

**No.A.33014/3/2022-ATI**  
**GOVERNMENT OF MIZORAM**  
**ADMINSTRATIVE TRAINING INSTITUTE**  
**MIZORAM : AIZAWL**

*Dated Aizawl, the 7<sup>th</sup> May, 2024*

To,

- 1) All Administrative Heads,
- 2) All Heads of Department,
- 3) All Heads of Commissions, Boards, etc

**Subj : Training Course on Basic Service Rules & Financial Rules for Pay Level 7 to 9 to be conducted from 3<sup>rd</sup> June - 26<sup>th</sup> July, 2024 .**

Sir,

I am directed to say that a training course on Basic Service Rules & Financial Rules for Pay Level 7 to 9 working under Government of Mizoram is scheduled to be conducted at the Administrative Training Institute from **3<sup>rd</sup> June to 26<sup>th</sup> July, 2024**. Details of eligibility conditions, procedure for nomination and other information relating to the training and facilities available are given at Annexure-I.

2. Nomination form for the training course may be submitted in hard copy (Nomination form enclosed) or online at <https://forms.gle/xxUwNTCWE7UG19zv5>. **Nominees must ensure that his/her nomination is approved by his/her controlling authority before applying for the above mentioned training.**

3. Nominations of eligible officials complete in all respect should reach the undersigned latest by **24<sup>th</sup> May 2024(Friday)**. And, only such officials, whose nominations are accepted for the training course by the ATI, would be allowed to join. No candidate over 51 years of age shall be entertained.

4. Concerned Course Coordinator, detailed below may be contacted for any information/clarification.

Name: Daphne Zosangpuii  
Designation: Assistant Director ATI  
Contact No.: 7005826078

*Encl : As above.*

Yours faithfully,

  
( **LALREMRUATA RALTE** )

Joint Director (Trg.)  
Administrative Training Institute  
Mizoram, Aizawl

**ANNEXURE-I**

**COURSE INFORMATION SHEET**

**TITLE : TRAINING ON BASIC SERVICE RULES AND FINANCIAL RULES**

**ELIGIBILITY CONDITIONS:**

A regular employee – Pay Level 7 to 9 working under the Government of Mizoram having minimum continuous service as below :

- 1) Level 7 of the Pay Matrix - 2(two) years
- 2) Level 8 & 9 of the Pay Matrix – 1(one) year

**No candidate over 51 years of age shall be entertained.**

**MODE OF TRAINING & VENUE:**

Offline at Administrative Training Institute, MINECO.

**DURATION:**

2(Two) Months w.e.f 3<sup>rd</sup> June - 26<sup>th</sup> July, 2024.

Selected candidates by ATI shall be intimated through ATI website. No separate communication by post would be issued by ATI and therefore the participants may see the website of ATI regularly i.e [www.ati.mizoram.gov.in](http://www.ati.mizoram.gov.in)

**ACCOMODATION:**

Administrative Training Institute has a modest Guest Room facility where rooms are available to out station trainees on first-come-first-served basis. Selected participants who require the Guest Rooms are requested to apply for the rooms only after acceptance of their nomination. For booking of Guest Rooms, kindly contact Pi K.Lalneihthangi - 9862532023.

  
**( LALREM RUATA RALTE )**

Joint Director (Trg.)  
Administrative Training Institute  
Mizoram, Aizawl

**NOMINATION FORM FOR GOVT. SERVANT**  
(Particulars to be filled in capital letters except e-mail ID)

1	Name of the Training Programme	
2	Date of Training (Duration)	
3	Name	
4	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others
5	Date of Birth	<input type="checkbox"/> <input type="checkbox"/> DD <input type="checkbox"/> <input type="checkbox"/> MM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> YYYY
6	Date of Superannuation	<input type="checkbox"/> <input type="checkbox"/> DD <input type="checkbox"/> <input type="checkbox"/> MM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> YYYY
7	Designation	
8	Date of entry	<input type="checkbox"/> <input type="checkbox"/> DD <input type="checkbox"/> <input type="checkbox"/> MM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> YYYY
9	Date of entry into present grade	<input type="checkbox"/> <input type="checkbox"/> DD <input type="checkbox"/> <input type="checkbox"/> MM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> YYYY
10	Name of office	
11	Department/Organization	
12	Group	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
13	Pay Level	
14	Service/Cadre	
15	Contact details: <i>Landline</i>	
	<i>Whatsapp No.</i>	
	<i>E-mail</i>	
16	Whether this kind of training was attended earlier? (Hetiang ang trainingah hian tunhman i tel tawh ngai em?)	<input type="checkbox"/> Yes <input type="checkbox"/> No
17	Whether residential accomodation is needed or not	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Important Note :** Submission of nomination should not be regarded as final selection. Selected candidates will be informed of their selection through SMS/Whatsapp message/Phone Call/e-mail.

**Hriattur Pawimawh :** Dilna thehluh hian Training tura thlan kan ni nghal lo a. Training tura thlante chu SMS/Whatsapp message/Phone Call/e-mail hmangin thlan (select) an ni tih hriattirna an dawng ngei ngei ang.

Signature :