



**SYSTEMATIC INSTITUTE OF  
ECONOMIC RESEARCH & DEVELOPMENT**

RZ-17B/223, J-Block, Back Gali,  
West Sagarpur, New Delhi – 110046  
Telefax No. 011- 49066483  
Website: www.sierd.in

Ref. No.: SIERD/T-188F/2024  
Date: 31.07.2024

To  
The HOD/ Heads of Personnel/Admin/Vigilance/HRD  
All the Govt. Deptts, Autonomous Bodies & PSUs  
Chairmen/CMDs/CEOs of Ports, Boards, Public Sector Banks,  
Insurance Corporation and other Financial Institutions

**Online Interactive Live Training Program On  
"Recruitment Procedures, Cadre Review, Promotion  
Rules & DPC"  
Date 30<sup>th</sup> Sept. & 1<sup>st</sup> Oct. 2024**

Sir/Madam,

Greetings from **Systematic Institute of Economic Research & Development (SIERD)** New Delhi.

Our Institute has been organizing premier training programmes on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources in Government, Semi-Government organisations and Autonomous Bodies handled by a team of competent and dedicated trainers. Based on the requirements received from our client organizations, we are organizing the below mentioned online training program.

**ABOUT PROGRAMME:-**

With the conceptual changes in the role of Administration's accountability and responsibility it has become necessary to keep our officers aware of the spirit of the rules and their applications. Besides lack of proper appreciation of Recruitment Rules, Pre and post recruitment formalities, Maintenance of Rosters of SC/ST/OBC/EWS, and PWBD very often leads to avoidable court cases. Review of Recruitment Rules, Recruitment Procedure, DPC procedure, Seniority principles, Preparation, Maintenance & Operation of Reservation Rosters.

**WHO SHOULD ATTEND:-**

- 1.This course is designed to suit Executives, Line Managers, Middle Management and Dealing hands working in personnel and Establishment sections.
- 2.This Programme is designed for Officers / Managers / Executives and those who have to deal with the subject of Establishment, recruitment and promotion.

**FACULTY:-** The Sessions will be conducted by highly experienced faculty on interactive and live basis online. Individual questions/doubts and their clarifications would be encouraged.

**DATE & TIMING:-**

**30.09.2024: Monday (10AM to 01:00PM)**

**01.10.2024: Tuesday (10AM to 01:00PM)**

## COURSE OUTLINE:-

- Drafting of Pre & Post Recruitment Formalities
- Recruitment Rules, Confirmation / Probation & Resignation
- Procedure for Cadre Review
- Cadre Review of various posts
- Principles of seniority Principles of Seniority in Direct recruitment, Promotion, deputation, Absorption and reemployment.
- DPC role and functions(evaluation of reports)

## FEE:-

**INR 5000 + 18% GST = INR 5900/-** Per participant online training program. Fees includes training material (soft copy), participant's certificate etc.

**GROUP DISCOUNT: - Rs.500/-** per participant if 4 or more participants from one organization.

## LAST DATE: -

Last Date of Accepting nominations is 26.09.2024. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

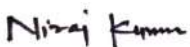
## NOMINATION: -

The Organization may please send the nominations stating the participants Name, Designation, their Mobile No. and Contact No. & e-mail ID. Kindly also provide GSTIN of your organization at time of Nomination. For making payment through DD/Cheque/NEFT/Pay Order/PFMS/IMPS/RTGS drawn in favor of “**Systematic Institute of Economic Research & Development**” payable at New Delhi. NEFT payment may be made direct to Current **A/c No. 62310200000135 (IFSC Code BARB0VJMAYA, MICR No. 110012391) Bank of Baroda, Mayapuri Branch, New Delhi** under intimation by email. PAN No. BXPPK7937K **GSTIN-07BXPPK7937K1ZN**

Since limited seats are available for the present workshop, nominations will be accepted on first-cum-first-serve basis. Nomination once confirmed cannot be cancelled; however substitution of participant is permissible. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable.

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

We shall be glad to accommodate the nominations from your organization.



**Neeraj Kumar**

**Program Coordinator**

**SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT**

**New Delhi - 110046, Mob. No.9958014267**

**Telefax No. 011- 49066483**

**E-mail: [sierd@rediffmail.com](mailto:sierd@rediffmail.com) / [info@sierd.org](mailto:info@sierd.org)**