

F.No. 12039/8/2015-SHRM
Department of Personnel & Training
Training Division

Dated: 30.03.2015

Draft Policy for inviting applications for creating a National Pool of Trainers on Leadership Skills and Ethics

A draft Policy for inviting applications for creating a National Pool of Trainers on Leadership Skills and Ethics is hereby placed (copy attached) on DoPT website for comments. The stakeholders are requested to give their comments positively by 10th April 2015 and send the same on e-mail at sinha.vijay@nic.in .

Draft Policy for comments

Invitation of Applications for Creation of National Pool of Trainers on Leadership Skills and Ethics for Public Administrators

Applications are invited from serving and retired senior officers of Central and State Governments, faculty members of Central Training Institutions and State ATIs, academicians and subject specialists to join the National Pool of Trainers on the thematic area of (i) Leadership Skills and (ii) Ethics.

2. The selected persons will undergo Capacity Building Workshops (CBW) which will equip them to deliver Leadership Skills and Ethics training at different institutes in and around Delhi, Kolkata, Chennai, Mumbai, Chandigarh, Bengaluru, Bhopal and Guwahati in phases.

3. Eligibility Criteria

- Serving Group 'A' officers of Central and State Governments with minimum 12 years of experience.
- Retired Group 'A' officers of Central and State Governments (below 65 years of age).
- Faculty of CTIs and State ATIs; leading universities/management institutes
- Higher educational qualification/ professional degree in public administration, management, law, etc. would be an advantage.
- Experience in both field-level and policy-making function is desirable
- Publication/ research papers authored by the officers in the area of Leadership, Human Resources and Administrative Reforms would be an advantage.

4. Skills and Competencies Required

- Understanding of the functioning of the Government: Comprehensive understanding of the environment in which government servants work and challenges thereof.
- Communication skills: Excellent standard of written and verbal skills to explain the subject matter in a clear and articulate manner.
- Sensitivity, open-mindedness and flexibility: Able to 'speak the same language' as the intended audience (adapt quite easily and differentiate the training to suit the needs and aspiration of the trainees).
- Developing others: Faith in the possible development of each individual and desire to develop others.
- Empathy: Ability to relate to the needs and aspirations of a diverse set of people.
- Capability of working with groups: Ability to address the needs of members in the training group.

5. Time Commitment

The applicant would be required to give an undertaking to devote upto 15 days time for attending the capacity building workshop in 3 spells. Further a time commitment of minimum 20 days per year is expected from the selected officer as part of the National Pool to impart training at different institutes across the country.

6. Professional Fee

The selected officers would receive the professional fee as per the prevailing policies of the Government for actual delivery of training post certification. It may be noted that professional fee would not be paid for the Capacity Building Workshops. The current professional fee is Rs.1000/- for every 1.5 hours of training.

All costs on account of travel, lodging and boarding for Capacity Building Workshops and training would be borne by the Government/respective Training Institution. It would include return economy airfare, single room accommodation and food.

7. How to Apply

Interested and eligible officers with strong commitment to be part of the national pool of trainers in (i) Leadership Development and (ii) Ethics may apply by ___date___. Applications should be sent separately for the two thematic areas (a) Leadership Skills and (b) Ethics. While applying, a copy of the CV indicating qualification, experience and other relevant details should be attached. The applicant should also mention separately in their CV a list of formal qualifications/certifications/trainings undertaken in the thematic area applied for. The CV should be a maximum of two pages.

8. Selection Process

Step 1. Shortlisting

A Screening Committee set-up by the DoPT would shortlist the candidates based on the profiles and the documents received.

If required, shortlisted candidates may be called for personal interview at New Delhi.

Step 2. Process followed for Training of Trainers (ToT)

Stage 1	First Immersion of about 5 days and finalization of module
About one month gap between two immersions for reflection and self-study	
Stage 2	Second immersion of about 3 to 5 days
Stage 3	Actual delivery of the module by the trainees for Certification

9. Query/ Additional Information

For any query/ additional information, prospective applicants may send an email to sinha.vijay@nic.in. If required, a pre-selection conference may be held to address those queries.

10. The applications of willing and eligible persons should be sent separately for the two thematic areas (a) Leadership Skills and (b) Ethics. The application should include all relevant documents such as CV, copies of the publications/ research papers (authored by the candidate) and other documents and be sent at the following address:

Vijay Sinha (Director, Training)
Department of Personnel and Training (DoPT),
Ministry of Personnel, Public Grievances and Pensions,
Block 04, 3rd Floor, Old JNU Campus, New Mehrauli Road, New Delhi –
110067

In case of serving officers, their application should be forwarded through their Controlling Authority. The controlling officer should also confirm that the applicant if selected have to be spared for the duration of capacity building workshop and delivery of training as mentioned in para 5 above.

Applicants may also send an advance application by email to sinha.vijay@nic.in. The subject of the email should specify the thematic area applied for (Subject: National Pool of Trainers on (i) Leadership Skills or (ii) Ethics).

The last date of receipt of applications is _____.