

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003  
Dated: 19<sup>th</sup> April, 2018

**OFFICE MEMORANDUM**

Subject: Nomination of Stenographers Grade 'D' of Stenographers Grade 'C' & 'D' Examination, 2016 for Stenographers Grade 'D' Direct Recruits Foundation Training Programme at ISTM w.e.f. **23<sup>rd</sup> April, 2018 to 15<sup>th</sup> June, 2018** -reg.

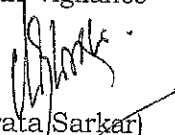
In continuation of this Department's OM of even number dated 17.04.2018 on the above mentioned subject, Ms. Shivangi and Shri Lokesh Kumar, Stenographers Grade 'D' of Stenographers Grade 'C' & 'D' Examination, 2016 are also nominated to participate in the Stenographers Grade 'D' Direct Recruits Foundation Training Programme at ISTM w.e.f. **23<sup>rd</sup> April, 2018 to 15<sup>th</sup> June, 2018**.

2. They should report to Institute of Secretariat Training and Management (ISTM), JNU (Old Campus), New Delhi at **9.00 AM on 23<sup>rd</sup> April, 2018** for mandatory Foundation Training. Failure to report for training may lead to cancellation of the candidature.

3. They should take the following documents with them at the time of reporting for training:

- I. Original Caste Certificate, PwD; in case of reserved category
- II. Original educational certificates;
- III. Certificate relating to the date of birth; age relaxation, if any.

4. The candidates who are already in Government service should take proper relieving orders from their present organizations/departments alongwith vigilance clearance.

  
(Chirabrata Sarkar)  
Under Secretary to the Govt. of India  
Telefax: 24623157  
e-mail- chirabrata.sarkar@nic.in

To

✓ The Director, ISTM, Administrative Block, JNU Campus (old), Olof Palme Marg, New Delhi-110067.

Copy to:-

- I. Shri H. Govind, Deputy Director, ISTM, Administrative Block, JNU Campus (old), Olof Palme Marg, New Delhi-110067.
- II. Shri Rajeev Kumar Jha, Assistant Director, ISTM, Administrative Block, JNU Campus (old), Olof Palme Marg, New Delhi-110067.
- III. Ms. Shivangi, E-355, Gali No. 15, Ashok Nagar Post Office-Nand Nagari Shahdara, Delhi-110093
- IV. Shri Lokesh Kumar, J-70, 3<sup>rd</sup> Floor, Gali No. 4, Laxmi Nagar, New Delhi-110098.