

Procedure for Applying for a training programme

A: Open Programmes/On-campus

Step 1 For Indian Nationals, shortlist the training programme that one desires to undergo at NITS, NOIDA or any of the stations identified in the training calendar, available at http://www.bis.org.in/trg/Trg_Calender_17_18.pdf

Step 2 Fill in the nomination form given at <http://www.bis.org.in/trg/NominationForm.pdf> . Get it signed by the authorized signatory. Do mention if the hostel facility is to be availed. Please fill in the details of course fee, payment made through NEFT/DD details, including that for the hostel charges, if applicable. The form may be signed by the individual, in case the training programme is being undertaken on self-financing basis.

Step 3 Send the details of payment made ie DD no, its date, details of the bank drawn upon **OR** UTR no. in case of NEFT payment, alongwith the nomination form to NITS at the address given in the form, preferably a week before the commencement of the training.

Step 4 Participants are requested to get the confirmation from NITS, whether, nomination has been accepted or not before leaving for attending the programme.

NB

1. Demand Draft should be drawn in favour of **Bureau of Indian Standards**, payable at **Noida or New Delhi**. For payments by NEFT, Payment should be made to **Bureau of Indian Standards, Savings A/c No. 712210100000650, Bank of India**, Sec-62 Noida, Branch Code 7122, IFSC Code **BKID0007122**.
2. Foreign Nationals desirous of undertaking any of the short term, calendared training programmes, (other than the scheduled International Training Programmes on Management Systems/ Standardization & Quality Assurance /Laboratory Quality Management Systems) may apply through, Head , International Relations, BIS Hqrs. E Mail: ird@bis.org.in atleast a month before the commencement of the programme to help them obtain timely clearances from Govt. of India.

B: In-house Programmes/Off-campus

Step 1 Chose a programmetopic from the training calendar for the type of programme or any other topic needed on which the training isrequired at the client site. Accordingly, please write to the Head, NITS/Course coordinatorat nits@bis.org.in .

Step 2 Request for a pro forma invoice from NITS. Kindly pay the requisite training /course fee through NEFT/ Demand Draft. Please send the details like DD no, it's date, details of the bank drawn upon OR UTR no. to NITS before the commencement of the training through email/letter.

Step 3 Decide a mutually convenient date for the conduct of training and collect the details of faculty deputed. Organize the other logistics etc.

Step 4 After the conduct of the training, please arrange to send the details like list of Participants, attendance sheet etc for further action at NITS.

For any further details, please contact:

Section Officer (Training),
National Institute of Training for Standardization
A20-21, Institutional Area, Sector 62,
NOIDA -201309
Ph +91-0120-4670222/4670227
E mail : nits@bis.org.in