Prog. No. T-215: Workshop on **"Implementation of Reservation Policy for SC/ST/OBC/EWS/PWD & E-Servicemen for Liaison Officers, Govt. Aided Bodies, Institutions and Banks "**
From 9th to 11th May 2022 at Goa

WHO SHOULD ATTEND -:

Personnel Managers, Administrative Head, Liaison Officers, HRD Managers, Executives & Officials dealing with the responsibility of recruitment, promotion reservation, Welfare and redressal of grievances of employees belonging to SCs, STs, OBCs, Ex-servicemen, PWD and Office representative of Associations of SC, ST, OBC, Ex-servicemen & PWD may also attend for updated and latest knowledge about this subject.

COURSE OUTLINE:-

- **Constitutional Provisions with latest amendment relating to reservation**
- **Quantum of reservation in direct recruitment and Promotion**
- **Caste Certificates and its scrutiny and issues related**
- **To implement 10% reservation for EWS**
- **Preparation, Operation and Maintenance of post based rosters for SC/ST/OBC/ EWS & PWBD**
- **Preparation of select panel and Concept of own merit**
- **Role and function of Liaison officers**
- **Relaxation and Concession to SC/ST/OBC/EWS/Ex-servicemen & PWBD**
- **National Commission**

COURSE DURATION-: The workshop will commence at **03:30PM on 09.05.2022 and will conclude at 05:00PM on 11.05.2022**

RESIDENTIAL CANDIDATE: Check in **9th May 2022** Afternoon (12:00PM) & Check out **12th May 2022,** Forenoon

Prog. No. T-215B: Workshop on **"Personal Effectiveness and Behavioral Skills for Executive Secretaries, PA/PS, Administrative Personnel & Office Staff"**
From 11th to 13th May 2022 at Goa

INTRODUCTION-:

The fast changing business organization has brought in unprecedented role changes of all the employees working in an organization. Busy senior executives have now much higher expectations from their Secretaries and Office staff to conserve their own energy and save precious time. Secretaries and office staff have not only to be perfectly competent in their conventional roles, but also have to actively assist their senior executives on many other fronts in their new support roles. Professional capabilities, approach and attitude of Secretaries have, therefore, to be undergo an sea change.

WHO SHOULD ATTEND -:

Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, Office Staff and those who discharge secretaries duties and responsibilities, will be benefitted this programme.

COURSE OUTLINE:-

- **Emerging Role of Executive Secretaries, PA and Office Staff**
- **Effective Communication Skills**
- **Relationship Management**
- **Wok Life Balance & Decision Making Skills**
- **Motivation & Productivity Enhancement**
- **Managing the Boss and his Office**
- **Managing Time and Stress at Workplace**

COURSE DURATION-: The workshop will commence at **03:30PM on 11.05.2022 and will conclude at 5:00PM on 13.05.2022**

RESIDENTIAL CANDIDATE: Check in **11th May 2022** Afternoon & Check out **14th Mary 2022,** Forenoon

FEE:-

Residential on Single Occupancy: Rs.34000 + 18% GST total Rs. 40120/- Per candidate per program

Residential on twin sharing basis Rs. 25000 + 18% GST = Total Rs. 29500/- Per Candidate per program

Non-Residential: Rs. 13000 + 18% GST = Total Rs. 15340/- Per Candidate per program

Twin Sharing is available only for organizations nominating two officials (same gender). The participation fee for residential participant covers the cost of lodging, boarding, meals & study material of the participants. Spouse/Family members are welcome on complimentary basis. Nomination on single occupancy is mandatory in case any participant wants to bring his/her spouse/ family members. Participation fees for non- residential participant include cost of lunch and study material.

LAST DATE:- Last date of the above workshops Accepting nominations is 29.04.2022. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

VENUE: **Regenta Central, North Goa.**

Nomination: The Organization may please send the nominations stating the participants Name, Designation, their Mobile No. and Contact No. & e-mail ID. Kindly also provide GSTIN of your organization at time of Nomination. For making payment through DD/Cheque/NEFT/Pay Order/PFMS/IMPS/RTGS drawn in favor of **"Systematic Institute of Economic Research & Development" payable at New Delhi. NEFT payment may be made direct to Current A/c No. 62310200000135 (IFSC Code BARB0VJMAYA, MICR NO. 110012391) Bank of Baroda, Mayapuri Branch, New Delhi under intimation by email. PAN No. BXPPK7937K GSTIN- 07BXPPK7937K1ZN.**

For registration /any other information, please Contact: (Neeraj Kumar) Coordinator Mob. 9958014267