



Online training program Recruitment Rules and Reservation in Services

Special Weekend Classes

10th, 17th and 31st October 2020

About the Program

The implementation of the 7th CPC recommendations has brought in several changes in the basic Establishment Rules. The government systems of personnel administration continue to focus largely on these rules and procedures. The basic objective of this program is to enhance skill and knowledge of the personnel dealing with the Establishment Rules during their day to day activities. Recruitment in any organisation is a crucial procedure which involves a number of activities to search and select prospective individuals for designated jobs in the organisation. As these processes are strictly governed by Rules and regulations, it becomes very crucial to educate the train individuals involved in the administration of the whole process. Reservation in government services is another crucial area which needs to be very carefully managed and administered to ensure all the laid down guidelines and procedures of the government are adhered to. **National Productivity Council** is organising this **online weekend workshop** to cover the various aspects governing the **Recruitment and Reservation in Services**. The course has been designed to covered in weekends with 540 minutes of online training.

Learning Objectives

- ❖ Rules governing classification and creation of posts
- ❖ Framing and amendment of recruitment rules; Methods of appointment
- ❖ Rules governing probation, confirmation, seniority promotion etc
- ❖ Rules governing reservation in services
- ❖ Preparation and management of roster in services

Program Structure & Duration

Date	Title	Time	Session Coverage	Session duration
10.10.2020	Rules Governing Recruitment and Appointment	10:30 am to 1:30 pm	Classification and creation of posts, Framing and amendment of Recruitment Rules, Methods of Appointment-Promotion, Direct Recruitment, Deputation, Absorption, Re-employment, Compassionate Appointment etc.	180 min
17.10.2020	Probation Confirmation Seniority, Promotion, Lien	10:30 am to 1:30 pm	Salient features, various Rules/guidelines/ instructions of DOPT, Orders of the Hon'ble Supreme Court of India etc	180 min
31.10.2020	Reservation in Services	10:30 am to 1:30 pm	Definitions of SC, ST, OBC, Effects of conversion, migration etc., Reservation Policy in DR/Promotion, Relaxation & Concessions, Concept of de-reservation & carry forward, Role & function of National Commissions, Role & function of Liaison Officers, EWS criteria, Preparation of Rosters, Reservation for Ex-Servicemen/Meritorious Sportspersons.	180 min

WHO SHOULD ATTEND THE PROGRAM

The program is suitable for and highly beneficial for all ASOs/SOs/Dealing Assts/ Officers etc. who are posted in establishment /Administration etc. Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, Junior & Middle level officials from Government Departments, Public Sector & Private Sector Organisation, Corporations, Board, Autonomous bodies, Banks and Service Organization etc. will find this program to very beneficial

E-certificates shall be provided to the participants at the end of the program

FEE STRUCTURE

The total fee for this program has been fixed at **₹ 5900 /- (Inclusive of GST)**

Discount of 5% applicable for organisations nominating 2 (two) or more individuals

Discount of 10% applicable for organisations nominating 5 (five) or more individuals

NOMINATIONS MAY BE SENT THROUGH:

1. Participants willing to register in individual capacity, may register themselves on our website and make necessary payments on the link attached.

<http://tiny.cc/NPC-ER>

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis.

2. Participants sponsored by organisations may enrol themselves by email to the undersigned and providing **participants' name, designation, Company Name, contact number & e-mail ID**. Kindly also provide GSTIN of your organization at the time of nomination. Please note that participation fee is to be paid at the time of nomination. For making payment through NEFT, details are as under:

ECS Details (For Fee payment):

Bank Name	: Indian Overseas Bank,
Branch	: 70 Golf Link, New Delhi,
Bank Account No	: 026501000009207,
IFCS/RTGS/NEFT Code	: IOB-A0000265,
PAN No	: AAATN0402F
GST No	: I8AAATN0402FIZ5

FOR FURTHER INFORMATION OR CLARIFICATION KINDLY CONTACT



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