

## INSTRUCTIONS FOR ONLINE REGISTRATION

All are requested to visit ISTM website: [www.istm.gov.in](http://www.istm.gov.in) and mouse over “Training” in the menu bar of the home page of that site. Thereafter, on clicking “Cadre Training Programme” and choosing CSS/CSSS, an application form will be opened. All are requested to fill up the form electronically giving preferences (1<sup>st</sup>, 2<sup>nd</sup>... etc.) to each of the programmes of the applicable cadre and level as indicated in the drop down menu. All listed programmes should be preference marked without fail. For example, if there are only two programmes coming up in the menu, 1<sup>st</sup> and 2<sup>nd</sup> preference may be given whereas if there are five programmes shown in the menu, five preferences are required to be indicated one for each programme.

2. The preferences should be given as per the personal convenience of the applicant as well as administrative convenience of the sponsoring office. Hence, it would be desirable that preferences be given with the approval of the controlling officer and in consultation with the sponsoring authority.

3. Once the application is filled up completely with preferences, all phone numbers and email address; **the applicant must take a print out of the same and submit it for approval of the relieving authority.** When the preferences given by the applicant alongwith her application as such are approved by the Competent Authority, the form must be got signed and sealed by the sponsoring authority- i.e. the Head of the office. **At this stage, the applicant is allowed to change her preference(s) at the instance of the approving authority.** Mention must be made of the approving authority alongwith file number and date of approval. After putting all there in place, scan the page, make a pdf/JPEG etc., log in and click the icon “Upload copy of approval” and finally click the “Submit” button.

4. In case an officer doesn't submit the online form-complete in every manner within the stipulated date, her first option for training will be considered to be exhausted. She will get another chance(s) as per instructions of DoPT.

5. ISTM will try to accommodate the applicants primarily on the basis of their preferences. However, if any of the courses happens to have more than capacity preferences, ISTM shall reserve the right to allocate course according to 2<sup>nd</sup> preference and so on. In the event of any particular course not getting enough preferences, ISTM shall reserve the right to allocate applicants according to their seniority in the CSL number. Failing further, the age of the applicants will be factored in.

6. The process of course allocation shall be completely automated and computerized. No request from any quarter to allocate/change of allocation will be entertained by ISTM. The final allocation made shall be binding on the cadre authorities to relieve the officer for training. The list of trainees allocated in every course under every level of CSS/CSSS for the whole/remaining training year will be published in ISTM website within one week from the last date of application. No show, mid-course abandoning and failure to secure minimum marks set by ISTM-all shall amount to exhausting of chance/option given by DoPT.