

No.12/7/2023-CS-II(B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhavan, New Delhi
Dated the 20th January, 2023

OFFICE MEMORANDUM

Subject: Training module in i-GOT platform for Senior Secretariat Assistants of Central Secretariat Clerical Service(CSCS).

The undersigned is directed to say that it is proposed to conduct CSS Assistants' Grade Limited Departmental Examination to fill up the 10% of the ASO vacancies for the Select List Years 2014-2017, shortly.

2. In order to facilitate the Senior Secretariat Assistants of CSCS, who are eligible to appear the Limited Departmental Examination, prepare for the examination, the study material covering majority topics for the Examination/Syllabus in PDF version has been published on the Knowledge Portal of the ISTM titled "PRAVEENTA", the link for which is https://www.istm.gov.in/home/view_all_pdf_pages_reading_material/4. The e-learning courses developed by ISTM are also available on iGoT and can be accessed by any person who is registered on iGoT Karmayogi platform, free of cost. For easy accessibility of these e-learning content courses to the SSAs aspirants, the ISTM has now published the relevant content courses bunching them under the programme titled "PRAVEENTA" on the iGoT Karmayogi platform. The list of courses covered under the programme uploaded on iGoT and the study material (PDF) in ISTM Knowledge Portal is given in the Annexure .

3. All aspirants appearing in the CSS Assistants' Grade Limited Departmental Examination for the Select List Years 2014-2017 are advised to get themselves registered in i-GOT Karmayogi platform and avail of the facility. It may be noted that the study material is illustrative and not exhaustive and made available only for training purpose. The trainees should also refer to Acts/Rules/OM etc. issued from time to time on the proposed syllabus.

4. For assistance on any query related to the proposed course content/syllabus, two Faculty Members of ISTM as per details below would be available on weekdays from 2.30 pm to 5.00 pm:

S. No	Name and designation	E-mail id	Telephone No.
1	Sh. Shailesh Kumar Soni, Asst. Director	sk.soni@gov.in	8447487340
2	Shri Ashwani Kumar Batra, Asst. Director	batra.ak@gov.in	9717416078

5. The Nodal Officers of the participating Ministries/Departments of CSCS are requested to bring this to the notice of the Senior Secretariat Assistants of CSCS posted in their office/organizations.

Jenai
20/1/23

(Jayashree Chellamani)

Under Secretary to the Government of India
Tel:24623157

To
All Cadre Units of CSCS as per list.

ANNEXURE

Sl. No.	Courses published on iGoT Karmayogi Platform stitched as "PRAVEENTA" Programme	Sl No.	Reading Material Published on Knowledge Portal of ISTM titled "PRAVEENTA"
1.	Parliamentary Procedures	1.	Disciplinary Proceeding-CCS(CCA) Rules-1965
2.	Noting and Drafting	2.	Office Procedure
3.	Leave Rules	3.	Right to Information
4.	Code of Conduct for Government Employees	4.	Pension Rules
5.	Pensionary Benefits	5.	Records Management
6.	Travelling Allowance	6.	Parliamentary Procedure
7.	Right to Information Act – Part 1	7.	Leave Rules
8.	Right to Information Act – Part 2	8.	Noting
9.	Prevention of Sexual Harassment of Women at Workplace	9.	Conduct Rules
10.	Office Procedure	10.	New Pension Scheme
11.	Preparation of Cabinet Notes	Course Link	https://www.istm.gov.in/home/view_all_pdf_pages_reading_material/4
12.	Constitutional Provisions at Workplace		
Course Link	https://portal.igotkarmayogi.gov.in/app/globalsearch?q=Praveenta		

S. No.	Communication address
1	US(Admn.), D/o Agriculture, Cooperation & FW, Krishi Bhavan, New Delhi.
2	US(Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, New Delhi.
3	US(Admn.), M/o Coal, Shastri Bhavan, New Delhi.
4	US(Admn.), M/o Commerce & Industry, Udyog Bhavan, New Delhi.
5	US(Admn.), M/o Commerce (Supply Division), Nirman Bhavan, New Delhi.
6	US(Admn.), D/o Consumer Affairs, Krishi Bhavan, New Delhi.
7	US(Admn.), M/o Corporate Affairs, Shastri Bhavan, New Delhi.
8	US(Admn.), D/o Culture, Shastri Bhavan, New Delhi.
9	US(Admn.), M/o Defence, 'B' Wing, Sena Bhavan, New Delhi.
10	US(Admn.), DoP&T, North Block, New Delhi.
11	US(Admn.), DPIIT, Udyog Bhavan, New Delhi.
12	US(Admn.), M/o Earth Sciences, Prithvi Bhavan, New Delhi.
13	US(Admn.), D/o Education, Shastri Bhavan, New Delhi.
14	US(Admn.), M/o Env. & Forests, Indira Paryavaran Bhavan, New Delhi.
15	US(Admn.), D/o Expenditure, North Block, New Delhi.
16	US(Admn.), D/o Fertilizers, Shastri Bhavan, New Delhi.
17	US(Admn.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi.
18	US(Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi.
19	US(Admn.), M/o Home Affairs, North Block, New Delhi.
20	US(Admn.), M/o Housing & Urban Affairs, Nirman Bhavan, New Delhi.
21	US(Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi.
22	US (Admn.), M/o Jal Shakti, D/o Water Resources, RD & GR, Shram Shakti Bhavan, New Delhi
23	US (Admn.), M/o Jal Shakti, D/o Drinking Water & Sanitation, 8 th Floor, Pt. Deendayal Antoyadaya Bhawan, CGO Complex, Lodhi Road, New Delhi-3.
24	US(Admn.), M/o Labour, Shram Shakti Bhavan, New Delhi.
25	US(Admn.), D/o Legal Affairs, Shastri Bhavan, New Delhi.
26	US(Admn.), M/o MSME, Udyog Bhavan, New Delhi.
27	US(Admn.), M/o Mines, Shastri Bhavan, New Delhi.
28	US(Admn.), NITI Aayog, Yojana Bhavan, Sansad Marg, New Delhi
29	US(Admn.), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi
30	ADG (Admn.), D/o Posts, Dak Bhavan, Sansad Marg, New Delhi.
31	US(Admn.), M/o Power, Shram Shakti Bhavan, New Delhi.
32	US(Admn.), M/o Road, Transport & Highways, Transport Bhavan, New Delhi.
33	US(Admn.), M/o Rural Development, Krishi Bhavan, New Delhi.
34	US(Admn.), D/o Science & Technology, Technology Bhavan, New Delhi.
35	US(Admn.), M/o Shipping, Transport Bhavan, New Delhi.
36	US (Admn.), M/o Skill Development & Entrepreneurship, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi-110001
37	US(Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi.
38	US(Admn.), M/o Steel, Udyog Bhavan, New Delhi.
39	US(Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
40	US(Admn.), UPSC., Dhoolpur House, Shahjahan Road, New Delhi
41	US(Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi
42	US(Admn.), M/o Youth Affairs & Sports, Shastri Bhavan, New Delhi
