



FILE NO: Y-16021/1/2025-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

दिनांक / Date: 09.04.2025

To,

All Central Ministries/Departments of the Govt. of India

Heads of Departments, All Attached/Subordinate Offices

All State Governments/All Union Territories

The Chief Secretaries of all States/All Central/National/State Training Institutions

The Central Vigilance Commission/Election Commission of India/UPSC

All Public Sector Undertakings/Training Institutes/Training Centers

Subject: Five days Design of Training (DoT) courses scheduled to be conducted at ISTM from 23.06.2025 to 27.06.2025 (DoT 04A) and from 07.07.2025 to 11.07.2025 (DoT 04B).

Madam/Sir,

As a component of the Recognized Trainer Development Programme (RTDP) of DoPT, the Institute of Secretariat Training & Management (ISTM) will conduct two Design of Training (DoT) courses as per following details:-

| Sl. No. | Name of the Course | Course Code | From       | To         | Duration |
|---------|--------------------|-------------|------------|------------|----------|
| 1.      | Design of Training | DoT-04A     | 23.06.2025 | 27.06.2025 | 5 days   |
| 2.      | Design of Training | DoT-04B     | 07.07.2025 | 11.07.2025 | 5 days   |

2. Eligibility : The officers/trainers who have successfully completed the following courses

(i) DTS and DoT Courses on iGoT platform (Online Mode).

(ii) DTS course from any ATIs/CTIs (Physical Mode).

are eligible for undergoing the DoT course.

3. The sponsoring authorities may nominate the eligible candidates for the above mentioned two trainer development programmes.

4. **The course is sponsored by Department of Personnel and Training and no course fee is required to be paid by the sponsors.**

5. Course Information sheet is given in Annexure. Applicants may read the "Course Information Sheet" carefully before filling the nomination form.

6. For nomination in DoT course, interested officials may register at [http://www.istm.gov.in/home/online\\_nomination\\_form](http://www.istm.gov.in/home/online_nomination_form). It may be noted that it is mandatory to fill form online. After submitting the

online nomination form, officers are required to take its print out and get it countersigned by the sponsoring authority and forward it to ISTM latest by 22<sup>nd</sup> May, 2025 through email or speed post.

7. Only such candidates, whose nominations are accepted for the training programme by Institute of Secretariat Training & Management, would be allowed to join the programme. Therefore, **nominees should be relieved by the sponsoring authority only after seeing the list of accepted nominations on ISTM's website, receiving the e-mail and SMS alerts.** The list of accepted nominations will be uploaded on the website. Hence, the e-mail ID and Mobile Numbers of both the nominee and the sponsoring authority are compulsory.

**Enclosure: Annexure**

Yours faithfully,

-Sd-

(Shailesh Kumar Soni)  
Deputy Director & Course Coordinator  
Email ID: sk.soni@nic.in  
Tel: 011-26737520

#### **ANNEXURE**

#### **Recognized Trainer Development Programme – Design of Training (RTDP-DoT-04)**

##### **Course Information Sheet**

|                               |  |
|-------------------------------|--|
| <b>Title</b>                  | Design of Training   |
| <b>Course Code:</b>           | DoT  |
| <b>Course Capacity</b>        | 24   |
| <b>Duration:</b>              | (i) DoT-04A (23.06.2025 – 27.06.2025)<br>(ii) DoT-04B (07.07.2025 – 11.07.2025)  |
| <b>Eligibility:</b>           | <ul style="list-style-type: none"> <li>Officers of Ministries/Departments of Central and State Government, and its Attached and Subordinate offices</li> <li>Trainers of Central/State Govts./Public Sector Training Institutions</li> <li>The officers/trainers who have successfully completed the following courses</li> </ul> (i) DTS and DoT Courses on iGoT platform<br>(ii) DTS course from ATIs/CTIs |
| <b>Aim of the Course:</b>     | The course aims to impart knowledge related to underpinning concepts and develop design skills based on Systematic Approach to Training.   |
| <b>Course Strategy:</b>       | The DoT course consists to two phases. Phase-I consists of five-day workshop, using highly participative methodologies. On the last day of the workshop participants are to take up a design-project, which is required to be submitted to their course-tutors within one month, for evaluation/assessment. On satisfactory completion of the project, successful completion certificates will be awarded.   |
| <b>Workshop Methodology :</b> | <ul style="list-style-type: none"> <li>Group Work</li> <li>Discussions</li> <li>Presentation by participants</li> <li>Giving and receiving feedback</li> </ul>   |

|                                       |  |
|---------------------------------------|--|
| <b>Course Fee:</b>                    | The course is sponsored by Department of Personnel and Training and no course fee is to be paid by the sponsors.   |
| <b>Hostel Facilities:</b>             | <p>The Course is <b>Residential</b>. ISTM provides modest hostel facilities on single occupancy basis. However, availability of rooms in ISTM Hostel cannot be guaranteed and it will be made available on first-come-first serve basis.</p> <p><b>Family members of the participants are not allowed to stay in the hostel with the participants.</b></p> <p>In case, participants are allotted accommodation in the ISTM Hostel, <u>they are required to pay boarding charges to the Caterer/Caretaker of ISTM Hostel. There will be separate charges for accommodation in the ISTM Hostel which will be Rs.1000/- per participant per day for single room occupancy.</u> Apart from this, food charges will be extra.</p> <p><b>Charges for both Boarding &amp; Lodging are to be reimbursed by the Sponsoring Authority.</b></p> <p>However, in the event of non-availability of accommodation in ISTM Hostel, the participants will be required to make their own arrangement at their own cost, as per their entitlement in their parent organization.</p> <p>The Hostel is situated at Block-I, JNU (old) Campus, New Mehrauli Road, New Delhi 110 067. Tel: 011-26737716</p> <p>Email id: <a href="mailto:hostel-istm@nic.in">hostel-istm@nic.in</a></p> |
| <b>Nomination form to be Sent to:</b> | <p>Shri Shailesh Kumar Soni,<br/>Deputy Director &amp; Course Coordinator<br/>Room No - 220, 2<sup>nd</sup> Floor Administrative Block,<br/>Institute of Secretariat Training &amp; Management<br/>JNU (Old) Campus, New Mehrauli Road, New Delhi-110067<br/>Tel : 011-26737520, Email: <a href="mailto:sk.soni@gov.in">sk.soni@gov.in</a></p>   |



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Recognized Trainers Development Programme – Design of Training

Course Code : RTDP-DoT-04

Date : 23 Jun 2025 to 11 Jul 2025

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Shailesh Kumar Soni

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067