

Ref: REC/09/24

29.02.2024

**WORKSHOP ON RECRUITMENT RULES, ROSTERS, RESERVATION & CADRE  
REVIEW AT GOA**

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 **Recruitment Rules, Rosters, Reservation & Cadre Review** is being organized by NAHRD from **22.09.2024 to 25.09.2024 at Goa**.

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. The concept of cadre review owes its origin to the recommendations made by the First Administrative Reforms Commission in its report on Personnel Administration released in 1969. Cadre review encompasses several key elements of cadre management such as formation of service, recruitment planning, deputation, creation of posts, etc. It helps realign a service to the everchanging organizational needs and maintain congruence between functional needs and legitimate aspirations of the officers. Inefficient cadre management might result in serious distortions in the cadre/service. The present workshop will provide in depth insight and practical application of recruitment rules and cadre review to the participants. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- General Guidelines on Framing of Recruitment Rules
- Pre & Post Recruitment Formalities
- Rosters & Reservation in Services
- Reservation for SC/ST/OBC/PWD/EWS
- Formulation for proposal and financial implications
- Reference to DOPT/ DOE
- Procedure for Cadre Review
- Cadre review of various posts
- Creation and Abolition of posts
- Duty posts and reserves
- General deficiencies of cadre structure and management
- 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, role-plays etc.

## **Faculty**

**Sh. K.S. Kumar** 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. In addition, we will have other guests faculty members having practical experience on the present subject.

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. 40,000/- 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:** Resort Rio, Near Baga Beach Tambudki, Arpora, Goa 403518

**Check In-** 22.09.2024 (3:00 P.M.)

**Check Out-** 26.09.2024 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 23.09.2024 and will conclude at 5:30 P.M. on 25.09.2024. However, there will be an introductory session on 22.09.2024 after all participants have reported at the venue. In case of non-availability of rooms at Resort Rio 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 the Beneficiary: **National Academy of Human Resource Development**

Bank: Kotak Mahindra Bank. A/c No. 8912179265. CA. 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 **06.09.2024**.

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