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R/P/09/27

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF TRAINING (UNION TERRITORY CIVIL SERVICES)
Institutional Area, Vishwas Nagar, Behind Karkardooma Courts
Ph.No. 22303839, e-mail - utcs@nic.in

No. F.1/2/28/2016-UTCS (Admn.)/Pt.file/5738

Dated: 04/09/27

To,

All Head of Departments,
Govt. of NCT of Delhi
Delhi.

Sub: Filling up the posts of a) Assistant Library & Information Officer and b) Senior Library & Information Assistant in the Directorate of Training (UTCS), Govt. of NCT of Delhi on deputation basis-reg.

The following two posts are proposed to be filled in the Directorate of Training (UTCS) Government of NCT of Delhi on deputation basis initially for a period of one year on usual terms & conditions from amongst officers/officials of the Central/State Government/Union Territory Administrations:

1. One vacancy of **Assistant Library & Information Officer**, GCS, Group 'B' Gazetted (Non-Ministerial) in the pay band of Rs. 9300-34800 (PB-2) with Grade Pay of Rs. 4600/-, and
2. One vacancy of **Senior Library & Information Assistant**, GCS, Group 'B' Non-Gazetted (Non-Ministerial) in the pay band of Rs. 9300-34800 (PB-2) with Grade Pay of Rs. 4200/-

The nomination of the willing candidates may be sent to the Director, Directorate of Training (UTCS), Govt. of NCT of Delhi, Institutional Area, Vishwas Nagar, Behind Karkardooma Court, Shahdara, Delhi-110032 in the enclosed proforma to be reached before 45 days from the date of publication of this advertisement in the employment news alongwith Work & Conduct Report, Integrity Certificate & Vigilance Clearance and CR dossiers for the last five years. The proforma of application and eligibility criteria are appended to this letter. **For more details please visit <http://www.utcs.delhi.gov.in>.**

This issued with the prior approval of Director (Trg.), UTCS.

Yours faithfully,

(JYOTI SETH)
ASSISTANT DIRECTOR (ADMN.)

Jun
17/09.
SO (CDN)
19/09
82.4082N

Application form for deputation

Annexure- 'A'

Affix your recent passport size photograph (Self attested)

1.	Name (in Block Letters)			
2.	Father's Name			
	Post held (Present pay with Grade Pay)			
3.	Permanent Address			
4.	Additional details about present employment. Please state whether working under a) Central Government b) State Government c) UTs	(indicate the name of your employer against the relevant column)		
5.	Address for correspondence			
6.	Date of Birth (in Christian era)			
7.	Date of recruitment under Central/State Government Rules			
8.	Gender	Male / Female		
9.	Category (Gen/OBC/SC/ST/PWD)			
10.	Educational qualifications stating from high school			
	Exam passed	Passing year	Subjects	Division

Contd.....

384/6

11	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is sufficient					
	Post held	Department	From	To	Pay band, basic pay with grade pay	Nature of duties
13	Additional information, if any, which you would like to mention in support of your suitability for the post					
14	Contact Details :			Telephone No. : Mobile No :Email :		
15	Remarks: The candidates may indicate information with regard to (i) Research publications and reports and special projects; (ii) Awards / Scholarship / Official Appreciation; (iii) Affiliation with the professionalbodies / institutions / societies; and (iv) Any other information (Note : Enclose a separate sheet if the space is insufficient)					

I have carefully gone through the vacancy circular / advertisement and I meet the requirement of the post. I undertake that information furnished by me is correct to the best of my knowledge and belief and duly supported by documents.

Signature of the Candidate:
Address:

Date:

Countersigned
(Forwarding Officer/HOO)

15/11

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
Tele. 20822456, Fax No. 20822470,

F.No 5/01/03/2024-25/UTCS/TS-I/ 5754-5908

Dated: 04/09/24

To

All HODs / Local/ Autonomous Bodies and Corporations,
Government of NCT of Delhi

Sub: Calendar Training Programmes for the month of October, 2024 in Physical (Offline) Mode.

Sir/Madam,

With the approval of Principal Secretary (Training), the Directorate of Training (UTCS) will conduct the Refresher Training Programmes in Physical/Offline Mode for officers/officials under various categories during the month of **October, 2024**, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Date	
1	AD-IV	Interpersonal Skills: Creating Leaders	ELS	Two Days	03.10.24 (Thursday) – 04.10.24 (Friday)	27.09.2024
2	AD-VI	Basic Computer Operations	GG	Two Days	03.10.2024 (Thursday)- 04.10.2024 (Friday)	27.09.2024
3	AD-V	Sensitization for Prevention of Sexual Harassment at work place	GA	One Day	04.10.2024 (Friday)	30.09.2024
4	AD-VI	Computer Operation (Advanced Course)	GG	Three Days	07.10.24 (Monday) – 09.10.24 (Wednesday)	01.10.2024
5	AD-V	Sensitization Programme regarding North East India	GA	Two Days	08.10.2024 (Tuesday) – 09.10.2024 (Wednesday)	03.10.2024
6	AD-V	Retirement Planning	GA	One Day	15.10.2024 (Tuesday)	08.10.2024
7	AD-I	Noting & Drafting	FE	One Day	15.10.2024 (Tuesday)	08.10.2024
8	AD-II	Project Management	MC	Three Days	21.10.2024 (Monday) – 23.10.2024 (Wednesday)	15.10.2024
9	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	FE	Four Days	21.10.2024 (Monday) – 24.10.2024 (Thursday)	15.10.2024
10	AD-I	Public Procurement under GFR-2017 including e-Procurement & GeM	FE	Two Days	22.10.2024 (Tuesday)- 23.10.2024 (Wednesday)	16.10.2024
11	AD-VI	RTI Act- Capacity Building	GG	Two Days	28.10.2024 (Monday)- 29.10.2024 (Tuesday)	23.10.2024
12	AD-I	Awareness training of Vigilance Awareness Week (proposed)	FE	One Day	October/November [On receipt of circular from Dte. Of Vigilance]	
13	AD-V	Three New Acts on Criminal Law	GA	One Day	29.10.2024 (Tuesday)	24.10.2024

382/C

TARGET BENEFICIARIES OF THE COURSES

These Courses are designed to enhance the skills and knowledge of the participating **officers/officials** and to make them familiar with the new concepts, initiatives and benchmarking of the field. Besides, it would help them in performance of their day-to-day duties/functioning of Department. The Detailed Training Module / Learning Units are available on our website at <https://utcs.delhi.gov.in> under the link "Training".

NOMINATIONS FOR THE COURSE

It is requested that at least 02 **officers/officials** may be nominated to participate for each training course. The nominations should be sent to the Course Coordinator concerned in time for each course as detailed below:-

Training Section	Name of Training package	Course Code	Tele/Fax Number	E-mail address
I	Functional Efficiency	FE	20822457	adtrg1utcs.delhi@nic.in
II	Managerial Competence	MC	20822462	adtrg1utcs.delhi@nic.in
IV	Essential Life Skills	ELS	20822460	adtrg4utcs.delhi@nic.in
V	General Awareness	GA	20822459	adtrg6utcs.delhi@nic.in
VI	Good Governance	GG	20822458	adtrg6utcs.delhi@nic.in

IMPORTANT INSTRUCTIONS FOR THE PARTICIPANTS:

1. Mission Karmayogi is implementing the iGOT Karmayogi platform ensuring anytime, anywhere, any-device learning for Officers/Officials to enhance their competency. To onboard on iGOT platform, all Officers/Officials should have an official email ID either @nic.in or @gov.in. Hence the nominated participants should have an official email ID, so that on boarding on iGOT platform can be done during the training at UTCS. Kindly sent the nominations in the given format:

S.N	Name	Designation	Official E-mail ID (@gov.in/@nic.in)	Mobile No.	Group of service (A/B/C....)

2. Participants may contact the Course Coordinator concerned for any information/clarification on training course.
3. Training is from 10.00 a.m. to 4.30 p.m. (**Reporting time 9:30 A.M.**). Stationary, two time refreshments and lunch are included for full day training. Drinking R.O. water is available through water coolers/dispensers.

ASSISTANT DIRECTOR (TRG.)

Copy to:

The Assistant Programmer, Dte. of Training: UTCS for uploading on the website of the Department.

ASEEM KUMAR
Govt. of NCT of Delhi
Vishwas
Sanyam