



**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

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To  
The Director / Registrar  
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

**Workshop On**  
**"Recruitment Rules, Reservation in Services and Rosters"**  
**Date: 15<sup>th</sup> to 16<sup>th</sup> October 2024**  
**New Delhi**

Sir/Madam,

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

Our Institute has been organizing premier training program on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the requirements received from our client organizations, we are organizing the below mentioned Workshop / training program.

**INTRODUCTION:-**

Reservation is provided in recruitment for SC/ST & OBC. 103 amendment act. 2019 of constitutions has provided reservation for economically Weaker section who are not cover under the existing scheme of reservation from 1st Feb. 2019. Rosters of SC/ST/OBC/EWS & Ex-servicemen are to be recasted as per instructions in guidelines. To equip the personnel dealing with recruitment, reservation in implementing the new instructions, SIERD is organising a workshop with the broad objective of recasting and maintenance of post based rosters applied.

**WHO SHOULD ATTEND :-**

Personnel Managers, Administrative Head, Liaison Officers, HRD Managers, Executives & Officials dealing with the responsibility of recruitment, promotion reservation, Welfare and redressal of grievances of employees belonging to SCs, STs, OBCs, Ex-servicemen, PWD and Office representative of Associations of SC, ST, OBC, Ex-servicemen & PWD may also attend for updated and latest knowledge about this subject.

**FACULTY:-**

The Sessions will be conducted by highly experienced faculty on interactive basis. Individual questions/doubts and their clarifications would be encouraged.

**WORKSHOP DURATION:-** The Programme will commence at **10:00AM on 15.10.2024** and will conclude at **05:00PM on 16.10.2024**

## **COURSE OUTLINE:-**

- Recruitment Rules, Confirmation /Probation & Resignation
- Drafting of Pre & Post Recruitment Formalities
- Constitutional Provisions with latest amendment relating to reservation
- Caste Certificates and its scrutiny and issues related
- Preparation, Operation and Maintenance of post based rosters for SC/ST/OBS & EWS to implement 10% reservation for EWS
- Preparation of select panel and Concept of own merit
- Role and function of Liaison officers
- Relaxation and Concession to SC/ST/OBC/EWS/Ex-Servicemen & PWBD

## **FEE:-**

**Residential on Single Occupancy: Rs. 38000 + 18% GST total Rs. 44840/- Per Participant**

**Residential on twin sharing basis Rs. 28000 + 18% GST = Total Rs. 33040/- Per Participant**

**Non-Residential: Rs. 18000 + 18% GST = Total Rs. 21240/- Per Participant**

Twin Sharing is available only for organizations nominating two officials (same gender). The participation fee for residential participant covers the cost of lodging, boarding, meals & study material of the participants. Participation fees for non- residential participant include cost of lunch and study material.

**RESIDENTIAL CANDIDATE:-** Check in 14<sup>th</sup> Oct. 2024 (afternoon) & Checkout 17<sup>th</sup> Oct. 2024 (11:00AM)

**Non- Residential participants will have to be report at 09:30 A.M. on 15.10.2024.**

**PLACE OF STAY & WORKSHOP:-** Hotel Sarovar Portico, Naraina, New Delhi.

**LAST DATE: -** Last Date of Accepting nominations is **04.10.2024**. 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**

For further information or clarification kindly contact: Neeraj Kumar Email– [info@sierd.in](mailto:info@sierd.in) Mob. +91 9958014267

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.

Best Regards.



**Neeraj Kumar**

**Program Coordinator**

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

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