

राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी

राजेन्द्रनगर, हैदराबाद - 500 030, भारत

NATIONAL ACADEMY OF AGRICULTURAL RESEARCH MANAGEMENT

Rajendranagar, Hyderabad-500 030, INDIA

Phones : (040) 2458 1322; Fax : (040) 2401 5912; http://www.naarm.ernet.in



Dr D. Rama Rao
Director

F. No. CETP for TO/AC/PVR & PCM/2015
January 4, 2016

Sub: "Competence Enhancement Training Programme for Technical Officers (Grade T-5 and above)" from March 1 to 10, 2016 - reg.

Dear Sir,

A 10-days Training Programme on "**Competence Enhancement Training Programme for Technical Officers (Grade T-5 and above)**", is being conducted at ICAR-NAARM, Hyderabad during **March 1-10, 2016** for ICAR Technical Officer in Grades T5 and above. The objective is to improve skills and efficiency in discharging functions and providing constructive technical support in meeting the organizational priorities. The training programme flyer with all details is attached. We request you to nominate and sponsor suitable candidates. The last date for receiving the nominations is **February 6, 2016**. A copy of the flyer has also been sent by email to you.

With best regards.

Yours faithfully

(D. Rama Rao)

Encl: As above.

33.	The Director Indian Institute of Spices Research Marlkunnu P.O. KOZHIKODE 673 012 Kerala
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ICAR – National Academy of Agricultural Research Management
Rajendranagar, Hyderabad 500 030

Nomination Form

1. Name of the Programme and Dates : Competence Enhancement Training Programme for Technical Officers of ICAR (Grade T-5 and above) - March 1 – 10, 2016
2. Full Name (in block letters) :
First Name Middle Name Last Name
3. Date of birth and age :
4. Sex :
5. Nationality :
6. Designation & Discipline :
7. Present employer & Address :
8. Address for Communication (in block letters) :
Landline: Cell: Fax No.:
Email:
9. Teaching / Research / Professional Experience (including post held) during the last five years (attach additional sheets, if required)
10. Academic Record (Start from Bachelor's Degree)

Exam	University or Institution	Year	Subjects	Class/Rank	Another information

(Signature of the applicant)

Date :

Place :

Recommendation of sponsoring authority

(Signature and Designation of the Nominating Authority)

How to Apply?

Applicants are advised to fill nomination form online after registration on Training Management Information System (<http://www.naarm.org.in/training>). Upload filled, signed and scanned nomination form onto Training Management Information System or mail it to Academic Cell, NAARM (academiccell@naarm.ernet.in).

For further information, please contact:

OIC, Academic Cell
ICAR-National Academy of Agricultural Research Management
Indian Council of Agricultural Research
Rajendranagar, Hyderabad-500030, Telangana, India
Email: academiccell@naarm.ernet.in; training.naarm@icar.gov.in
Telephone: +91-40-24581319/310
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Programme Directors

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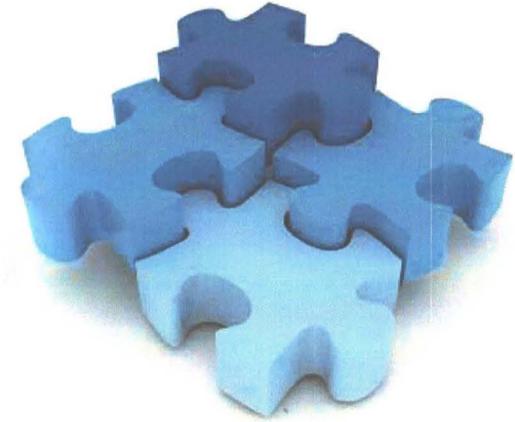
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Competence Enhancement Training Program for Technical Officers of ICAR (Sponsored by ICAR)

1-10, March, 2016



Programme Directors

P. Vijender Reddy
P.C. Meena



भाकृअनुप-राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी
राजेन्द्रनगर, हैदराबाद-500030, तेलंगाण, भारत
ICAR-National Academy of Agricultural Research Management
Rajendranagar, Hyderabad-500030, Telangana, India
<http://www.naarm.ernet.in>



The ICAR-National Academy of Agricultural Research Management (NAARM), Hyderabad announces a "Competence Enhancement Training Programme for Technical Officers (Grade T-5 and above)" from March 1-10, 2016 at Hyderabad.

Background

One of the most critical problems faced by the organizations is the development of general management for dealing with the demands of rapidly changing external and internal environment. Modern management skills, effective personnel management system, adoption of modern technology for work simplification, automation have become essential components for providing constructive services by the technical officers in the ICAR System. These officers play a pivotal role in extending research support in the organization. Services offered by the technical officers help in collective planning and coordinating the management aspect of research which in turn help meeting the goals and improve productivity of research organizations. This training programme is intended to build the capacity of technical officers through appropriate modes.

Objective

To improve skills and efficiency in discharging functions and providing constructive technical support in meeting the organizational goals and targets.

Methodology

The programme will consist of a blend of lectures, case analysis and hands on exercises.

Content

The programme would cover the following broad areas:

- Personality development
- Communication skills
- Stress management
- Administrative and finance procedures

- Methods of data retrieval, transmission and email
- Use of library networking

Programme Duration

March 1-10, 2016 (10 days). Participants are expected to arrive by the evening of February 29, 2016, and can leave after 1700 hrs on March 10, 2016.

Last Date for sending nominations

February 06, 2016. Confirmation of nomination will be on first-cum-first basis.

Programme Fee

There is no registration fee, however the participants have to pay board and lodging charges at an approximate cost of Rs 600/- per day.

Eligible Participants

ICAR Technical Officers in Grades T-5 and above.

Board and Lodging

All participants are expected to stay in the well-furnished Halls of Residence or Scientists' Home on twin-sharing basis. Participants are requested not to bring any family member with them.

Travel

ICAR-NAARM is located in Rajendranagar (17°18'49"N latitude and 78°24'42" East longitude) in Hyderabad about 20 km from the Hyderabad Rajiv Gandhi International Airport, Shamshabad; 25 km from the Secunderabad Railway Station; 16 km from the Hyderabad Railway Station; 16 km from the Kacheguda Railway Station and 12 km from the Imlibun/Mahatma Gandhi Bus Station (MGBS). From any of these alighting points, participants can take an auto rickshaw/taxi/car. Hyderabad has a salubrious climate.

Travel TA and DA has to be met by the participants/sponsoring organizations.