

Ref: RES/12/24

02.09.2024

Chief Liaison Officer (SC/ST/OBC/PWD)
Vikram University, Ujjain
University Road, Madhav Bhavan,
Ujjain, Madhya Pradesh-456010

*Self select
24/9/24*

**WORKSHOP ON ROSTERS & RESERVATION IN SERVICES
AT PORT BLAIR, A&N ISLANDS**

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A workshop on **Rosters & Reservation in Services** is being organized by NAHRD from **11.12.2024 to 14.12.2024 At Port Blair, A&N Islands.**

The above-mentioned workshop is for the benefit of staff dealing with establishment, legal and HR functions in Government, Semi Government, Autonomous Bodies, Public Sector undertakings, etc. It will help the organization in effective implementation of various rules, order and guidelines on the present subject by the relevant authorities. It will also help appointing/ recruiting authorities in understanding applicable provisions in Reservation. The program has been designed to provide practical insight into various facets of reservations in services. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Constitutional Provisions for Reservations in Services
- Scope, Applicability, Percentages, Relaxation & Concession
- Roster- Concept, Identification, Preparation, Operation & Maintenance
- Reservation for Persons with Disability and Ex-Servicemen
- Reservation for Economic Weaker Sections (EWS)
- Verification of claims with relevant case law
- Reservation in Direct Recruitment & Reservation in Promotion
- Role & Functions of Liaison Officers
- The Rights of Persons with Disabilities Act, 2016 along with Rules
- Appointments on Compassionate Grounds with provisions and Case Law
- Open Sessions, Case Law and Case Studies

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc.

Faculty

Sh. K.S. Kuma. is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt. of India. He is a highly acclaimed authority on various establishment matters including reservations in services. He has handled various aspects of recruitment process in Government and is fully conversant with the nuances of the subject. He has trained thousands of trainee officers across the country and has developed a number of trainers in training institutions spread all over the country. He has helped more than 50 organizations in preparing and maintenance of the reservation rosters.

Sh. S.K. Dasgupta is former Director (Administration), Department of Personnel & Training, Government of India. He is having more than 30 years of experience in various government departments. He is certified for Training of Trainings and Direct Skills Training by Department of Personnel & Training, Government of India. He is also having certification in training and development from Institute of Training & Development, the national forum for training and development (UK). He is a visiting faculty in many reputed institutes across India. He is having huge experience in the area of establishment matters.

Other faculty members having experience on the subject will be invited as Guest Faculty.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Road Transport & Highways, Ministry of Commerce & Industry, LIC of India, Reserve Bank of India, Securities & Exchange Board of India, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

Participation Fee:

Single Occupancy- Rs. 69,000/- plus GST @ 18% per participant

Twin Sharing- Rs. 60,000/- plus GST @ 18% per participant

Non- Residential- Rs. 45,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non- residential participants covers the cost of lunch & study material.

Venue: Hotel Sentinel / Fearless Resort, Port Blair, Andaman Islands: 744101

Check In- 11.12.2024 (12:00 P.M.)

Check Out- 15.12.2024 (09:00 A.M.)

The workshop will commence at 9:30 A.M. on 12.12.2024 and will conclude at 5:30 P.M. on 14.12.2024. However, there will be an introductory session on 11.12.2024 after all participants have reported at the venue. In case of non-availability of rooms at the venue as on date of nomination, arrangements for stay shall be made in another property.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/ DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of Beneficiary: **National Academy of Human Resource Development**

Bank: Kotak Mahindra Bank. A/c No. 8912179265 IFSC Code. KKBK0004620

PAN: AAJFN7963N GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:

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Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited. Participants and their accompanying guests (if any) shall be required to fulfill requirements as required by competent authorities at points of boarding and arrival. NAHRD shall not be responsible for the same. In addition, NAHRD may also require participants and their accompanying guests to fulfill certain requirement(s) which will be conveyed one week before the workshop.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **27.11.2024**.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards



For NAHRD

In addition, we also request you to consider nominating officers for our other workshops (October 2024 to March 2025). Details are as under:

- Online workshop on **Rosters & Reservation in Services** from 15.10.2024 to 16.10.2024,
- Online workshop on **Right to Information** from 15.10.2024 to 16.10.2024,
- **Corporate Governance** from 20.11.2024 to 23.11.2024 at Goa,
- **Corporate Social Responsibility (CSR)** from 20.11.2024 to 23.11.2024 at Goa,
- **Insolvency & Bankruptcy Code (IBC)** from 20.11.2024 to 23.11.2024 at Goa,
- **Emotional Intelligence & Human Factors** from 20.11.2024 to 23.11.2024 at Goa,
- **Pay Fixation Rules** from 11.12.2024 to 14.12.2024 at Port Blair (A&N Islands),
- **Work Life Balance & Stress Management** from 11.12.2024 to 14.12.2024 at Port Blair,
- **Management of Training & Training of Trainers** from 11.12.2024 to 14.12.2024 at Port Blair (A&N Islands),
- **Rosters & Reservation in Services** from 11.12.2024 to 14.12.2024 at Port Blair,
- **Preventive Vigilance** from 11.12.2024 to 14.12.2024 at Port Blair (A&N Islands),
- **Right to Information Act** from 20.01.2025 to 21.01.2025 at New Delhi,
- **Prevention of Sexual Harassment of Women** from 20.01.2025 to 21.01.2025 at New Delhi,
- **Disciplinary Rules & Procedures** from 20.01.2025 to 21.01.2025 at New Delhi,
- **Recruitment Rules, Rosters, Reservation in Services & Cadre Review** from 20.01.2025 to 21.01.2025 at New Delhi,
- **Parliamentary Procedures, Questions & Assurances** from 20.01.2025 to 21.01.2025 at New Delhi,
- **Goods & Services Tax (GST)** from 05.02.2025 to 08.02.2025 at Puducherry,
- **Audit, Accounting & Financial Management** from 05.02.2025 to 08.02.2025 at Puducherry,
- **Capacity Building Program for DDOs** from 05.02.2025 to 08.02.2025 at Puducherry,
- **Handling of Court Cases** from 05.02.2025 to 08.02.2025 at Puducherry,
- **Contract Management, Dispute Resolution and Arbitration** from 05.02.2025 to 08.02.2025 at Puducherry,
- **Establishment Rules** from 05.02.2025 to 08.02.2025 at Puducherry,
- **Public Premises (Eviction of Unauthorised Occupants) Act, 1971** from 05.02.2025 to 08.02.2025 at Puducherry,
- **Public Procurement & GeM** from 05.02.2025 to 08.02.2025 at Puducherry,

- **Advance Excel & Data Analytics** from 19.02.2025 to 22.02.2025 at Jaisalmer (Rajasthan),
- **Cyber Hygiene & Security** from 19.02.2025 to 22.02.2025 at Jaisalmer (Rajasthan),
- **Effective Use of AI at Workplace** from 19.02.2025 to 22.02.2025 at Jaisalmer (Rajasthan),
- **Labour Laws & HR Compliances** from 19.02.2025 to 22.02.2025 at Jaisalmer (Rajasthan),
- **Work Life Balance & Leadership Development** from 19.02.2025 to 22.02.2025 at Jaisalmer (Rajasthan),
- **Digital Personal Data Protection Act, 2023 and Privacy Compliance** from 19.02.2025 to 22.02.2025 at Jaisalmer (Rajasthan),
- **Empowering Trade Union Leaders** from 19.02.2025 to 22.02.2025 at Jaisalmer (Rajasthan),
- **Capacity Building Program, for Executive Secretaries, Assistants & Stenographers** from 19.02.2025 to 22.02.2025 at Jaisalmer (Rajasthan) and
- **Global Trends in Transformational Leadership & Talent Management** from 03.03.2025 to 10.03.2025 at Australia (Sydney, Gold Coast & Melbourne).

You are kindly requested to refer to the detailed brochure of these workshops for detailed information. The brochures are available on our website (www.nahrd.in)