To
All Candidates

Who have been selected for appointment in the Assistants Grade
of the Central Secretariat Service

Subject: Assistants (Direct Recruit) Foundational Training Programme – joining
instructions - regarding.

Madam/Sir,

I am directed to say that, consequent on your selection for appointment in the
Assistants Grade of the Central Secretariat Service, Offer of Appointment has been/is being
issued by the Department of Personnel & Training. On receipt of the Offer of Appointment,
you may like to join the Central Government as an Assistant in the Central Secretariat
Service (CSS).

BRIEF ON JOINING GOVERNMENT SERVICE

2. You are required to first join the Foundation Training Programme, to be conducted by
this Institute (ISTM), either at the ISTM Campus, New Delhi, or at any other Training
Institute in the country, under the aegis of ISTM. The training programme is mandatory
as per the Cadre Training Plan of the Central Secretariat Service.

2.1. You may note that, your individual date of reporting to the Central Government,
in the Foundation Training Programme, as well as the designated place of reporting
will be intimated to you through this Website, or through www.persmin.nic.in.

2.2 You may also note that each one of you may not require to report to ISTM, New Delhi
at any particular date. Please check this website and your email for your individual date
and place of reporting.

2.3 You are required to register yourself online on the ISTM Website
(www.istm.gov.in), irrespective of your date and place of joining. Please visit ISTM website
now and register yourself. You may have to upload your photograph and other credentials
online to the aforesaid website at the earliest.

Date: 21st October 2015.
2.4 On completion of registration on the ISTM Website, you need to take a print-out and bring that for at the designated place of reporting on the prescribed date of reporting. Please do not put your signature on these forms (print-outs), as you need to sign these forms in the presence of the Joining Officer at the time of your reporting to the Central Government.

2.5 On the date of reporting to the Central Government please present yourself to the Joining Officer alone. The process of joining may take considerable time and you need to wait patiently for your turn. **Please do not bring your parents, relatives, friends or spouse along with you,** on the occasion of your joining. Designated Institutes as well as ISTM will not have any facilities for your parents, relatives, friends or spouse and it may cause avoidable embarrassment and hardships/ inconvenience to them.

2.6 You need to bring with you, following documents and articles for the purpose of joining Central Government:

i. Original Class-X Pass Certificate;
ii. Original Graduation Certificate;
iii. Original Cast Certificate in the prescribed format;
iv. AADHAR Card;
v. Election Photo Identity Card (Voter Card);
vi. PAN Card;
vii. Bank Pass Book opened in your name along with one cancelled cheque;
viii. ATM-cum-Debit Card of your Bank account as at (vii) above;
ix. Relieving Order in case of those candidates who were in service;
x. 4 copies of Passport size colour photograph on white background and
xi. Black ink ball point pen.

2.7 If you are presently in service and require to serve a notice period to your present employer, please indicate, in writing, your non-availability for the prescribed date of joining. **Please note that you can only join Foundation Training as per prescribed schedule and not on any date of your choice.**

3. **BRIEF ON TRAINING:**

3.1 You will undergo an 8 week Training Programme, which has been designed to expose to the procedure and practices being followed in the Government of India through a mix of classroom sessions and exposure visits. You will also get an opportunity to have a first hand account of developmental activities undertaken in the rural India through village attachment for one week. Besides, you will be taken to a Non-Governmental Organisation (NGO) to experience the social sector development and citizen centric service delivery.

3.2 All components of training are mandatory and exemptions on any ground will not be granted.

3.3 You have to pass written examinations during the training. Besides, you will be further assessed on the basis of various other parameters, including presentations in the classroom, physical and mental fitness, social and inter-personal skills, etc.

3.4 During the training you need to devote all time at your disposal for the purpose of learning. Besides classroom activities, you have to take part in various other non-classroom activities, beyond classroom hours. **Hence, no personal engagements may be kept during the entire training period.**
3.5 You will be taken to various places for the purpose of Village Attachment, NGO Attachment and Study-visit. In all such visits you will be a part of your team, i.e., a group of trainees and cannot take along with you any member of your family, including your children. Under no circumstances, your children, wife/husband or parents/relatives can accompany you for any such visits undertaken during the training.

3.6 **No “Leave” during the entire duration of training will be granted, except for personal medical emergencies.** Such leave for a very short duration, not more than 3 days, may be granted only on production of valid medical certificate from CGHS Dispensary or from any Government Hospital. No request for leave will be entertained, for appearing in higher career examinations or for educational examinations, marriage of self or of any other close relatives/dependants during the period of training.

4. **LOCATION OF ISTM:**

The JNU (Old) Campus is located near residential colony Munirka/Ber Sarai and opposite Sector-III, R.K.Puram. The course participant can reach Delhi by Train to Old Delhi/New Delhi/Hazrat Nizamuddin Railway Station or by Air to Delhi. Those who will come by road may reach Inter State Bus Terminus (ISBT) at Kashmiri Gate or Sarai Kale Khan. On reaching rail/air/bus station, the course participant may take an Auto-rickshaw/Taxi from to reach ISTM, JNU(Old) Campus. From the Airport, you may take a pre-paid Taxi to Reach ISTM. The nearest landmark for ISTM is IIT, Delhi. A location map of ISTM is enclosed for your reference. The place is well connected by DTC Buses from all parts of Delhi. ISTM Campus can also be reached by Metro Rail. Nearest station is "Hauz Khas" and ISTM campus is only 2.1 Kms from this Metro station.

5. **HOSTEL FACILITIES AT ISTM:**

5.1 On reaching ISTM Hostel, you can report to the receptionist/caretaker for completing the check-in formalities. The meals provided in the Hostel which includes breakfast, tea, lunch and dinner are compulsory. Details of the boarding & mess facilities and payment procedure in the hostel will be provided after you join the training programme.

5.2 The rooms will be allotted on **double/triple sharing** basis, depending upon the availability of rooms. On allotment of accommodation in the Hostel, you will be required to deposit refundable Security Deposit of Rs. 2,000/- (rupees two thousands only) on the first day.

5.3 It may please be noted that the hostel facility is provided to the course participants only and for the duration of training period. The course participant are therefore, advised not to bring their relatives. ISTM will not be able to make any arrangements for them.

5.4 Accommodation in ISTM Hostel will be given on first-come-first serve basis. Preferences will be given to outstation participants in allotment of seats. Female participants will be given priority in allotment.

5.5 Accommodation will be given on the Hostel at ISTM, New Delhi, from the date of commencement of the course. You may have to make your own arrangements for stay at Delhi, from the date of reporting to the date of commencement of course. However, it is advisable to carry your clothing and other items as you may not get any leave to return to your hometown to bring those items, even if, there is a gap of one/two days between the date of reporting and the date of commencement of course.

5.6 In other institutes, accommodation will be available from the date of reporting. You are required to carry all necessary items, clothing etc. along with you when you will be asked to proceed to your place of reporting.
5.7 WINTER CLOTHING

The training is being organised at four different places; (i) ISTM Delhi, (ii) MGSIPA, Chandigarh, (iii) HPIPA, Shimla and (iv) UAOA, Nainital. The duration of the training will be winter season in all these places. There may be extreme weather condition at Shimla and Nainital during the period of training. You may bring your winter clothing suitable for 10 degree centigrade temperature or below, in case you are nominated to undergo training at Shimla and Nainital. In Delhi also, the period: December- January witnesses extreme cold situation. Hence, all candidates, who are being nominated in all the four training institutes, must equip themselves with proper winter gear and extra blanket for self.

6. VENUE OF REPORTING

Please check the ISTM as well as DoPT Website regularly for the venue of your reporting as well as the date of reporting.

Yours faithfully,

(Chandan Mukherjee),
Deputy Director &
Course Director
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Email: chandan@nic.in