



# राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी

राजेन्द्रनगर, हैदराबाद - 500 030, भारत

NATIONAL ACADEMY OF AGRICULTURAL RESEARCH MANAGEMENT

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डॉ. डी. रामा राव, निदेशक

Dr. D. Rama Rao, Director

D.O.No.TO/PDS/AC/2015

16<sup>th</sup> June 2015

**Subject:** Competence Enhancement Training Programme for Technical Officers (Grade T-5 and above), 19-28 Aug 2015

Dear Sir/Madam,

A "Competence Enhancement Training Programme for Technical Officers (Grade T-5 and above)," is being conducted at ICAR-NAARM, Hyderabad from 19-28 Aug 2015 for ICAR Technical Officers in Grades T-5 and above. The programme flyer with all details is attached. We request you to nominate and sponsor suitable candidates. The last date for receiving the nominations is 4 Aug 2015. A copy of the flyer has also been sent by email to you. Academy encourages nominations online through our website (<http://www.naarm.ernet.in/training>)

With best regards.

Yours faithfully

(D. Rama Rao)

Encl: As above.

41.	<b>The Director</b> ICAR - Indian Institute of Spices Research, Marikunnu P.O., Calicut-673012, Kerala
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HRD  
8/2016

Pl. display  
in our  
website  
27/6/2015

naarm

**Competence Enhancement Training Programme  
for  
Technical Officers of ICAR (Grade T-5 and above)  
(Sponsored by ICAR)**

**19-28 August, 2015**

**Address for sending the nomination(s)**

All applicants are advised to fill their nominations using the Training Management Information System (<http://www.naarm.org.in/training>). After registration, please download the application form, sign and forward it through 'official channel to:

**The Officer In-charge, Academic Cell,**  
ICAR-National Academy of Agricultural Research Management,  
*Indian Council of Agricultural Research*  
Rajendranagar, Hyderabad (Telangana) 500 030, India.  
Email: [trainingcell@naarm.ernet.in](mailto:trainingcell@naarm.ernet.in); [training.naarm@icar.gov.in](mailto:training.naarm@icar.gov.in)  
Telephone: +91-40-24581319/327/310  
Fax: +91-40-24581484/24015912

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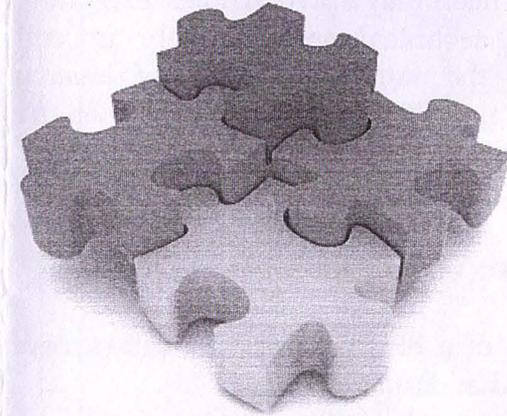
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**Programme Directors**

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**P.D. Sreekanth**



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**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 19 to 28 August 2015 at Hyderabad.

We invite you to participate in the programme and to forward this to those who would be interested.

## Background

Technical Officers play a pivotal role in extending research support in the ICAR. The technical services help in collective planning and coordinating the management aspect of research which in turn helps in meeting the goals. This programme provides an opportunity to improve skills and efficiency in discharging functions and providing constructive technical support in meeting the organizational priorities.

## Methodology and Content

Will consist of a blend of lectures, self-exploration instruments, case analysis and hands on exercises.

The course content broadly covers topics on:

- Personality Development
- Communication Skills
- Stress Management
- Administrative and Finance Procedures
- Methods of data retrieval, transmission and email
- Use of networked library

## Programme Fee

None.

## Programme Dates, Duration and Last Date for receiving nominations

19 to 28 Aug 2015, 10 days. Participants should arrive by the evening of 18 Aug 2015 and can leave after 1700 h on 28 Aug 2015.

*Last Date:* 4<sup>th</sup> August 2015.

## Who Should Attend

ICAR Technical Officers in Grades T-5 and above. The total number of participants will be 30.

## Board and Lodging

All participants are expected to stay in the well-furnished Halls of Residence or Scientists' Home on twin-sharing basis. The TA and DA, have to be met by the participants. Participants are requested not to bring any family members 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. From any of these alighting points, participants can take an autorickshaw or a car or a taxi. Hyderabad has a salubrious climate with an elevation of 475 m above the MSL. The annual rainfall is about 800 mm mostly during Jun to Oct from the southwest monsoon. Minimal rainfall is received from November to May. The annual mean temperature is about 26°C (78.8°F). Summer is hot (exceed 40°C or 104°F) and winter (December) is moderately cold (from 10°C or 50°F and above).



## Nomination Form

1. Name of the Programme and Date: **Competence Enhancement Training Programme for Technical Officers of ICAR (Grade T-5 and above)**  
(Sponsored by ICAR) August 19-28, 2015

2. Full Name (in block letters):

First name

Middle name

Last name

3. Date of birth and age:

4. Sex:

5. Nationality:

6. Designation:

7. Present employer and address :

8. Address for communication (in block letters):

Landline :

Cell :

E-Mail:

Fax:

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
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(Signature of the applicant)

Date:

Place:

Recommendation of the Sponsoring authority

(Signature and Designation of the Nominating Authority)