on selection for appointment in the grade of Assistant Section Officer (ASO) of the Central Secretariat Service on the basis of final result of the Combined Graduate Level Examination, 2015 and subsequent issuance of Offer of Appointment by the Department of Personnel & Training and acceptance of the offer, an eleven weeks' mandatory training programme, namely, the Assistant Section Officers' (Direct Recruitment) Foundation Training Programme {ASO (DR) FTP}, is being organized by the Institute of Secretariat Training & Management (ISTM) **between 03<sup>rd</sup> October, 2016 to 16<sup>th</sup> December, 2016**. The candidates who have been nominated for the said training by Department of Personnel & Training (DOPT) vide its notice dated 21<sup>st</sup> September, 2016, are requested to go through the instructions given in the succeeding paragraphs of this circular carefully for strict adherence till the completion of the training programme or till any further instructions.

## 2. **JOINING GOVERNMENT SERVICE**

2.1. The training programme will be conducted by this Institute (ISTM), **in collaboration with Mahatma Gandhi State Institute of Public Administration Intuition Area, Near Khalsa College, Sector 26, Chandigarh - 160019 at their premises**. Candidates are required to register online on the ISTM Website ([www.istm.gov.in](http://www.istm.gov.in)). They may have to upload their photographs and other credentials online to the aforesaid website on or before 29<sup>th</sup> September, 2016.

2.2. Candidates are advised that on completion of registration on the ISTM website, they should take print-out of the forms and bring these same at the designated place of reporting on the prescribed date and time of reporting. Signature on these forms (print-outs) are required to be done only in the presence of the Duty Officer at the time of reporting to the Central Government.

2.3. Candidates may note their individual date of reporting to the Central Government in the Foundation Training Programme, which is available in the Annexure attached with this notice.

2.4. The candidates are requested to present themselves to the Duty Officer on the date of reporting to the Central Government. The process of the joining may take considerable time and the candidates may need to wait patiently for their turns. They are thus advised not to bring their relatives or friends on the occasion of their joining. Designated Institute as well as ISTM may not have any facilities for the accompanying relatives or friends and it may cause avoidable embarrassment and inconvenience to them.

2.5. Candidates need to bring with them the following documents and articles for the purpose of joining the Central Government:

- i. Original Class 10<sup>th</sup> Certificate;
- ii. Original Graduation Certificate;
- iii. Original Caste Certificate in the prescribed format, if applicable;
- iv. Original Certificate issued to Persons with Disabilities in the prescribed format, if applicable;
- v. Certificate relating to age relaxation, if any;
- vi. AADHAR Card;
- vii. Election Photo Identity Card (Voter Card);
- viii. PAN Card;
- ix. Bank Pass Book opened in the sole name alongwith a cancelled cheque;
- x. Relieving Order in case of those candidates who were in service;
- xi. One photo copy of each document noted above;
- xii. 5 copies of Passport Size colour photograph with white background and
- xiii. Black ink ball point pen.

### 3. **DURING THE TRAINING**

3.1. Candidates will undergo an eleven weeks' training programme, which has been designed to train them in the procedure and practices being followed in the Government of India through a mix of classroom sessions and exposure visits. Candidates will also get an opportunity to have a firsthand account of developmental activities undertaken in the rural India through village attachment for one week. Besides, Candidates will be taken to a Non-Governmental Organization (NGO) to experience the social sector development and citizen centric service delivery.

3.2. All components of training are mandatory and no exemptions on any ground will be granted.

3.3. Candidates have to pass written examinations during the training. Besides, they will also be assessed on the basis of various other parameters, including presentations in the classroom, physical and mental fitness, social and inter-personal skills etc.

3.4. During the training candidates need to devote all time at their disposal for the purpose of learning. Besides, classroom activities, candidates have to take part in various other non-classroom activities, beyond classroom hours. Hence, no personal engagements may be kept during the period of training.

3.5. Candidates will be taken to various places for the purpose of Village Attachment, NGO Attachment and Study–visit. In all such visits, candidates will be taken in batches and they will not be allowed to take along any member of their family, including their children, under any circumstances.

3.6. No leave will be granted during the training, except on the grounds of serious illness of self/ family members. Such leave for the shortest duration to meet the emergency only, may be granted on production of valid medical certificate from CGHS Dispensary or from a Government Hospital.

### 4. **VENUE OF REPORTING**

4.1 Candidates are requested to report to **Dr. P. V. Rao, MGSPIPA, Institutional Area, Near Khalsa College, Sector 26, Chandigarh – 160019 at the date and time mentioned in the Annexure to this NOTICE.**

## 5 Hostel Facilities at MGSIPAP, Chandigarh

5.1 All the participants, who have been nominated to attend the Foundation Training Programme at Chandigarh from 3<sup>rd</sup> October 2016 to 16<sup>th</sup> December 2016 will be accommodated in MGSIPAP Hostel on twin/triple sharing basis. The following are the Hostel charges:

Sr No	Item	Rate
1	Hostel Room Rent	Rs 100/- per day per person
2	Bed Tea & Breakfast	Rs 68/-
3	Lunch	Rs 116/- (Only vegetarian)
4	Dinner	Rs 116/- (Only vegetarian)
5	Laundry	Rs 20/- per pair of clothes

Yours faithfully,  
Sd/----

(P.P. Ambashta)  
Deputy Director & In - charge FTP Cell  
Tele. No. 26185316  
Mobile: 09212501331  
Email: [ambashta.pp@nic.in](mailto:ambashta.pp@nic.in)

To

**All candidates nominated for Assistant Section Officers' (Direct Recruitment)  
Foundation Training Programme {ASO (DR) FTP} by Department of Personnel & Training (DOPT)  
vide their letter number NOTICE dated 21<sup>st</sup> September, 2016**

**CGLE – 2013, 2014 & 2015 LIST OF CANDIDATES NOMINATED FOR CHANDIGARH**

Sl. No.	Roll No.	Gender	Name	Rank No.	Date & time of Joining
1.		Shri	Sunny Gupta	2324/2013	<b>30.09.2016 9:00 AM</b>
2.		Shri	Abhinav Jain	1589/2014	
3.		Ms.	Nivedita Sengar	1781/2014	
4.		Ms.	Rupam Kumari	3315/2014	
5.		Shri	Sarvesh Nawal	6063/2014	
6.	2201319048	Shri	Sunil Rana	429	
7.	2201385118	Shri	Sudhanshu Shekhar	1234	
8.	2407008404	Shri	Ankit Kumar Sen	1448	
9.	3205015288	Ms.	Goldi Kumari	1577	
10.	4410034684	Shri	Vipul Vikram	1581	
11.	9211000671	Shri	Anoop N S	2360	
12.	2201146407	Shri	Surinder Singh	2366	
13.	2405067709	Shri	Santosh	2414	
14.	2201314154	Shri	Anil Kumar	2537	
15.	2201331956	Shri	Vishal	2561	
16.	2201351851	Shri	Pawan Kumar	2562	
17.	2201268047	Shri	Rohit Kumar	2566	
18.	9001009589	Shri	Ashok Kumar Yadav	2569	
19.	2201371667	Shri	Aman Kumar	2570	
20.	2201420067	Ms.	Deepika	2578	
21.	2201275745	Ms.	Sonam Katiyar	2587	
22.	2402014946	Shri	Dilip Kumawat	2611	
23.	2201212568	Shri	Parveen Kumar	2683	
24.	3010072261	Shri	Sipendra Kumar	2685	
25.	9211018888	Shri	Pratap Kumar P	2695	
26.	2201329432	Shri	Amit Kumar Sharma	2698	
27.	4405001150	Shri	Animash Paul	2701	
28.	2201387007	Shri	Hemant Yadav	2724	
29.	4410088866	Shri	Chirantan Das	2727	
30.	2201181732	Shri	Shakil Ahmed	2734	
31.	3010046447	Shri	Sri Krishna Pal	2738	
32.	2201268723	Shri	Ravi Kumar	2745	
33.	2201320149	Shri	Anurag Kumar	2756	
34.	2201361743	Shri	Rohit Kumar	2763	
35.	2201254275	Shri	Vikas	2771	
36.	2201421562	Shri	Deepak Bharti	2781	
37.	2201253539	Shri	Avinash Yadav	2782	
38.	2201229721	Shri	Rakesh Tanwar	2785	
39.	2201051800	Shri	Ashwani Verma	2789	
40.	2405154654	Ms.	Mahfuza Mansoori	2800	

41.	2201169255	Ms.	Anju Saini	2804	<b>01.10.2016 9:00 AM</b>
42.	2201390877	Shri	Diwakar Singh	2821	
43.	2405119369	Shri	Pankaj Kumar Saini	2824	
44.	2201266111	Shri	Mritunjay Kumar	2825	
45.	2201235830	Shri	Mohit Kumar	2826	
46.	2201249731	Ms.	Versha	2829	
47.	3205004234	Shri	Rohit Kumar	2832	
48.	2201326500	Shri	Rahul Ray	2842	
49.	2406017464	Shri	Atul Bamnia	2846	
50.	2405109073	Ms.	Kiran Meena	2874	
51.	2406012617	Shri	Kiran Raj	2888	
52.	2201171906	Shri	Dushyant	2913	
53.	2201297578	Shri	Vikram Singh	2919	
54.	2201262036	Shri	Ravindra Pal Singh	2938	
55.	2201084958	Ms.	Shailja Singh	2980	
56.	2201369191	Shri	Prince Pawar	2991	
57.	4604002592	Shri	Amrit Behera	2994	
58.	2201147409	Shri	Ajay	3019	
59.	2201353490	Shri	Naveen Kumar Punia	3025	
60.	2201277618	Shri	Sourabh	3026	