

Most Immediate

No.21/22/2015-CS.I(P)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)  
(CS-I Division)

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Lok Nayak Bhavan, New Delhi  
Dated 24<sup>th</sup> August, 2015

OFFICE MEMORANDUM

Subject: -“Strengthening Human Resource Management of Civil Service”  
(SHRM) – Nomination of officers for participating Assessment and  
Development Center for competency assessment and mapping on  
pre identified competency level– reg.


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The undersigned is directed to say that -“Strengthening Human Resource Management of Civil Service” (SHRM) project is under implementation in the Training Division of DoPT to support the Government of India in the shift towards Competency based Human Resource Management for Civil Services. The Competency based approach (CBA) starts with a detailed review of a job description for various roles/positions in a Ministry/Department and identifying competencies required for those roles/positions. It further maps each role holder on the pre identified competency level. As a last step a Personal development plan is prepared based on the identified competencies gaps for developing proficiency in the current role/position.

2. Training Division had completed the development of job description for CSS Cadres and identified the competency requirement. As a next step in pilot phase, officers will participate in the Assessment and Development Center for their Competency Assessment and mapping on pre identified competency level. The detailed guidelines on Assessment and Development centers are enclosed.

3. Ministries/Departments are, therefore, requested to nominate two or three officers of the rank of Under Secretary and above of Central Secretariat Service, who can be spared for 3 to 5 days to attend the programme. The details of officers nominated may be furnished to Shri V.K. Sinha, Director (Trg), Training Division, DOP&T, Block-4, Old JNU Campus, New Delhi-110067 latest by 31/08/2015. A copy of nomination may be endorsed to this Division as well. The Assessment and Development Centre will be fully residential in nature and all boarding and lodging expenses shall be borne by the organizers of the project. The tentative

date for the programme is in October-November 2015. The location of the programme is tentatively fixed in Delhi.



(V. Srinivasaragavan)

Under Secretary to the Government of India

Tel: 24642704

To,

The Joint Secretary (Admn) of all Ministries/Departments (through website of this Department)

Copy to:

Shri P.K. Das, Joint Secretary, Training Division, Block-4, Old JNU Campus, New Delhi-110067

## Guidelines on Assessment & Development Centre:

### 1. Process of Assessment of competencies

Assessment & Development Centres (ADC) rank among the highest in terms of validity when compared to other modes of objective competency assessment. ADC's are globally tried and tested methodology for an objective assessment/ development of competencies.

With the purpose of facilitating individual development planning for selected officers, an ADC assesses competencies of a particular individual(s) in a role against a predetermined set of competencies. The idea, hence is to do an objective gap analysis against defined competency levels. These centres offer participants a simulated environment and provide a method of obtaining the best possible indication of a person's potential/ability to exhibit superior performance in a given job. This further helps in preparing a tailor made Personal Development Plan for each officer in accordance with the findings from the assessment and development centre.

### 2. Eligibility for Participation

There is a need to identify of Officers who will undergo the process of competency assessment and development. For this purpose, Officers with the maximum tenure (a minimum of at least 2 years) left in their present department/cadre may be selected for the purpose of participation in the ADC. Selection of officers may be done keeping the above in mind from the following:

- DoPT: Director & above
- CSS: Under Secretary and above

### 3. Duration & Expenses

A total of 80 officers from DoPT and CSS cadre will undergo Assessment and development Centre. The selected participating officers will be grouped in eight batches with 10 officers in each batch. Every batch of officers will be required on full time availability basis for 3-5 days.

Since the selected officers will be a part of a pre-determined batch, their timely presence is critical. **Cancellation or replacement request for nominated officers, will not be feasible due to high cost implication. All nominated officers must be relieved on time to attend the scheduled Assessment & Development centre.**

✓ The Assessment & Development centre will be fully residential in nature and all boarding & lodging expenses shall be borne by the project.