

No.12040/56/2012-FTC (Trg.)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training  
Training Division

Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-67  
Dated 17<sup>th</sup> July, 2012

TRAINING CIRCULAR

Subject: A Group Training Course in Practical Corporate Management for Productivity Improvement through Practical KAIZEN and Quality Control Methods to be held from December 2012 to May 2013 (Phases in Japan from 27<sup>th</sup> January, 2013 to 15<sup>th</sup> March, 2013).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) under the Technical Cooperation of the Government of Japan has invited applications for the above programme to be held from December 2012 to May 2013 (Phases in Japan from 27<sup>th</sup> January, 2013 to 15<sup>th</sup> March, 2013).

2. The programme aims to improve corporate management techniques of consultant/adviser at organizations which are in charge of productivity improvement for enterprises.

3. This programme is offered to consultants or advisers who are in the position to promote/implement business management or productivity improvement activity of manufacturing industries or enterprises which are especially small and medium enterprises; having sufficient level of leadership to consult enterprises in their own country on practical corporate management or productivity improvement through production administration; be university/ commercial-college graduates or persons who possess equivalent academic background; not be serving in military; have competent command of spoken and written English, which is equal to TOEFL; be in good health, both physically and mentally, to participate in the program.

4. In addition to the above, the following information in respect of the nominated officers may please be furnished while forwarding the nomination:

- a) Whether attended any foreign training programme in the past? If so, the duration/detail thereof;
- b) Whether clear from vigilance angle?
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

5. The course covers the cost of a round- trip air ticket between an international airport designated by JICA; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.

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6. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria.

7. The nomination details should be submitted (in duplicate) in the JICA's prescribed proformas duly authenticated by the Department concerned along with the Job Report.

8. The applications should reach this Department through the Administrative Ministry/State Government not later than **9<sup>th</sup> November, 2012**. Nominations received after the prescribed date will not be considered. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)), which is available in "What is New" under the Department of Personnel and Training.



  
(N.K. Wadhwa)

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Copy to:

1. The Secretary, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi - 110001.
2. The Secretary, Department of Heavy Industries, CGO Complex, New Delhi – 110003.
3. The Secretary, D/o Public Enterprises, CGO Complex, New Delhi – 110 003.
4. The Secretary, Ministry of Micro, Small & Medium Enterprises, Udyog Bhawan, New Delhi – 110011.
5. All State Governments/Union Territories.  
(with the request to circulate it amongst the related organizations)
6. NIC with the request to post the circular along with the JICA's circular and the enclosed application Proforma on the Department's website.

