

फैक्स संदेश संख्या 6873 भा.क.अ.प. पुर्या.  
दिनांक 27/10/2015  
पृष्ठों की संख्या 02



FAX

INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN: NEW DELHI-1

F.No.ADMN/7/91 /2015-WS

Dated the 27 Oct., 2015.

OFFICE MEMORANDUM

Subject: **164<sup>th</sup> Cash & Accounts Training Programme from 04.01.2016 to 04.03.2016 at ISTM, New Delhi.**

The Institute of Secretariat Training and Management (ISTM), New Delhi has invited nominations for Cash & Accounts Training Programme from **04.01.2015 to 04.03.2015 at ISTM, New Delhi.** Details of the Course are as under:-

**Objectives of the Programme:** The participants will be able to learn about the procedure of handling Cash & Accounts matter in government offices and will also expose to the skills required for practical application of various financial/accounting principles, rules and regulations and procedures under different circumstances.

**Eligibility Condition:**

(a) Grade:

- An Assistant (other than Directly Recruited Assistant) of equivalent rank in the Grade Pay of Rs.4200/- or Rs.4600/- or
- A Directly Recruited Assistant or equivalent with at least two years of regular service in the Grade Pay of Rs.4200/- or Rs.4600/- or
- An UDC or equivalent with at least five years of regular service in the grade pay of Rs.2400/- or more
- Must have working knowledge of MS-Excel.

(b) **Experience:** i) Must actually be doing the cash or accounts work in the office.(c) **Age:** Must be below **52 years** of age as on **04.01.2016** (i.e. date of commencement of the course.)

The Officers, who are desirous to attend the said Training Course may send their nomination in the prescribed nomination form through proper channel latest by **05.11.2015** for onward transmission to ISTM, New Delhi. **The Nomination Form may be downloaded from ICAR website under Col. Circular / Work Study Section/Revised Nomination Form for ISTM training programme.** The experience of the applicant should be given neatly right from regular UDC onwards. The programme is quite intensive and entails good amount of homework. Therefore, only those eligible officers who are willing, diligent and have an aptitude for sustained work may apply.

There will be a written examination during the training course. Minimum 50% marks have to be obtained to qualify in each of the four papers.

The Officers who have already attended this training course need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by ISTM, New Delhi.

SD/SG-MA  
(Suparna Dasgupta)  
Under Secretary(WS)

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- All Officers/Sections of ICAR Hqrs, KB.,/KAB-I&I/NASC (through web-site only)
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