

Ref: RES/08/26

17.05.2026

ONLINE WORKSHOP ON ROSTERS & RESERVATION IN SERVICES

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Government, State Governments, 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.

An online workshop on **Rosters & Reservation in Services** is being organized by NAHRD from **18.08.2026 to 19.08.2026**.

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:

- 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

Workshop Methodology

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. Sandeep Mukherjee a former Director, Government of India, and retired senior faculty from the Institute of Secretariat Training and Management (ISTM), DoPT, is a highly respected expert in Reservation Policies, Roster Management, and Establishment Rules, with over 30 years of rich administrative and training experience. He has extensive expertise in implementation of Reservation in Services for SC/ST/OBC/EWS/PwD and Ex-Servicemen, including preparation and maintenance of reservation rosters, post-based rosters, reservation registers, promotion policies, and compliance with Government of India guidelines. During his tenure in the Department of Personnel & Training (DoPT), he handled policy matters related to reservation and service regulations at the national level. At ISTM, he served as a core faculty for programmes on Reservation Rules, Roster Management, CCS Rules, and Establishment Matters for officers of Ministries, Departments, and Public Sector Undertakings. He is also the author of a widely referred handbook on Reservation in Government Services and is known for his practical, case-study-based training methodology.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, JNPA, Indian Space Research Organization, Border Security Force, GIC of India, Delhi Metro Rail Corporation, Bharat Dynamics Ltd., Canara Bank, UCO Bank, AI Airport Services Limited, Rashtriya Chemicals & Fertilisers Limited, National Fertilizers Limited, MOIL Limited, RailTel Corporation Limited, GAIL (India) Limited, NTPC Limited, NLC India Limited, SIDBI, THDC India Limited, NHPC Limited, Jute Corporation of India, REC Limited, Grid Controller of India Limited, Hindustan Petroleum Corporation Limited and many more.

Participation Fee: Rs.11,000/- plus GST @ 18% per participant

Date & Timings:

18.08.2026 Tuesday (10:00 to 13:15 hours)

19.08.2026 Wednesday (10:00 to 13:15 hours)

Relevant link for registration will be sent to all the participants 2 days before the workshop. Participants will also be awarded with digitally signed certificate after successful completion of the workshop.

Nominations may be sent through post/ email by providing participants' name, designation, 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

Name of 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:

Rohit Agarwal

Email- rohit@nahrd.in
Phone- +91 9873057803

Vivek Manchanda

Email-vivek@nahrd.in
Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable. Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating.

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