

No.12039/8/2015-SHRM  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Training Division  
\*\*\*

Block 4, Old JNU Campus,  
New Delhi, Dated: 25<sup>th</sup> June, 2015

OFFICE MEMORANDUM

Subject: Invitation of Applications for creation of National Pool of Trainers on Leadership Skills and Ethics-reg.

The undersigned is directed to refer to this Department's O.M. of even no., dated June 03, 2015 inviting applications from serving and retired officers of Central and State Governments, faculty members of Central Training Institutions and State ATIs, academicians and subject specialists based in Delhi, National Capital Region (NCR) to join the National Pool of Trainers on Leadership Skills and Ethics. The last date of submission of applications has been extended till July 15, 2015.

2. The detailed Eligibility criteria are enclosed. The application duly filled in prescribed proforma may be forwarded to the undersigned by July 15, 2015.



(V.K. Sinha)  
Director (Training)  
Tel: 011-26161159

To

All concerned

## **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 based in the Delhi, National Capital Region (NCR) to join the National Pool of Trainers on the thematic areas 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 NCR.

### **3. Eligibility Criteria**

#### ***Essential qualification***

- 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 recognised universities/management institutes

#### ***Desirable qualification***

- 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 up to 15 days time for attending the capacity building workshop in 2 to 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 Delhi NCR.

## **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 (return economy airfare, single room accommodation and food) for Capacity Building Workshops would be borne by the Government. For all subsequent training programs sponsored by Training Institutions, the expenditures (with respect to trainers) to the above effect will be borne by the respective Training Institution.

## **7. How to Apply**

Interested and eligible officers based in Delhi NCR with strong commitment to be part of the national pool of trainers on (i) Leadership Development and (ii) Ethics may apply by 15 July 2015. Applications should be sent separately for the two thematic areas (a) Leadership Skills and (b) Ethics; and interested and eligible officers may apply to only one thematic area suiting their interest and expertise. 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. Copies of all relevant documents with respect to details included in the CV including Higher Educational qualification/professional degree; Training certifications; Publications/research papers (authored by the candidate) relevant to the thematic area applied for may also be attached with the CV. All documents attached with the CV may be self-attested by the applicant.

The application should be sent at the following address:

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

In case of serving officers, their application should be forwarded through their Cadre 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 (Annex A: Suggested text/Performa for forwarding letter to be signed by Cadre Controlling Authority).

Applicants may also send an advance application by email to [sinha.vijay@nic.in](mailto:sinha.vijay@nic.in) and [sanjay.mehta@nic.in](mailto:sanjay.mehta@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 extended from 24 June 2015 to 15 July 2015.**

## **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 3 to 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 7 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](mailto:sinha.vijay@nic.in) and [sanjay.mehta@nic.in](mailto:sanjay.mehta@nic.in) . If required, a pre-selection conference may be held to address those queries.

**Annex A:** Suggested text/Performa for forwarding letter to be signed by Cadre Controlling Authority/ Organisation/ Institute

To,

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

Subject: Forwarding of Application of \_\_\_\_Name, Designation, Organisation\_\_\_\_

The undersigned is directed to refer to the subject mentioned above and say that the Application along with CV and other required documents are forwarded herewith.

Competent Authority has accorded Cadre Clearance/ Clearance from the Organisation in respect of \_\_\_\_Name, Designation, Organisation\_\_\_\_, for National Pool of Leadership Skills / Ethics Trainers. Services of the Officer/ Faculty member in the event of being selected, would be made available for the purpose of attending the Capacity Building Workshop as well as delivery of training.

Date:

Name

Place:

Designation

Signature

Official seal