



# National Council for Training & Social Research

(Corporate Office)

9B, Pocket B2, Mayur Vihar-III, New Delhi-110096

Ph :- +91-11-43615435, +91-11-43544923, +91-11-22145234, +91-11- 22145235

Fax Nos : +91-11-22144978+91-11-42424964 (M) +91-9911295435

E-mail: [info@nctsr.in](mailto:info@nctsr.in), [office@nctsr.in](mailto:office@nctsr.in), [edc1977@gmail.com](mailto:edc1977@gmail.com)

Website: [www.nctsr.com](http://www.nctsr.com)

Ref. No. : 369/M/2015

New Delhi, the Dated : 06<sup>th</sup> May, 2015

**Greeting From National Council For Training & Social Research !**

To,

**By Email Only**

**The Competent Authority**

**Subject:- Technical Workshop Call For Nominations**

Dear Sir/Madam,

National Council for Training & Social Research (NCTSR) , serves as the apex body and representative of the various segments of Indian Industry with the mandate to provide impetus to collective interest in organized infrastructural development of the nation.

| S No. | Topic   | Date & Venue<br>(3 days)  | Course Fee (Per Participant) |                           |                            |
|-------|---|---|------------------------------|---------------------------|----------------------------|
|       |   |   | Non Residential              | Residential Twine Sharing | Residential Single Sharing |
| 1.    | “Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs”. | Date 24 <sup>th</sup> To 26 <sup>th</sup> August, 2015<br>Venue :- GREEN CASTLE MUSSOORIE, MUSSOORIE.<br>Distt.- Dehra Dun, Uttarakhand - 248179, | INR<br>₹                     | INR<br>₹                  | INR<br>₹                   |
| 2.    | “Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills In Government Departments Autonomous Bodies & PSUs”.                    | Date<br>21 <sup>st</sup> To 23 <sup>rd</sup> September, 2015<br>Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa                                  | 23,600/-                     | 33,600/-                  | 43,600/-                   |
| 3.    | “Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs”.                      | Date<br>19 <sup>th</sup> To 21 <sup>st</sup> October., 2015<br>Venue:- HOTEL JANPATH JANPATH ROAD CONNAUGHT PLACE, New DELHI – 110001             |                              |                           |                            |
| 4.    | “ Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies”   | Date<br>26 <sup>th</sup> To 28 <sup>th</sup> November, 2015<br>Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa                                   |                              |                           |                            |

We invite your kind attention to the coverage of the program. We assure you that the program will be very useful for officers and staff in the Headquarter Office, Regional Offices

and other subordinate offices of State & Central Government, State & Central Autonomous Bodies and PSU's which follow the State & Central Government rules and help promote up gradation of technical standards in the context of human resource development. We crave indulgence on your valuable time by requesting you kindly to peruse the below details relating to the workshop cited as subject.

We would also welcome invitation from your side for In- House Training programme at your premises.

Thank you and assuring you of our best service as per our tradition, With best regards.

Yours faithfully,

For National Council For Training & Social Research



Deepak Gupta, (Addl. Director)

**Topic:- "Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules"**

**Date 24<sup>th</sup> To 26<sup>th</sup> August, 2015**

**Venue :- "Hotel Shambhala" Leh - 194 101, Ladakh (India).**

Opting for residential accommodation are requested to go directly and stay in A/C rooms at "Hotel Shambhala" Leh - 194 101, Ladakh (India). Check In :- 23<sup>rd</sup> August, 2015 ( Afternoon) & Check Out :- 26<sup>th</sup> August, 2015 ( Forenoon)

**THE NEED** Concepts of reservation is a hot topic being debated these days in governmental circles, courts, media and industrial circles in context of economic and social changes emerging these days. Participants have to understand & appreciate need of reservation because the society is still caste ridden and need the governmental support to come in the main stream. Further a section of our society lack physical ability to earn their livelihood independently and need support. These issues are discussed in the context of orders issued by the govt. from time to time. The course will definite benefits the officer connected with the execution of reservation scheme.

#### **OBJECTIVE**

- To enable the participants to have an insight into the Reservation.
- Prepare and operate Reservation Rosters.
- The inbuilt scheme of Seniority of SC/ST/OBC.
- Procedure to fill up the backlog vacancies.

#### **PROGRAMME COVERAGE**

- Objectives and historical background and constitutional provisions for Reservation of posts in services.
- Criteria for determining-SC, ST and OBC.
- Relaxations and Concessions to Reserved Category of persons in appointment.
- Scope and quantum of Reservations in direct appointment.
- Scope and quantum of Reservations in promotion.

- Horizontal reservation for Ex- Serviceman, Physically Handicapped Persons, Sportsmen and Compassionate appointments.
- Preparation of Post-Based Roster.
- Seniority of persons selected on own's merit list and against reserved posts.
- Preparation of Combined Seniority where requirement is based against reserved posts.
- How to deal with cases of reservation where the cadre strength is (i) one post and (ii) less than 14.
- De-reservation procedure.
- Carry forward of de-reserved posts and filling up of backlog vacancies.
- Practical exercise on reservation.
- A latest development in the area of the reservation.
- Role of Liaison officer, Schedule Caste Commission and Schedule Tribes Commission.
- Maintenance of Reservation Procedure.

The focus of this program is on case studies Practical Exercises in preparation of the Roster. Considerable time would be allotted for this part of the training. Administrative aspects will receive only passing mention. In this respect, this program is unique in design.

- **Note:-** Centre encourages prospective participants and their managements to write in advance specifying any issues/problems areas which they would like to be included in course material/or and discussed during the workshop provided they are within the ambit of the subject of the program.

**Topic:- “Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills”**

**Date 21<sup>st</sup> To 23<sup>rd</sup> September, 2015 ( 3 Days)**

**Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa, INDIA**

Opting for residential accommodation are requested to go directly and stay in A/C rooms at HOTEL Bagmallo Beach Resort, Bagmallo, Goa, India Check In :- 20<sup>th</sup>September, 2015 (Afternoon) & Check Out :- 23<sup>rd</sup> September , 2015 (Forenoon)

### **THE NEED**

The field of Office Management has undergone a sea change in the past decade. The emphasis on transparency and the right to information has generated ever increasing expectation of the citizens from the Government Organizations. Coping up with changing environment and attitude of the citizens is one of the greatest challenges today. Ever increasing workload and its complexity calls for a higher level of efficiency and effectiveness of the supporting staff. This program has been designed accordingly to enhance professional capabilities and to bring in a change in the approach and attitude of the Private Secretaries, Personal Assistants and other staff members playing a supporting role to the decision makers.

### **PROGRAMME COVERAGE**

Changing role of Personal Staff in the emerging socio-economic environment.  
Public Relations, Secretarial Etiquettes, Handling of Visitors and Telephone Calls.

Office Procedure including-, Filing System, Noting & Drafting, Records Management, Checks on Delays Simplification of work & procedures, Stress & Stress Management, Motivation, Team Building, Self Development, Mind & Attitude, Time Management, Group Dynamics, Interpersonal Relationship

**Topic:- “Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs”**

**Date:- 19<sup>th</sup> To 21<sup>st</sup> October., 2015,**

**Venue:- HOTEL JANPATH, JANPATH ROAD CONNAUGHT PLACE, New DELHI – 110001**

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Jivitesh 11, Pusha Road, Opp. Metro Pillar No 87 New Delhi-110005, India, Check In :- 18<sup>th</sup> October, 2015 ( Afternoon) & Check Out :- 21<sup>st</sup> October, 2015 ( Forenoon)

### **THE NEED**

Funding is the lifeline of an organization. Functioning o the organization is entirely dependent on management and control of funds, viz. budgeting, control of expenditure. Cash flows, cash handling etc. Efficiency in functioning is dependent upon the manner in which funds are planned and controlled. As a corollary the persons handling these jobs have to be knowledgeable about the techniques of these functions. On the job training generally does not enable the trainee to have a clear grasp of the basic concept and intricacies in budgeting, accounting, cash flows etc. and the person remains bereft of common errors and omissions, and the experience of those working in similar position in other organizations. Limited knowledge becomes a risky proposition. Training is thus essential not only for the functionaries at base level, but also for the supervisors if they want to remain effective. In fact proper utilization of funds depends largely on the acumen and capability of the supervisors. Hence the need to impart training to the functionaries and supervisors. Program coverage is as under:

### **PROGRAMME COVERAGE:-**

Accounting Need for Accounting and Accounting Formats., Sources of information for the preparation of accounts, System of Accounting (Cash/ Credit/ Accrual), Accounting Standards and Procedure followed in formulation Accounting Standards., Accounting Policy and Notes on Accounts., Bank Reconciliation.

Concept of transfer entries, Preparation of Journal Vouchers & purposes served., Preparation of Journal Ledger& purpose served, Financial controls exercised by DDOs, PAOs & HODs., General principles of delegation of Financial Powers., Various types of Grants-in-aid and treatment extended to Grants-in-aid in the Accounts, Meaning & Classification of Assets (with depreciation)/ Liabilities. Prepaid expenses and accrued incomes, Marketable securities, Accounts receivable & Inventory (stock)

Preparation of Annual Accounts–Receipt & Payments A/c, Income & Expenditure A/c and Balance sheet and their functions, Procedures relating to submission of annual accounts to Parliament.

**Topic:-“ Materials management and purchase policy & procedure. E-procurement in Govt. departments, autonomous bodies”**

**Date:- 26<sup>th</sup> To 28<sup>th</sup> November, 2015,**

**Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa**

**Opting for residential accommodation are requested to go directly and stay in A/C rooms at HOTEL Bagmallo Beach Resort, Panaji, Goa, India, Check In :- 25<sup>th</sup> November, 2015 ( Afternoon) & Check Out :- 28<sup>th</sup> November, 2015 (Forenoon)**

#### **THE NEED**

Scandals in Govt purchases are highlighted in the headlines of newspapers more often than one would expect. Scandals are mainly because of circumvention of the rules and regulations laid down for purchase. Avarice and caprice come into play when unscrupulous suppliers are able to hoodwink Purchase Officers especially those who are bereft of in depth knowledge of the rules and regulations on the subject. Therefore, the need is to impart proper training to Purchase Officers and their superiors in each and every organization.

#### **OUR FACULTY**

We have our own regular Faculty. In Service officers are also invited by us as Guest Faculty. All our faculty members have rich purchase experience since they are mostly retired Joint Secretaries of the Govt of India.

**OUR REGULAR FACULTY** Shri M.C.Panda : Addl. Dir. Gen. D.G.S&D, Shri Ravi Gupta: Addl. Dir. Gen. D.G.S&D, Shri K.K. Ghosh: Jt. Secretary, Min of Home Affairs, Shri Mk.K. Bhatnagar: Dy. Dir. Gen.D.G.S&D, Shri A.K. Srivastav : Dy. Dir.Gen.D.G.S&D[Retd.] , Shri Surjit Lal: Dy. Dir.Gen.D.G.S&D[Retd.], Shri Harbans Lal: Dy. Dir.Gen.D.G.S&D[Retd.], Shri A.N. Kapur :Director [Trg.].  
Guest Faculty is invited from premier Purchase Departments of the Govt of India.

#### **METHODOLOGY**

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

#### **PROGRAMME COVERAGE**

- **Need & Scope of Contract Management , Execution and Monitoring of the Contract., CVC Guidelines, Public Procurement in India – An Overview, Historical background., Fundamental Principles of Public Buying., Transparency, Fairness., Efficiency, Economy and Accountability.**
- **General Financial Rules, Objectives., Modification of the rules – Procedure. Financial Propriety, Modes of Procurement, Local Purchase, Bid system.**
- **Procurement Planning, Items to be procured, Quantity to be procured, Broad Specifications, Mode of Procurement. Eligibility criteria for goods, Eligibility and qualification of Bidders. Delivery Schedule**
- **Procedure for bidding, Procedure for settlement of disputes. Criteria for-**
  - a) **Determining responsiveness of bids., Evaluating the bids on common platform.**
  - b) **Awarding contract to the responsive lowest bidder.**
- **Preparation of Bid Documents**
  - **Instructions to bidder, Conditions of Contract, Schedule of Requirement., Specifications and allied Technical Details., Price Schedule for quoting prices., Contract Form, Making Bidding document self contained and comprehensive without ambiguity.**
- **Tender Enquiry- Opening & Evaluation of Tenders**

- Bid Publicity. Sale of Bid Documents, Submission of Bids., Bid opening. Bid Evaluation. Spot Comparative Statement
  - Ranking Statement, Rejection of Bids
- Award of Contract Technical specifications of items/packing., Contract conditions, General., Special conditions of contract.
  - Contract Management:- Constitutional provisions., General principles of contract., Standard Forms., Contract Document –Financial limits., Cost Plus Contract, Price Variation Clause., Payment of Duties and taxes, Foreign exchange fluctuations, etc., Lump sum contracts., Liquidated damages., Warranty clause. Acceptance/Rejection of goods., Amendments of contracts., Resolving disputes, Monitoring of contracts., Bank guarantee or other instruments.
  - Quality Assurance, Pre-dispatch inspection.
  - E-Procurement, Final Inspection, Consumer’s right of rejection, Preliminary examination of goods on receipt.
  - Disposal of Goods, Identification of stores for disposal, Modes of disposal

### **OUR FACULTY**

We have our own regular Faculty. In Service officers are also invited by us as Guest Faculty. All our faculty members have rich in experience since they are mostly retired Joint Secretaries level of the Govt of India.

### **METHODOLOGY**

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

### **NOMINATION**

Each Nomination, Residential/ Non Residential, should be accompanied by a Demand Draft of the required amount drawn in favor of “National council for Training & Social Research” payable at New Delhi and should be sent in advance along with the nomination. Payment for Defence Employees will be received after completion of the course and submission of our pre-receipted Bills. Cheques of Outstation Units will not be accepted. Substitution of nominees can be permitted.

**Non-Residential-Please send the payment in advance on before commencement of the Program**

**Residential-Accommodation would be available if confirmed Payment in advance before**

***Commencement of the Program.***

**Payment may please be made through *Bank Draft* in favor of “National Council for Training & Social Research” payable at New Delhi.**

**TEA/COFFEE BREAK**

**11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM**

**LUNCH**

**01:00 PM to 02:00PM**

### **ADMISSION PROCEDURE**

Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.

#### **PROGRAMME DURATION & SCHEDULE**

It will be a three days Technical Workshop will be conducted from 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

#### **REPORTING TIME**

The participants are to report for registration at 9:00 AM at Venue.

#### **ARRANGEMENTS BY US**

Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate.

**Transport**:-The candidates have to make their own arrangements.

#### **Certification**

The participants will be awarded certificates on completion of the course without any absenteeism on 3<sup>rd</sup> day at the end of the course.

#### **FURTHER INFORMATION**

It is hereby reaffirmed that the aforesaid Program shall be conducted as Per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.

**Note**: Or You can call the Central Line +91-9911295435 for any queries regarding the Workshop Further enquiries and correspondence regarding admission and other matters relating to the program may be addressed to:-

|                                    |
|------------------------------------|
| Sh. Deepak Gupta, (Addl. Director) |
|------------------------------------|

|                                 |
|---------------------------------|
| Malika Sethi, Prog Co-ordinator |
|---------------------------------|

**Note**: - In house Training Program are also organized by us. In-house training programs at the premises of sponsoring organizations – Subjects can be selected by the sponsors.

## Registration Form

Name of Delegate \_\_\_\_\_

Designation & Organisation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_

\_\_\_\_\_

State \_\_\_\_\_ PIN NO \_\_\_\_\_

Phone \_\_\_\_\_ MOB NO \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Dated \_\_\_\_\_

Signature \_\_\_\_\_

### Note

- Registration form, duly filled in, is to be mailed to the NCTSR address or email at [info@nctsr.in](mailto:info@nctsr.in), edc1977@gmail.com
- Photocopies of the registration form can be used for additional requirements, if any.
- Name of the event should be mentioned under subject in all correspondence
- Spot registration facilities will also be available, provided the prior information is received.

### **FOR OFFICE USE ONLY**

| NAME OF ORGANIZATION | ORG.ID NO. | ACPT. STATUS | PRG.NO. | DATE OF CONFIRMATION | MODE OF CONFIRMATION |
|----------------------|------------|--------------|---------|----------------------|----------------------|
|                      |            |              |         |                      |                      |



## **ORGANISATIONS BENEFITTED BY TRAINING PROGRAMES OF National Council for Training & Social Research, New Delhi**

- ❖ Advanced Data Processing Research Institute
- ❖ Aerial Delivery Research & Devt. Establishment-DRDO- Agra
- ❖ Aeronautical Development Establishment-DRDO-Agra
- ❖ Agricultural Engg. Research Centre-Pune
- ❖ Airports Authority Of India, New Delhi
- ❖ All India Institute Of Medical
- ❖ Haryana Seeds Dev. Corporation Ltd
- ❖ Haryana Coop. Labour & Construction Fed. Ltd
- ❖ H.Q. Commander Works Engineers-Jhansi
- ❖ Himachal Pradesh Public Works Department, Dharmshala, HP
- ❖ Haryana Public Works Department, Chandigarh
- ❖ Haryana Tourism
- ❖ National Institute Of Fashion Technology- Kolkata, Hyderabad & N.Delhi
- ❖ National Institute Of Pharmaceutical Education & Research-Punjab
- ❖ National Institute Of Rural Development-Hyderabad
- ❖ National Institute Of Res. On Jute & Allied Fibre Tech. (ICAR)- Kolkata
- ❖ National Institute Of Science Communication (CSIR)-N.Delhi
- ❖ National Institute Of Technology-

|  |   |   |
|--|---|---|
| Sciences-(5 Candidates in a workshop)                        | Corporation Ltd   | Jamshedpur & Allahabad  |
| ❖ All India Radio-Ahmedabad, New Delhi, Chennai& Orissa.     | ❖ Haryana Public Health Engineering Department                | ❖ National Institute Of Urban Affairs-New Delhi   |
| ❖ All India Soil & Land Use Survey                           | ❖ Haryana State Agriculture Marketing Board                   | ❖ National Horticulture Board-Gurgaon, National Zoological of Park                        |
| ❖ Atomic Energy Regulatory Board-Mumbai                      | ❖ Haryana Urban Development Authority                         | ❖ National Metallurgical Lab. (CSIR)-Jamshedpur   |
| ❖ Arunachal Pradesh Public Works Department                  | ❖ Haryana Dairy Dev. Coop. Feed. Ltd                          | ❖ National MST Radar Facility- Andhra Pradesh   |
| ❖ Andhra Pradesh Roads Development Corporation               | ❖ Haryana Industrial Development Corporation Ltd              | ❖ National Open School- Nabard, Mumbai  |
| ❖ <i>Bhakra Beas Management Board, Chandigarh</i>            | ❖ Haryana Prathmik Shiksha Pariyojna Parishad                 | ❖ National Power Training Institute-Min. Of power- Faridabad                              |
| ❖ Bhabha Atomic Research Centre-Mumbai                       | ❖ Indian Coast Guard-New Delhi, Chennai, Mumbai, Port Blair   | ❖ National Research Centre For Grapes-Pune  |
| ❖ Bharat Sanchar Nigam Ltd.-Mumbai                           | ❖ Indian Institute Of Mass Communication- New Delhi           | ❖ National Research Centre For Oil Palm-ICAR-Andhra Pradesh                               |
| ❖ Bhartiya Reserve Bank Note Mudran Ltd. (R.B.I)- Bangalore  | ❖ Indian Institute Of Packaging-Mumbai                        | ❖ National Research Development Corporation- New Delhi                                    |
| ❖ Brahmaputra Board- Guwahati                                | ❖ Indian Instt. Of Science-Bangalore                          | ❖ National Remote Sensing Agency-Deptt. Of Space-Hyderabad                                |
| ❖ Building Material & Technology Promotion-GOI               | ❖ Indian Institute Of Remote Sensing-dept. Of Space- Dehradun | ❖ National Institute of Agricultural Extension Management, Hydrabad, A.P. India           |
| ❖ Bureau Of Indian Standards-Jaipur, Ghaziabad, M.P. & Bihar | ❖ Indira Gandhi National Open University- New Delhi           | ❖   |
| ❖ Bureau Of Police research & Development- Kolkata           | ❖ Indo Burma Petroleum Company Ltd.- Haryana                  | ❖ National River Conservations Directorate – New Delhi                                    |
| ❖ Centre for Research and Industrial Staff Performance       | ❖ ICAR Research Complex For Eastern Region-Patna              | ❖ National Test House-Govt. Of India-Kolkata  |
| ❖ CONTAINER CORPORATION OF INDIA LTD, New Delhi              | ❖ INS Hansa- Goa, INS Hansa-New Delhi                         | ❖ National Water Development Agency   |
| ❖ Central Electricity Regulatory Commission- New Delhi       | ❖ IIT Mandi (H.P.)  | ❖ Naval Materials Research Laboratory-Mumbai  |
| ❖ Central Forensic Science Laboratory-Hyderabad              | ❖ Inspectorate Dock Safety-Mumbai                             | ❖ National Power Training Institute, (Ministry Of Power Govt of India) , Faridabad, india |
| ❖ Central Industrial Media Institute-Chennai                 | ❖ Institute Of Hotel Management-MIN. of Tourism               | ❖ Naval Dockyard- Vishakhapatnam, Delhi & Mumbai  |
| ❖ Central Industrial Security Force M.H.A-NewDelhi           | ❖ Institute For the Physically Handicapped-New Delhi          | ❖ Naval Science & Technological Laboratory- Hyderabad                                     |
| ❖ Central Institute For Cotton Research-Nagpur               | ❖ Indian Institute Of Pulses Research (ICAR)- Kanpur          | ❖ Naval Store Department-Goa  |
| ❖ Central Institute For Sub-Tropical Horticulture-Lucknow    | ❖ Indian Schools OF Mines-Dhanbad                             | ❖ National Science Centre, New Delhi  |
| ❖ Central Institute For Research On Cotton Technology-Mumbai | ❖ Inter-Univ. Centre For Astronomy & Astrophysics (UGC)-Pune  | ❖ National Institute of Ocean Technology, Chennai   |

- ❖ Central Institute Of Fisheries Education(ICAR)- Mumbai
- ❖ Central Avian Research Institute – U.P.
- ❖ Central Council For Research on Unani Medicine, Homeopathy- New Delhi
- ❖ Central Institute Of Plastics Engg. & Tech.-Bhopal
- ❖ Central Institute Of Psychiatry- Govt. Of India-Ranchi
- ❖ Central Labour Institute-Mumbai CSIR Madras Complex
- ❖ Central Pollution Control Board- New Delhi, Bhopal & Kanpur
- ❖ Central Pulp & Paper Research Instt. Min. Industry-Saharanpur
- ❖ Central Sheep Breeding Farm- Haryana
- ❖ Central Silk Board- Bangalore
- ❖ Central Tasar Research & Training Institute-Ranchi
- ❖ Central water Commission-New Delhi
- ❖ Centre For Air Borne Systems, Min. Of Defence-Banglore
- ❖ Centre For Development Of Telematics-GOI-Hyd
- ❖ Centre For Dev. Of Advanced Computing-Min Of Infor Tech- N.D. & Pune
- ❖ Centre For Electronics Design & Tech. Of India-Punjab, Aurangabad & Kerala
- ❖ Centre For Electronics test Engg.(GOI)-Hyderabad
- ❖ Centre for Environment & Explosive Safety-Min. Of Defence
- ❖ Centre For Informal Education & Devt. Studies-Banglore
- ❖ Centre For Airworthiness and
- ❖ Indian Council Of Agriculture Res. For N.E.H. Region-Meghalaya
- ❖ Indian Institute Of Technology –Kharagpur, N.D., Guwahati & Roorkee
- ❖ Indira Gandhi National Centre for the Arts, New Delhi (india)
- ❖ India Tourism Development Corporation
- ❖ Inter University Centre for Astronomy and Astrophysics
- ❖ IIT Madras, Chennai
- ❖ Indian Overseas Bank- Chennai
- ❖ Institute For Design Of Electrical Measuring Instruments
- ❖ Indian Institute of Management Kozhikode, Kozhikode, Kerala,
- ❖ Institute For Development & research In Banking Tech.- Hyderabad
- ❖ Institute For Research In Medical Statistics (ICMR)- New Delhi
- ❖ Institute Of Life Sciences
- ❖ Institute OF Secretariat Training & Management- New Delhi
- ❖ Integrated Test Range, Min. Of Defence – Chandipur
- ❖ Inland Waterways Authority Of India-Min. Of Shipping-Gol
- ❖ Indo-Danish Tool Room- GOI- Jamshedpur
- ❖ Interim Test Range Min. Of Defence-Chandipur
- ❖ Indo German Tool Room- Ahmedabad, Delhi& Indore
- ❖ Indian Council For Agriculture Research- Krishi Bhawan
- ❖ IOC,R&D Centre-
- ❖ Navi Mumbai Municipal Corporation
- ❖ Nehru Yuva Kendra Sangathan-GOI- New Delhi
- ❖ New Delhi Tuberculosis Centre
- ❖ National Institute Of Technology Manipur, Imphal
- ❖ North East Regal Instt. Of water & Land Management –GOI
- ❖ National Council for Promotion of Urdu Language, New Delhi
- ❖ North Eastern Region Community Resources Society –MHA- Shillong
- ❖ Nuclear Power Corp'n Of India Ltd. – Maharashtra
- ❖ NEYVELI LIGNITE CORPORATION LIMITED, Chennai
- ❖ National Rural Health Mission, Mumbai
- ❖ NLR Foundation, New Delhi, India
- ❖ National Institute of Electronic and Information Technology, Chennai.
- ❖ National Institute of Electronic and Information Technology, New Delhi
- ❖ NATIONAL INSTITUTE OF OCEAN TECHNOLOGY, Chennai, Tamil Nadu,
- ❖ NHM, Mumbai Maharashtra Department Of Health Services, Mumbai
- ❖ National Highways Authority Of India, New Delhi,
- ❖ O/o The Commissioner Of Central Excise-Madurai & Kolkata
- ❖ Ordnance Cable Factory- Chandigarh
- ❖ Ordnance Factory Board- Kolkata (5 Candidates in a Workshop)
- ❖ Oil & Natural Gas Corporation Ltd. –

- ❖ Certn-DRDO-Banglore
- ❖ Centre For Development Of Glass Industry-GOI-UP
- ❖ Centre For Wind Energy Technology- Chennai
- ❖ Central Agricultural University, Imphal, Manipur
- ❖ Centre for Research and Industrial Staff Performance, Bhopal, Madhya Pradesh, India
- ❖ Chennai Petroleum Corp. Ltd.
- ❖ Chennai Port Trust
- ❖ Chief Engineer (R&D)- Lucknow Zone & H.Q.N.D
- ❖ Chandigarh Housing Board
- ❖ Container Corporation Of India Ltd.(17 Candidate in a Workshop)
- ❖ CONTAINER CORPORATION OF INDIA LTD.( Rail Mantralaya), New Delhi
- ❖ Combet Vehicles Research & Development Estt.- Chennai
- ❖ Council Of Architecture- New Delhi
- ❖ C.B.I Academy Ghaziabad
- ❖ Chhattisgarh medical Services Corporation Ltd, Raipur (C.G.)
- ❖ C-DAC, Centre for Development of Advance Computing, Thiruvananthapuram
- ❖ CHANDIGARH INDUSTRIAL & TOURISM DEVELOPMENT CORPN. LTD
- ❖ Central Agricultural University, Imphal, Manipur, India
- ❖ Chhattisgarh Housing Board
- ❖ City Municipal Council Raichur Karnataka
- ❖ Chattisgarh Public works Department
- ❖ Construction Industry Staff Collage National Institute Of Construction Management and
- Faridabad, IOC-Haldia
- ❖ IOC- Barauni, Gujarat & Guwahati Refineries
- ❖ J.N. Aluminium Research Devt. & Design Centre- Min. of Mines- Nagpur
- ❖ Jawaharlal Nehru University, New Delhi
- ❖ J&K Economic Recostruction Agency
- ❖ Jammu & Kashmir Project Construction Corporation Ltd
- ❖ Kendriya Vidyalaya Sangathan
- ❖ Konkan Railway Corporation Ltd, Navi Mumabi
- ❖ Kalyan Dombivali Municipal Corporation
- ❖ Karnataka Housing Board
- ❖ Karnataka Power Transmission Corporation LTD
- ❖ Karnataka Power Transmission Corporation LTD
- ❖ Kerala Water Authority
- ❖ Kerala Irrigation South Circle, Kerla INDIA
- ❖ Lal Bahadur Shastri National Academy OF Administration- Massoore
- ❖ Lalit Kaka akademi, (National Academy of Art), New Delhi
- ❖ Lok Nayak Hospital – New Delhi
- ❖ Loktak Development Authority, IMPHAL
- ❖ LRS Institute Of T.B. & Allied Diseases- New Delhi
- ❖ Madras Export Processing Zone-Min Of Commerce- Chennai
- ❖ Maharastra State Agricultural Marketing Board,
- ❖ Marathwara Agriculture University- Maharashtra
- Dehradun
- ❖ Orissa Industrial Infrastructure Development Corporation
- ❖ Pasteur Institute Of India- Tamil Nadu
- ❖ Physical Research Laboratory, Dept. Of Spac-Goi-Ahmedabad
- ❖ Power Grid Corporation Of India Ltd.- New Delhi
- ❖ Punjab Mandi Board
- ❖ Punjab Police Housing Corporation Ltd,
- ❖ Punjab State Electricity Board
- ❖ Process & Product Development Centre-Min. Of SSI- Agra
- ❖ Punjab National Bank- New Delhi, Rajkumari Amrit Kaur College, Delhi
- ❖ Punjab State Warehousing Corporation & Conware. Ltd
- ❖ Punjab Small Industries & Export Corporation Ltd
- ❖ Punjab Energy Development Agency
- ❖ Punjab Water Supply & Sewerage Board
- ❖ Punjab Rural Development Board
- ❖ Punjab Small Ind. & Export Corporation
- ❖ Punjab Information & Communication Technology Corporation Ltd
- ❖ Punjab Infrastructure Development Board
- ❖ Punjab Tourism Development Corporation
- ❖ Punjab Urban Development Authority
- ❖ Punjab Housing & Urban Development Department
- ❖ Punjab Public Works ( B&R)

## Research

- ❖ Cochin International airport LTD
- ❖ Defence Institute Of Psychological Rech.-Min Of Defence- Delhi
- ❖ Defence Terrain research laboratory- Min. Of Defence
- ❖ Defence Scientific Information & Documentation Centre
- ❖ Delhi Development Authority
- ❖ Directorate Of Revenue Intelligence-New Delhi
- ❖ Directorate Of Civilian Personnel-Naval Headquarters
- ❖ Directorate Of Rice Research (ICAR)-Hyderabad
- ❖ DTL Health, FHI 360,Bhopal, Madhya Pradesh
- ❖ Directorate of Kisan Kalyan Evam Krishi Vikas, Bhopal, MP
- ❖ Directorate of Kisan Kalyan Evam, Bhopal, MP
- ❖ DOEACC Society min. Of Information Technology- Delhi
- ❖ Doordarshan Kendra-Bhubaneshwar & New Delhi
- ❖ Delhi Metro Rail Corporation
- ❖ District Urban Development Cell, Mysore, Karnataka
- ❖ Ennore Port Limited
- ❖ Engineering Department,, Chandigarh, UT
- ❖ Electronics & Radar development Establishment-Bangalore
- ❖ Electronics Regional Test laboratory-New Delhi
- ❖ Electronics Research & development Centre OF India-Noida
- ❖ Educational Consultants India Ltd.-Noida
- ❖ Mecon India Ltd.- Ranchi, M.T.N.L.-New Delhi
- ❖ Minor Irrigation Div S. Bathery, Wayanad
- ❖ MADHYA PRADESH HOUSING & INFRASTRUCTURE DEVELOPMENT BOARD
- ❖ Maharashtra Maritime Board,
- ❖ Ministry Of Road transport & Highways
- ❖ Ministry Of Commerce & Industry- Export Inspection Council Of India
- ❖ Ministry Of Commerce & Industry-Traiff Commission
- ❖ Ministry Of defence-Metal & Steel Factory
- ❖ Ministry Of Finance-Dept. Of Revenue, MPEDA-Bhubeneshwar
- ❖ Ministry Of Finance-India Govt. Mint.
- ❖ Ministry Of Finance-Board For Industrial & Financial Reconstruction
- ❖ Ministry Of Environment & Forest
- ❖ Ministry Of Mines-Indian Bureaue OF Mines
- ❖ Ministry Of Petroleum & Natural Gas
- ❖ Ministry Of Rural Development
- ❖ Ministry Of Science & Technology
- ❖ Ministry Of Statistics & Prog. Implementation
- ❖ Ministry Of Communications & Information Technology
- ❖ Maharashtra Housing & Area Development Authority, Mumba
- ❖ MADRAS FERTILIZERS LIMITED, CHENNAI
- ❖ Ministry Of Water Resources, New Delhi
- ❖ Punjab Roads & Bridges Development Board.
- ❖ Punjab Engineering Collage university of Technology,
- ❖ Rajendra Memorial Rech. Instt. Of Medical Sciences-(ICMR)-Patna
- ❖ Rajendra Agricultural University-Bihar (8 Candidates in a Workshop)
- ❖ Rajiv Gandhi Foundation- New Delhi
- ❖ Recruitment & Assement Centre-Min. Of Defence- New Delhi
- ❖ Reserve Bank Of India- New Delhi
- ❖ Regional research Laboratory-CSI-Jammu & Assam
- ❖ Rural Engineering, Lucknow, UP
- ❖ Rajasthan State Agricultural Marketing Board
- ❖ S.V.P. National Police Academy, Min. Of Home Affairs- Hyderabad
- ❖ Saha Institute Of Nuclear Physics-Kolkata
- ❖ Sarva Shiksha Abhiyan, Rajya Mission, Itanagar Arunachal Pradesh
- ❖ SAMEER- Centre For Electromagnetics- Min. Of Inf. Tech.- Chennai
- ❖ Satyajit Ray Film & television Instt.-Min Of I&B- Kolkata
- ❖ Scientific Analysis Group (Defence R&D orgn)- Delhi
- ❖ Singrauli Colliry- M.P. & A.P., Slum & J.J. Dept. (M.C.D)
- ❖ Solar Jung Museum-Hydearbad
- ❖ Solid State Physics Laboratory-DRDO, Min. Of Defence-Lucknow
- ❖ Software Technology Perk Of India-Noida
- ❖ Sports Authority Of India

- ❖ Employees' State Insurance Corporation, Guwahati
- ❖ Engineering Department, Chandigarh
- ❖ Export Guarantee Corporation Of India LTD, Mumbai
- ❖ Films Division, Min. Of I&B, GOI-Mumbai& New Delhi
- ❖ Food Corporation Of India Ltd.- New Delhi
- ❖ Finance Department, Govt of Andhra Pradesh Hyderabad
- ❖ Govt. Of India Press- Kerala
- ❖ Govt. Medical College & Hospital- Chandigarh
- ❖ Gun Carriage Factory- Jabalpur
- ❖ Guru Teg Bahadur Hospital- Delhi
- ❖ Geological Survey Of India- Kolkata, Hal, Bangalore
- ❖ Great Mohali Area Development Authority(GUMANDA)
- ❖ Greater Noida Ind. Dev. Authority, Greater Noida City
- ❖ Ghaziabad Development Authority
- ❖ Goa State Urban Development Agency
- ❖ Goa Public work Department
- ❖ Goa Water Resource Department
- ❖ Himachal Pradesh Power Corporation Ltd
- ❖ Haryana Warehousing Corporation
- ❖ Haryana Power Generation Corporation,
- ❖ Haryana Pollution Control Board
- ❖ Municipal Corporation Chandigarh
- ❖ M.I.Division, Bijapur. Karnataka, India
- ❖ Military Engineering Service (MES) A&N Zone.
- ❖ Meerut Development Authority
- ❖ Nanded Waghala City Municipal Corporation (NWCMC).
- ❖ National Aerospace Laboratories- Bangalore
- ❖ National Atlas Thematic Mapping Organization- Kolkata
- ❖ National Brain Research Centre – Gurgaon
- ❖ National Bureau Of Fish Genetic Resources (ICAR)- Lucknow
- ❖ National Bureau Of Plant Genetic Resources (ICAR)-New Delhi
- ❖ National Centre For Agrl. Economics & Policy Research –New Delhi
- ❖ National Centre Of Antartic & Ocean research-Goa
- ❖ National Centre For Biological Sciences
- ❖ National Centre for Integrated Pest Management (ICAR)- New Delhi
- ❖ National Institute of Agricultural Extension Management
- ❖ NATIONAL INSTITUTE OF OCEAN TECHNOLOGY, Chennai
- ❖ National Cooperative Devt Corpn. GOI-New Delhi
- ❖ National Council For Cement & Building Materials-Haryana
- ❖ National Council For Teacher education- Bangalore & New Delhi
- ❖ National Crime Records Bureau-Min Of Home Affairs
- ❖ National dairy Development Board- New Delhi
- ❖ State Bank Of Bikaner & Jaipur
- ❖ Surveyor General of India, Dehradun, Uttarakhand, India,
- ❖ Technical Teachers Training Institute- Bhopal
- ❖ Tehnihydro Development Corp. Ltd.
- ❖ Telecom Regulatory Authority Of India- New Delhi
- ❖ Terminal Ballistics Research Lab.- DRDO- Chandigarh
- ❖ Tezpur University- Assam
- ❖ The Automotive Research Association Company Ltd.- Mumbai
- ❖ The New India Assurance Company Ltd.- Mumbai
- ❖ Tropical Forest research Institute- Min. Of Env't. & Forests- Jabalpur
- ❖ The State Trading Corporation of India Limited, New Delhi
- ❖ The Chief Medical & Health Officer, Chhattarpur, MP
- ❖ Town & Country Planning , Himachal Pradesh, Shimla
- ❖ Tamil Nadu Housing Board
- ❖ Vehicle Rech. & Development Estt. –Min. Of Defence- Ahmednagar
- ❖ Victoria Memorial Hall- Kolkata
- ❖ Vaikunth Mehta National Institute of Cooperative Management, Pune
- ❖ University Of Agriculture Sciences- Bangalore
- ❖ University Of Delhi
- ❖ UP Public Works Department
- ❖ UP Samaj Kalyan Nirman Nigam Ltd

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| ❖ Haryana Forest Development Corporation                       | ❖ National Fertilizers Ltd.- M.P., NIT, Jamshedpur, Raurkela             | ❖ YWCA Of India  |
| ❖ Himachal Pradesh Power Corporation Ltd                       | ❖ National Hydroelectric Power Corporation Ltd.                          | ❖ Yamuna Expressway Industrial Development Authority, Greater Noida, |
| ❖ Himalayan Forest Research Instt. Min. Of Env. & Forests-H.P. | ❖ National Informatics Centre (9 candidates in a workshop)               | ❖  |
| ❖ Housing & Urban Development Corporation Ltd. New Delhi       | ❖ National Institute For Research in Reproductive Health (ICMR)---Mumbai | ❖  |
| ❖ Haryana Housing Board  | ❖ National Institute Of Agriculture Extn. Management- Hyderabad          | ❖  |
| ❖ Haryana State Electronic Dev. Corporation Ltd                | ❖ National Institute Of Design-Min. Of Textile- Ahmedabad                | ❖  |
| ❖ Haryana Police Housing Corporation Ltd,                      | ❖ National Institute Of Virology (ICMR)- Pune                            | ❖  |
| ❖ Haryana Power Generation Corporation                         | ❖ National Institute Of Education Planning & Administration-New Delhi    | ❖  |