

F. No. 7/8/2021-CS.I(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel and Training)

2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 04th August, 2021

OFFICE MEMORANDUM

The undersigned is directed to refer to this Department's letter of even no. dated 04.08.2021 vide which the Direct Recruit (DR) Assistant Section Officers (ASOs) nominated on the basis of Combined Graduate Level Examination, 2018, were issued offer of appointment to join the post of ASO in Central Secretariat Service (CSS) in the allocated Ministries/Departments.

2. All the Ministries/Departments where these DR ASOs have been posted vide the said letter, are requested to complete the appointment of the candidates as per the following directions:

- (i) The original documents as produced by ASOs must be checked at the time of joining viz-a-viz the copies available in the dossier (which will be sent shortly).
- (ii) The forms as per the format given in Annexure II to V should be provided to the ASOs for filling-up at the time of joining.
- (iii) The genuineness of the Educational Certificates pertaining to the essential qualification for the post (i.e Bachelor's Degree from a recognized University or equivalent) as furnished by the DR ASOs, should be got verified from the concerned Educational Institutes.
- (iv) The original Caste certificates of ASOs should be collected and sent to CS.I(A), CS.I Division, DoP&T **BY HAND** for further verification from concerned District Authorities.

3. The DR ASOs are required to mandatorily undergo Foundation Training Programme (FTP) to be conducted by Institute of Secretariat Training and Management (ISTM), New Delhi. The Foundation Training Programme is for 108 weeks including 4 weeks of Pre-Foundation Course. The phases of Foundation Training Programme are as under:

S. No.	Phase	Duration
1.	Pre-Foundation Course	4 weeks (before the start of ISTM Phase 1)
2.	ISTM Phase -1	12 weeks
3.	On-the-Job Training – 1	42 weeks
4.	ISTM Phase - 2	4 weeks
5.	On-the-Job Training – 2	46 weeks
	TOTAL	108 weeks

3.1 **The Foundation Course is compulsory.** ASOs not completing the Foundation Course shall not be confirmed in the post till such time they pass the examination conducted by the ISTM.

4. It is requested to appoint Nodal Officers in each Ministry/Department/Organization (MDOs) at the rank of Deputy Secretary/Director (Admn./Estt.) to facilitate smooth conduct of the Foundation

Training Programme for ASOs. The immediate appointment of a Nodal Officer in MDOs has become imperative as the ASOs will join the Ministries/Department shortly. The detailed instructions may be seen at Annexure I.

5. Further, Ministries/Departments may also get collected the dossiers of the DR ASOs allotted therein, between 09th to 11th August, 2021 from the undersigned with authorisation letter to ensure timely completion of appointment related activities of these DR ASOs.

Encl: Annexure (I & V)


(George D. Toppo)

Under Secretary to the Government of India

Tel: 24642705

All participating Ministries/Departments through DoP&T website

Copy to:

- i. Director, ISTM, Administrative Block, Old JNU Campus, New Delhi
- ii. Deputy Secretary, Training Division, JNU Old Campus, New Delhi

Instructions to Ministries/ Departments/ Organizations (MDOs)

1. All candidates selected for appointment as Assistant Section Officers (ASOs) in each Ministry/Department are required to mandatorily undergo Foundation Training Programme (FTP) to be conducted by Institute of Secretariat Training and Management (ISTM), New Delhi.
2. In order to equip them with the necessary knowledge and skills required by the ASOs immediately after they join the service, class room based Foundation Training Programme linked to obtaining knowledge of essential rules and regulations has been conducted at ISTM in the past. However, due to limitations related to the duration of the Training courses and the need to expose the DR ASOs to a large spectrum of roles and activities, they are required to perform in the Government, it has become imperative to widen the scope of training programme and link the training contents to the specific competency required by the ASOs.
3. Taking cognizance of this, and in the background of *Mission Karmayogi* which envisions competency based training, shift of emphasis from 'role based' learning rather than 'rule based' learning and a renewed focus on building the capacity of the civil servants, DoPT has approved a modified Foundation Training Plan for directly recruited ASOs.
4. As per the modified training plan, the ASO are expected to acquire the targeted competencies and develop richer perspectives in task-oriented problem solving. Accordingly, the modified FTP will be implemented from June 2021 onwards.
5. The Foundation Training Programme will be of 108 weeks' duration including 4 weeks of Pre-Foundation Course. The phases of Foundation Training Programme are as under:

Sr. No.	Phase	Duration
1	Pre-Foundation Course	4 weeks
2	ISTM Phase I	12 weeks
3	On-the-Job Training	42 weeks
4	ISTM Phase 2	4 weeks
5	On-the-Job Training	46 weeks
	Total	108 weeks

The details are at **Appendix to the Annexure-I**

6. The FTP is competency based and all candidates are required to successfully complete all the Modules for acquiring the identified competencies.
7. The Pre-Foundation Course will have the objective of exposing the probationers to the functioning of Government and its ethos before they join the service. The course will be delivered through online mode, which will include selected reading material and stipulated courses on Integrated- Government Online Training (i-GOT)/ e-Learning Management System (e- LMS) of ISTM or any other platform.

8. All ASOs are required to register themselves on the e-LMS by visiting following

URL: <https://www.istm.gov.in>

In case of any difficulty or clarification required in registering at ISTM website, they may write to ftp-cell-istm@gov.in or call at Telephone No. 011-26737514 between 10.00 hrs to 17.00 hrs.

9. **Ministry/Department/Organizations** are required to appoint a Nodal Officer preferably at the **Deputy Secretary/Director** level who will act as nodal point between the Ministry / Department, DoPT, ISTM and the ASOs posted in the concerned MDOs. A **Link Officer** may also be appointed while appointing a Nodal Officer so that the activities required to be undertaken by the Nodal Officer are carried out smoothly in their absence. The contact details of Nodal Officer and the Link Officer may be intimated to ISTM and also uploaded on MDOs' website for better communication/coordination.
10. **For each ASO, one Buddy** at the level of **ASO/SO** and **one Mentor for 3-4 ASOs** at the level of **Under Secretary or above** to be nominated in the MDO to guide them for learning on the job. The Mentor will interact with the ASOs on a regular basis (briefing and a draft schedule for interaction will be provided by ISTM) and will help in their progress and learning. They will also assess/evaluate the completion of assignments and other training related activities in the proforma prescribed by ISTM.
11. During the Induction Training Phase, the ASOs should be given exposure to the working of various organizations under them and arrange for field visits for experiential learning of the Attached Offices/ Subordinate Offices/ PSEs/ Autonomous Bodies.
12. **Updating the Induction Material:** Induction material is an important source of information for the new entrant in the MDO. As indicated in the Central Secretariat Manual of Office Procedures, 2019 issued by DARPG, all MDOs may please undertake annual updates to their induction material.
13. The immediate supervisory officers, namely, SOs and USs will have to closely monitor the competencies acquired by the ASOs during the On-the-job training. They will also make provision for understanding of the working of other Sections/Divisions in the MDO.
14. MDOs will identify the Modules to be undertaken for acquiring the competencies in Functional and Domain Areas, topics for Project Work etc. as prescribed in the 2 Year Plan. Detailed template for undertaking this exercise will be provided by ISTM in due course.
15. MDOs may ensure that ASOs should undertake the prescribed courses and assignments while they are working in the MDOs (On-The-Job Training).
16. MDOs may take into consideration the assessment made by ISTM of ASOs over a two-years period before confirming them in the grade.

COMPONENTS OF RE-DESIGNED FOUNDATION TRAINING PROGRAMME

S. No.	Module	Purpose	Content	Methodologies
1	Pre-foundation Module (4 weeks)	<ul style="list-style-type: none"> i. Inculcate the habit of reading and learning; ii. Exposure to functioning of Government and its ethos; iii. Inculcate citizen-centric attitude. 	<ul style="list-style-type: none"> i. Readings from Constitution of India, important legislations and judgments, and management concepts; ii. Modules available on iGoT / other LMS 	<ul style="list-style-type: none"> i. Online
2	ISTM Phase-1 (12 weeks)	<ul style="list-style-type: none"> i. On-boarding to the service, role, responsibilities and entitlements; ii. Develop competency to Manage Self; iii. Develop threshold functional competencies (rules and procedures); iv. Understanding the functioning of MDO; v. Exposure to socio-cultural diversity and development vi. Improvement in communication skills (reading, comprehension, listening and writing) 	<ul style="list-style-type: none"> i. Input and reflection sessions on Behavioural CBPs; ii. Exposure to procedures and rules; iii. Attachment with MDO; iv. Attachments to PRIDE, NAI, etc. v. Experiential learning through <i>BharatDarshan</i> and NGO attachment. vi. Weekly two sessions on communication skills. 	<ul style="list-style-type: none"> i. Class room inputs ii. Video recording of live events iii. Webinars iv. Experiential learning through field visits v. Learning by doing vi. Presentations vii. Online assignments
3	On the Job Training-01 (42 weeks)	<ul style="list-style-type: none"> i. Developing Organisational awareness ii. Analysing legislations and policies iii. Developing ability to use of IT tools for office work iv. Developing expertise in selected functional areas 	<ul style="list-style-type: none"> i. On-boarding in MDO ii. Recent legislative initiatives iii. MS Office tools iv. Courses on selected cluster (Vigilance/ Finance/ Public Policy/ etc.) 	<ul style="list-style-type: none"> i. Online courses through iGoT and other platforms ii. Mentoring iii. Coaching iv. Experiential learning through field visits
4	ISTM Phase-2 (4 weeks)	<ul style="list-style-type: none"> i. Understanding the implementation issues of schemes and projects ii. Evaluating competencies acquired during OJT iii. Developing differentiating competencies in select areas iv. Reflecting on learnings 	<ul style="list-style-type: none"> i. Village Attachment ii. Presentation on MDO's working iii. Presentation on Book Review iv. Module on select topics and development activities v. Feedback 	<ul style="list-style-type: none"> i. Experiential learning ii. Classroom sessions iii. Individual presentations
5	On the Job Training-02 (46 weeks)	<ul style="list-style-type: none"> i. Developing Domain competency and specialisation ii. Applying e-Governance and IT Tools (Advanced) iii. Developing competency to create solution matrix on areas identified by MDOs iv. Developing report writing skills. 	<ul style="list-style-type: none"> i. Courses mandated by MDO ii. Advanced courses on IT tools/ emerging technologies iii. Guided project work 	<ul style="list-style-type: none"> i. Online courses ii. Mentoring iii. Coaching iv. Experiential learning

S. No.	Module	Purpose	Content	Methodologies
6	Lecture Series by Eminent Personalities and Motivational Speakers	i. Macro-level understanding of diverse governance issues ii. Develop innovative mind-set iii. Develop scientific temper	i. Fortnightly inspirational and motivational lectures* by Senior bureaucrats, and eminent speakers ii. Videos	(i) Classroom (ii) Online
7	Communication and Language Skills	(i) Developing reading, comprehension, writing and speaking skills	(i) Weekly activity on augmenting communication skills	(i)Online
8	Monthly Evaluation and Assessment	To monitor the progress and test the competencies	Monthly half a day on any stipulated day. Assessment of acquired competencies	(i) Classroom (ii) Online

*** Indicative list of topics for fortnightly lectures:**

- Promotion of Digital Payments
- Direct Benefit Transfers
- *AtmaNirbhar* Bharat
- Reform Initiatives
- Good Governance
- Speedy Decision Making
- Public Private Partnerships in infrastructure development
- Transformation of Aspirational Districts
- Policies in Uncertain times- Handling of Covid 19 pandemic
- Minimum Government, Maximum Governance
- Perform, Reform & Transform
- Towards Responsible AI - Enforcement of Principles
- *Ek Bharat Srestha Bharat*
- Importance of MSME Sector to India's economy

ANNEXURE II

OATH OF ALLEGIANCE

“I, _____ do swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, and that I will carry out the duties of my office loyally, honestly, and with impartiality.

(So help me God)”

Signature :

Name :

Rank:

D.o.B:

Dated:

ANNEXURE III

UNDERTAKING

With reference to Para 4 (iii) of this Department letter No. 7/8/2021-CS.I (A) datedAugust, 2021 regarding Offer of Appointment to the post of ASO nominated on the basis of CGLE-2018, I, hereby, declare that if anything adverse comes out in the character and antecedents verification that would make me ineligible for appointment in the first instance, then I shall be liable to be discharged from Government service forthwith without any further notice.

Signature:

Name:

Rank:

D.O.B:

ANNEXURE-IV

**DECLARATION TO BE OBTAINED FROM NEW ENTRANTS REGARDING THEIR
MARITAL STATUS TO GOVERNMENT SERVICE**

1. I, Shri/Shrimati/Kumari declare as under :-

- * (i) That I am unmarried/a widower/a widow;
- * (ii) That I am married and have only one spouse living;
- * (iii) That I have entered into or contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.
- * (iv) That I have entered into and contracted a marriage with another person during the life-time of my spouse. Application for grant of exemption is enclosed.

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date.....

Signature.....

(*Note : Please delete clause/clauses not applicable)

APPLICATION FOR GRANT OF EXEMPTION
(Vide para 1 (iii)/1(iv) of Declaration)

To

The

Sir,

I request that in view of the reasons stated below, I may be granted exemption from the operation of restriction on the recruitment to service of one having more than one wife living/ a woman who is married to a person already having one wife or more living.

Reasons

--

Yours faithfully,

Dated.....

Signature.....

ANNEXURE- V

DECLARATION
(FOR OBC Candidates)

I undertake that IS/o
D/o W/o Sh.....resident of
village/town/city.....District.....State..... hereby
declare that I belong to the Community which is recognized as
a backward class by the Govt. of India for the purpose of reservation in service as per
orders contained in Deptt. of Personnel and Training Office Memorandum No.
36012/22/93-Estt. (SCT) dated 08.09.1993. It is also declared that I do not belong to
persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above
referred Office Memorandum No. 36012/22/93-Estt. (SCT) dated 08.09.1993 and
modified vide Govt. of India Deptt. of Personnel & Training O.M. No. 36033/3/2004-
Estt. (Res) dated 09.03.2004.

SIGNATURE:

NAME OF CANDIDATE:

ROLL NO:

RANK:

DATE: