Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
New Delhi, 21st September, 2015

To:
The Chief Secretaries, All State Governments.

2. The Secretaries of all the Ministries/Departments of Government of India.

Subject: Filling up of the post of Senior Adviser to Executive Director, Asian Development Bank, Manila (Joint Secretary level), under the Department of Economic Affairs.

Sirs/Madam,

It is proposed to fill up the post of Senior Adviser to Executive Director, Asian Development Bank, Manila (Joint Secretary level), under the Department of Economic Affairs. The following eligibility criteria have been laid down for making selection to the post:

Mandatory Qualifications:

(i) The officer must have been empanelled to hold Joint Secretary or equivalent posts at the Centre.
(ii) The officer should be at least 3 batches below the batch next to be considered for empanelment at the Additional Secretary level.
(iii) The officer must have worked for at least two years at the Centre under Central Staffing Scheme.
(iv) The officer should be clear from Vigilance angle.
(v) The officer should not have been debarred from Central Deputation.
(vi) The officer should have at least 'Very Good' Service record. However, preference will be given to officers who have 'Outstanding' service record with a grading of 9 and above.
(vii) The officer should not be over 54 years of age.
(viii) The officer should not have been posted on an assignment in a foreign/captive post of the Government of India earlier.
(ix) The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently.
(x) The officer should not be on study leave or long leave.

Desirable qualifications:

(i) Experience in the areas related to Infrastructure Development/ International trade/Public Finance in the Department/Ministries of the Government of India or in the State Government.
(ii) Experience in Externally Aided Projects.
(iii) Degree in Economics/Management/Public Finance/International trade.

2. It is requested that the names of the officers, who possess the mandatory qualification/experience, as stated above, may be sent to this Department along with their detailed bio-data, CR dossiers of the officers, their vigilance clearance and integrity certificate, within a period of four weeks of issue of this letter.

Yours faithfully,

Deputy Secretary to the Government of India
Tel: 23092187

Copy to:
1. Department of Economic Affairs (Shri Shaktikanta Das, Secretary), w.r.t. OM No. 6/24/2009-ADB.I dated 06.08.2015, New Delhi.
2. Technical Director, NIC, Computer Cell, DOPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department.
3. Deputy Secretary (MM), DOPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.
To

The Chief Secretaries of All State Governments and Union Territories.

Sub: Filling up of the post of Executive Director, a Selection Post in Rashtriya Mahila Kosh on Deputation (including short-term contract) bearing Revised Pay Band: Rs.37400-67000+Grade Pay of Rs.10000/-.

Sirs/Madams,

The Rashtriya Mahila Kosh (RMK) is an autonomous organisation under the Ministry of Women & Child Development. The main objective of RMK is to provide micro-credit to poor women for livelihood support and income generating activities at concessional terms. There is one vacant post of Executive Director which is proposed to be filled up through selection on Deputation (including short-term contract) in Pay Band of Rs.37400-67000+Rs.10000 as Grade Pay. Officers working under the Central Government/State Governments/Union Territories/autonomous organisations under Central/State Govt./ Nationalised banks holding analogous post or officers having 2 years experience in the Grade pay of Rs 8900/- in GOI or 3 years experience in the Grade pay of Rs 8700/- in GOI on regular basis with at-least five years experience in financial matters at the level of DS/Director or equivalent post, may apply for this post through proper channel.

2. Detailed particulars, eligibility requirements etc. in respect of the post are enclosed (Annexure-I). Persons selected on deputation basis will be entitled to the normal deputation terms as admissible under the Central Government Rules in force from time to time. The period of deputation (including short-term contract), including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department, shall ordinarily not exceed five years.

3. The maximum age limit for the candidates for appointment is 56 years as on the closing date of receipt of application prescribed.

4. It is requested that particulars of eligible interested officers duly verified and counter signed by the employer may be forwarded through proper channel in the attached proforma (Annexure-II) along with their up to date Confidential Report dossiers or Photocopy of ACRs duly attested by officer not below the rank of Under Secretary on each page for the last five years and Integrity Certificate/Vigilance Clearance and Penalty Statement imposed during the last ten years so as to reach this Ministry within four weeks from the date of publication of this circular in the Employment News/Razgar Samachar.

5. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Contd..2/-
6. The applications received without up to date confidential reports/Vigilance Clearance/Integrity Certificate or otherwise found incomplete will not be entertained.

Yours faithfully,

(Rashmi Saxena Sahni)
Joint Secretary
Ph.23388576

Copy to:-

1. All Ministries/Departments of Government of India with the request for further circulation of vacancy among all the Attached/Subordinate Offices/Statutory Commissions/Autonomous bodies/Nationalised banks under their control.

2. Governor, Reserve Bank of India, Parliament Street, with request to circulate the vacancy.

3. Chairperson Central Board of Direct taxes North Block New Delhi.

4. Chairman Central Board of Customs & Central Excise North Block New Delhi.

5. The Director General (Resettlement Division), Ministry of Defence, West Block-IV, Wing-1, R.K. Puram New Delhi for wide publicity among eligible officers.


8. NIC for placing the vacancy circular on the website of this Ministry.

Yours faithfully

(Rashmi Saxena Sahni)
Joint Secretary
Ph.23388576
GOVERNMENT OF INDIA
MINISTRY OF WOMEN AND CHILD DEVELOPMENT

NAME OF THE ORGANISATION : Rashtriya Mahila Kosh, Ministry of Women & Child Development

NAME OF THE VACANT POST : Executive Director, Rashtriya Mahila Kosh (Selection post on Deputation basis including short term contract.)

SCALE OF THE POST : Revised Pay band + Grade pay (Rs 37400- 67000+10000/-) PB-4

Last date of receipt of Application : 4 weeks from the date of publication of the advertisement in Employment News.

PROFILE OF RASHTRIYA MAHILA KOSH (RMK):- Rashtriya Mahila Kosh (RMK) is an autonomous organisation under the Ministry of Women & Child Development. The objective of RMK is to provide micro-credit to poor women for various livelihood support and income generating activities.

2. JOB DESCRIPTION AND RESPONSIBILITIES OF EXECUTIVE DIRECTOR, RASHTRIYA MAHILA KOSH: The Executive Director is the Chief Executive Officer of the Kosh. He/She shall be responsible for the proper administration of the affairs of the Kosh as well as of the conduct of the other Officers and staff, under the overall supervision, direction and control of the Governing Board of RMK. He will be assisted by officers and staff as may be determined by the Governing Board. In all the matters under his charge, he has such powers and duties as assigned to him by the Governing Board. He may further sub-delegate the powers and duties with the approval of the Governing Board. He also functions as the Member Secretary of the General Body and of the Governing Board of RMK. Should be responsible for strategic planning. He/She

~ Should be able to provide executive leadership.

~ Built and demonstrate a strong and accountability framework.

~ Should be able to develop strategic plan, partnerships and network to leverage resources and impact.

~ Build systems and develop and put in place robust processes and standard practices for discharge of functions and responsibilities of the Kosh.

3. ELIGIBILITY (AGE): Not more than 56 years on the closing date of application. The age of superannuation is 60 years.

4. QUALIFICATION AND EXPERIENCE: (i) The incumbent should be holding analogous post or officers having 2 years experience in the Grade pay of Rs 8900/- in
GOI or 3 years experience in the Grade pay of Rs 8700/- in GOI on regular basis with at least five years experience in financial matters at the level of DS/Director on regular basis in the Central Government Ministries/Departments/State Govts./Union Territories or in Autonomous Bodies/Nationalized banks under the Central/State Govts./UTs.

(ii) Possessing the following educational qualifications and experience:-

**Essential**

Graduate degree from a recognized University and five years experience in financial matters at the level of Deputy Secretary/Director in GOI or equivalent post.

**Desirable**

Field experience in social sector, especially women & children, disadvantaged and vulnerable groups etc.

Note:

(i) Period of Deputation/Contact including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department in Central Government/State government shall ordinarily not exceed five years.

(ii) The maximum age limit for deputation (including short term contract) shall be 55 years as on closing date of receipt of application prescribed.

{The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (other than those in Andaman & Nicobar Islands and Lakshadweep)}

5. **DURATION OF APPOINTMENT**: The appointment on deputation shall normally be for a minimum period of five years or upto the date of superannuation, whichever is earlier. No application shall be entertained under any circumstances after the stipulated date. Eligible persons may submit their applications in prescribed Proforma given at Annexure-II through proper channel accompanied by the vigilance clearance and photocopies of the ACRs for the last five years duly attested by the officers not below the rank of Under Secretary to the Government of India or equivalent addressed to Joint Secretary (RMK), Ministry of Women and Child Development, Room No.756, ‘A’ wing, Shastri Bhavan, New Delhi-1.
ANNEXURE-II

GOVERNMENT OF INDIA
MINISTRY OF WOMEN AND CHILD DEVELOPMENT

APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR, RASHTRIYA MAHILA
KOSH, B-12 QUTAB INSTITUTIONAL AREA, NEW DELHI-110603.

BIO-DATA

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<tr>
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<td>Whether temporary/permanent</td>
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<td>Past Experience in the last ten years (Job description, Post held and pay drawn with special reference to eligibility criteria for the post of ED, RMK).</td>
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</tbody>
</table>

Signature of applicant

Telephone No.

Place:

Date.
To

1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. Directors General/Directors of State Training Institutions

Subject: 10th Post Graduate Diploma Programme in Public Policy and Management at the Management Development Institute, Gurgaon.

Mudam/Sir,

The Department of Personnel and Training has been sponsoring Post-Graduate Diploma in Public Policy and Management (PGD-PPM) at the Management Development Institute Gurgaon. The 10th programme is scheduled to commence from 15th December, 2015 (Tuesday).

2. This programme has been designed as a high quality programme with a set of core courses as well as a range of electives. It includes an international module of about two weeks’ duration at a foreign university.

3. Please find enclosed herewith particulars of the programme along with terms and conditions for officers admitted to the programme. I would request you to kindly circulate the programme amongst your officers and encourage as many as possible to apply. The details of the programme are available on the website of the Ministry of Personnel, Public Grievances and Pensions (www.persmin.nic.in) and on the website of MDI Gurgaon i.e. www mdi.ac.in.

4. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/Department/State Government etc. where they are presently working. This policy paper will have to be submitted by the officer to their respective Ministries/Department/State Government etc. at the end of the programme. The Ministries/Departments/States will also nominate a Nodal Officer of the rank of JS or above to the Government of India for mentoring and guidance to the sponsored officer for developing the policy document and coordinating with MDI-G in the matter.
5. Nomination of suitable officers, in the prescribed proforma, may please be sent to this Department through the appropriate Cadre Controlling Authority so as to reach us on or before 2nd November. Nominations received after this date will not be considered. The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by MDI-G. The interview dates and time will be intimated to the officers by MDI-G. In order to save time, the officers are permitted to send an advance copy of their application directly to this office/MDI-G. The officers will also be called for interview based on their advance applications. However, final selection will be subject to receipt of his/her formal application duly recommended by their cadre controlling authorities along with Vigilance Clearance. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.

6. Further details of this programme may be ascertained from School of Public Policy & Governance, Management Development Institute, Mehrauli-Gurgaon Road, Sukhrali, Gurgaon-122007 (Haryana) Telephone: 0124-4560000, website: www mdi.ac.in This circular may also be downloaded from the website of Ministry of Personnel, Public Grievances and Pensions (www.personnel.nic.in).

7. All Ministries/Departments/ State Governments/UTs/CCAs etc. are advised to give wide publicity to the programme and upload this circular on their websites for the information of all concerned.

Yours faithfully,

(N. Bajaj)
Director (Training)

Telephone: 011-26165058
Fax No.:011-26107962
Copy to:

1. Comptroller & Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. Election Commission of India, New Delhi
4. All Cadre Controlling Authorities
5. All State Training Institutes
6. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
7. Director (Training), Railway Board, Rail Bhavan, New Delhi
8. Director (Police), Ministry of Home Affairs for nomination of IPS Officers.
9. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
10. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
11. Establishment Officer, Department of Personnel & Training, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, N. Delhi
13. Director (HRD) Ordnance Factory Board, 10-A S K Bose Road, Kolkata.
14. Dean (Graduate Programme), Management Development Institute, Mehdrauli Road, Sukhrali, Gurgaon-122001

(N. Raju)
Director (Training)
10th Post Graduate Diploma in Public Policy and Management at Management Development Institute, Gurgaon

The Training Division of Department of Personnel & Training is sponsoring 10th Post Graduate Diploma in Public Policy and Management (PGD-PPM), at Management Development Institute, Gurgaon, commencing from 15-12-2015. This has been designed to be a high quality programme with a set of 'Core Courses' as well as a range of 'Electives'. The officers will complete the 'Domestic component' as well as the 'International component (Two weeks)' at MDI and an International School respectively during the year and will return to the departments for posting. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/Department/State Government etc. where they are presently working. This policy paper will have to be submitted by the officer to their respective Ministries/Department/State Government etc. at the end of the programme. The Ministries/Departments/States will also nominate a Nodal Officer of the rank of JS or above to the Government of India for mentoring and guidance to the sponsored officer for developing the policy document and coordinating with MDI-G in this matter.

2. Eligibility:

The programme is open to officers of All India Services, Central Services—organized & non-organized, technical & non-technical, faculty members of State Administrative Training Institutes and also officers of the State Civil Services (SCS)/Non-State Civil Services (Non-SCS) subject to the following eligibility conditions:

<table>
<thead>
<tr>
<th>Length of service</th>
<th>Officers should have completed 5 years of Group 'A' service as on commencement of the programme.</th>
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<tr>
<td>Age</td>
<td>The officers should have at least three years remaining service after completion of the programme.</td>
</tr>
<tr>
<td>Earlier Training</td>
<td>The officers should not have undergone a training Programme of 12-weeks or more duration in India during a period of 5 years preceding the date of commencement of this Programme. Further, the officer should not have undergone a Programme of training abroad of more than 2-weeks in preceding 2-years, more than one month in preceding 3-years or more than six months in the preceding 5-years.</td>
</tr>
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</table>
3. **Course Fees:**

(a) The cost of domestic component of the programme is Rs. 4.84 lakh (Rupees Four Lakh Eighty Four Thousand only) plus expenses towards Rural/NGO attachment subject to maximum of Rs. 25,000/- (Rupees Twenty Five Thousand only) and will be met by the respective Cadre Controlling Authority (for example, DoP&T for IAS Officers, MHA for IPS officers & MoEF for IFoS etc). In case of Central Secretariat Service (CSS) officers, the domestic course fee will be met by the Ministry/Department where the officer is working.

(b) The cost of the ‘International Component’ of the programme is Rs. 3.60 lakh (Rupees three lakh sixty thousand only), which includes air fare, course fees, boarding and lodging costs. During the international component of the programme the daily allowance at the admissible rate will be paid to the participants on the basis of approved rates for short-term training programmes under the Scheme of ‘Domestic Funding of Foreign Training’ of DoP&T. The cost towards international component and daily allowance is to be equally shared by the concerned Cadre Controlling Authorities and DoP&T. However, the cost of Visa fees (if any), medical insurance etc., will be met by the Ministries/Department/State Government etc. where the officers are presently working on actual basis. All arrangements for stay abroad during the international component of the programme will be made by MDI, Gurgaon through the collaborating institution and no participant will be permitted to make his/her own arrangements of stay during the training abroad.

(c) In case of officers belonging to any Group ‘A’ Service and working on deputation basis in a Public Sector Undertaking (PSU) the entire cost of the programme (domestic as well as international component containing course fee, boarding and lodging charges, airfare, per diem allowances etc.) shall be borne by the concerned PSU in which the officer is working. In the event of his/her selection, the joining of such officer in the programme is strictly subject to the confirmation of the concerned PSU to bear the entire expenditure of the programme to the institute in respect of such officer.

(d) The Ministries/Department/State Government etc. where the officer is currently posted, will meet the cost of (a) pay and allowances during the training period, (b) travel from place of posting to Gurgaon and back, (c) travel towards field visits of the participants for collection of data/information for the dissertation, (d) travel to Gurgaon for presentation of the dissertation at the end of the programme and (e) a one time allowance of Rs.5000/- (Rupees five thousand only) for stationery, etc.

4. **Hostel Facilities**

This is a compulsory residential programme and MDI-G will provide suitable accommodation at their campus at the rate of Rs. 10,000/- (Rs. Ten Thousand only) per month per participant. The expenditure will be met by the Cadre Controlling Authority of the participants.
5. **Conditions for officers admitted to the programme:**

In case of officers sponsored by the Government of India/State Governments for this programme, the following conditions will apply:

(i) The entire period of training (institutional training of 12 months) will be treated as on duty under FR 9(6)(b)(i);

(ii) The Ministries/Departments/State Governments may fill up the vacancy caused by the deputation of the officers;

(iii) For the grant of special pay/ Central deputation (Tenure allowance) (CDTA), the participants will be regulated as under:-

(a) The officers who proceed for training during their tenure of central deputation will continue to receive CDTA for the period of their entitlement against Central deputation tenure. If any period of training falls beyond the tenure of Central deputation or the officers proceed for training at the end of their tenure at the Centre, CDTA will not be admissible.

(Note: The tenure of central deputation in so far as it relates to this program, would also include the period of leave up to 2 months that may be granted by the central Ministry/Department to the officers before their repatriation to the parent cadre)

(b) The officers not on central deputation and also not in receipt of CDTA, whether they proceed on training from Gurgaon, or outside Gurgaon will not be entitled to any Special pay drawn before proceeding for the training.

(iv) Officers of the Central Government, State Government and Union Territories coming from outside Gurgaon to participate in the program will be allowed one of the following two options by the sponsoring authorities:-

(a) The officers will be treated as on duty on tour. They will draw travelling allowance as on tour and allowances as per para II (a) of the Ministry of Finance, Department of Expenditure O.M. 19030/2/86-E-IV dated 24.3.86 amended from time to time.

OR

(b) The officers will be treated as on transfer. They will not be entitled to the Government accommodation at the original place of posting.

(v) In case an officer proceeding on training is a *bona fide* occupant of Government accommodation in the general pool controlled by the Directorate of Estates, he/she could retain the residential accommodation for the
full period of training at his/her place of posting provided the residence is required for *bona fide* use of

(vii) Officers of the Central Government entitled to facility of residential telephone at the time of joining this

programme will be allowed to retain the residential telephone sanctioned to them on usual terms for six months

and thereafter on the condition that the officers will pay all calls in excess of the free calls allowed by the

Telecommunication Department as stipulated in Ministry of Finance (Department of Expenditure) O.M. No.

7(19)F(Coord)/79 dated 1st August, 1979 as amended from time to time.

(vii) The salary and other claims of the officers will be paid by the Ministry/Department/Office where they

were last working before joining this programme.

6. **Selection procedure and forwarding of nominations**

(i) The Cadre Controlling Authority (CCA) should recommend names of only those Groups ‘A’ officers

who are likely to stay with the CCA for some more time. Officers whose names have been

recommended for central deputation/ or figuring in the ‘offer list’ for central deputation under the

‘Central Staffing Scheme’ should not be nominated for the PGD-PPM programme. Failure to withdraw

the applications of such officers for the PGD-PPM may result in debarment of officers for central

deputation for five years.

(ii) Officers on deputation to Government of India under the Central Staffing Scheme must complete at

least two years of their tenure on deputation on the date of this notification to become eligible to apply

for this programme. It may be noted that in respect of officers appointed under the ‘Central Staffing

Scheme’, ‘NOC’ from the Office of Establishment Officer, DOPT should be obtained before

forwarding their applications/nominations for this Long Term Domestic Training Programme.

(iii) The faculty members of the State ATIs who have completed at least three years on the date of starting

of the program are also eligible to apply for the programme. However, those faculty members who

belong to state civil services need not necessarily fulfill this condition. The selected faculty members,

however, would be required to stay in the ATI for next three years after completion of the programme.

7. **Forwarding of nominations**

(i) Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre

Controlling Authority before sending the nominations to DoP&T.

(ii) Copy of the application form and other documents are attached. The same may also be obtained by

logging on to MDI’s website [www.mdio.ac.in](http://www.mdio.ac.in) or DoP&T’s website [www.persmin.nic.in](http://www.persmin.nic.in). Cadre

Controlling Authorities are requested to forward duly filled applications in respects of suitable officers
(who are clear from vigilance angle) along with information in Proforma for additional information so as to reach us on or before 2nd November, 2015.

(iii) Nominations received after the due date will not be considered.

(iv) In order to save time, the Officers are permitted to send an Advance copy of the application to the Director, Management Development Institute, Mehrauli Road, Sukhruli, Gurgaon- 122007.

(v) The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by MDI-G. The interview date and time will be intimated to the officers by MDI-G. In order to save time, the officers are permitted to send an advance copy of the application directly to this office. The officers may be called for interview based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by their Cadre Controlling Authorities; therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.

8. **Bond to be executed by the officer:**

Before joining the programme, the officer is required to execute a Bond to the extent that “in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the long term training programme or failing to complete the training programme, or quitting the service at any time within a period of FIVE (5) years after his/her return to duty, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred by the Government for the training i.e. all monies paid to him/her or expended on his/her account during training such as pay and allowances, leave salary, cost of fee, travelling and other expenses, cost of international travel and cost of training abroad met by the Government/agency concerned together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India and together with all costs between the attorney and the client.

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\[ L \]
PROCEEDING FOR THE 10TH POST GRADUATE DIPLOMA IN PUBLIC POLICY AND MANAGEMENT (PGD-PPM) OF MANAGEMENT DEVELOPMENT INSTITUTE (MDI), GURGAON

KNOW ALL MEN BY THESE PRESENTS THAT I, -----------------, resident of -----------------, at present employed as ----------------- in the Ministry/Department-----------------------------, do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the 'Government') on demand, 'all charges and expenses' that shall or may have been incurred by the Government for my training i.e. all monies paid to me or expended on my account during training such as pay and allowances, leave salary, cost of fee, travelling and other expenses, cost of international travel and cost of training abroad met by the govt./agency concerned, etc. at MDI Gurgaon, together with interest thereon from the date of demand at Government rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between the attorney and the client.

WHEREAS I, -----------------, am being deputed for training at MDI Gurgaon which includes about 2 weeks international exposure by the Department of Personnel and Training (DoP&T), Government of India,

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such conditions as written hereunder:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of training, OR failing to complete the training programme, OR quitting the service at any time within a period of FIVE (5) years or before superannuation which is earlier after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

The Government of India has agreed to bear the stamp duty payable on this bond.

Signed and delivered this the ---- day of ----------- month of the year Two Thousand and Thirteen/Fourteen,

Signed and delivered by ------------------------------- (Name and designation)

In the presence of ----------------- and ------------------

Witnesses: 1. -------------------------------

2. -------------------------------

Accepted on behalf of the President of India by the Cadre Controlling Authority

(Authorised Signatory)
APPLICATION FOR ADMISSION IN 10th POST GRADUATE PROGRAMME IN PUBLIC POLICY & MANAGEMENT

(Programme Commences on 15th December, 2015 Last date of receiving application is 2nd November, 2015)
(For DoPT sponsored candidates)

PART-A

1. PERSONAL DETAILS

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</table>

2. MINISTRY/DEPARTMENT DETAILS

<table>
<thead>
<tr>
<th>Name of the Ministry / Department</th>
<th>Designation</th>
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<tr>
<th>Office Address</th>
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<tr>
<th>Telephone Nos</th>
<th>Fax</th>
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<tr>
<th>Service cadre with year of allotment</th>
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<thead>
<tr>
<th>Length of service in Group-A</th>
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<tr>
<th>Are you presently on deputation to the Govt. of India (Yes/No)</th>
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<tr>
<th>If yes, from which date</th>
<th>Date of completion of tenure</th>
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3. ADDRESS FOR CORRESPONDENCE

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<th>Address</th>
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<th>City</th>
<th>Tel No</th>
<th>Mobile Number</th>
<th>Email ID</th>
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4. ACADEMIC RECORD

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Examination/ Degree/ Diploma passed</th>
<th>Name of the Board/University/ Institution</th>
<th>Passing Percentage/ Grade/ Division/CGPA</th>
<th>Year of Joining The Course</th>
<th>Year of Passing the Course</th>
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5. DETAILS OF WORK EXPERIENCE

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<th>Sr No</th>
<th>Post held</th>
<th>Department/ Organization</th>
<th>Tenure From</th>
<th>To</th>
<th>Pay Scale</th>
<th>Nature of responsibility</th>
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Total experience (in years) [ ]
6. DETAILS OF IN-SERVICE TRAINING PROGRAMS ATTENDED (IN INDIA / ABROAD) [Duration should be at least two weeks or more] (Kindly refer to ‘Earlier Training’ caption under para 2 of Terms & Conditions)

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Course / Training Programme</th>
<th>Name of the Institution/Place</th>
<th>Year</th>
<th>Duration (in weeks)</th>
</tr>
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<tbody>
<tr>
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</table>

7. Additional Information:-- (please attach separate sheets regarding the following)
   i. Indicate the Public Policy area identified by you with the approval of your Ministry/Dept./State Govt. etc. for preparation of the Policy document during the training period.
   ii. Briefly describe your job responsibilities and your achievements at your work place.
   iii. What are your career goals and how does this program fit in with your plans.
   iv. Briefly describe your publications, leadership roles, community work or any other work you consider significant for your proposed study.
   v. Is there any other information that you would like to provide about yourself?

8. DECLARATION

I certify that the information given in this application form is correct and true to the best of my knowledge. I agree to abide by the decision of the authorities regarding my selection to the programme.

Place: ____________________________  (Signature)
Date: ______________________________

Instructions:
- The application form is to be sent through the Cadre Controlling Authority.
- However, you may kindly send the advance copy directly to Joint Secretary (Tng), Department of Personnel and Training, Government of India, Block-4, 3rd Floor, Old JNU Campus, New Delhi-110067 as well as to Chairperson (Admissions) Management Development Institute, Mohrauli-Gurgaon Road, Sukhrali, Gurgaon-122007 (Haryana).
- Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT (Training Division) latest by 2nd November, 2015.
- The application envelop should be superscripted as “Application for admission in 10th PGD-PPM (2015-16) at MDI, Gurgaon”
PART - B
(For the use of the Cadre Controlling Authority only)

1. Is there any vigilance case pending or contemplated against the officer? (put √)
   If YES, please give details:

2. Is there any standing adverse entry against the officer? (put √)
   If YES, please give details:

3. Is the applicant's overall ACR grading "Very Good"? (put √)
   If NO, please give details:

4. Whether cadre clearance has been obtained? (put √)
   (For officers, who would be completing their deputation tenures prior to joining the PGP-PPM? In such cases, clearance of the State Government/Parent department has to be intimated)
   Has the candidate been offered a central deputation also? Yes No
   If selected, will the candidate be released for the Programme? Yes No

5. Topic for Policy paper to be selected by the officer with the approval of the Ministry/Department/State Government etc. where the officer is currently working.

6. Details of Nodal Officer (of the rank of JS or above to the Government of India)
   nominated by the Ministry/Department/State Government etc. where the officer is currently working for mentoring and guidance to the Sponsored Officer for developing the policy documents.
   a) Name: ___________________________
   b) Designation: ___________________________
   c) Office address: ___________________________
**CADRE CONTROLLING AUTHORITY**

<table>
<thead>
<tr>
<th>Name of the Cadre Controlling Authority (Department/Ministry)</th>
<th></th>
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<tbody>
<tr>
<td>Contact person</td>
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<td>Designation</td>
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<td>Tel No</td>
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<td>Fax No</td>
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<td>Email ID</td>
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</tbody>
</table>

Place: __________________

Date: __________________

(Signature of the Cadre Controlling Authority)

File No. __________________

Office Seal
To

1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. Directors General/Directors of State Training Institutions

Subject: 8th One year Diploma Programme in Public Policy and Sustainable Development at the TERI University, New Delhi—commencing from 4th January, 2016 – Reg.

Sirs/Madam,

The Department of Personnel and Training (DoP&T) is sponsoring a One year Diploma Programme in Public Policy and Sustainable Development at the TERI University, New Delhi. The 8th programme is scheduled to commence at TERI University, New Delhi from 4th January, 2016.

2. The programme is meant for officers of All India Services, Central Services—organized & non-organized, technical & non-technical, faculty members of State Administrative Training Institutes and also for officers of the State Civil Services (SCS) & Non-State Civil Services (Non-SCS) and has been designed to be a high quality programme with a set of ‘Core Courses’ as well as a range of ‘Electives’.

3. Under the programme conceived as a ‘one-year’ Diploma Programme in Public Policy and Sustainable Development, the officers will complete a ‘Domestic Component’ as well as an ‘International Component’ (Two weeks) at TERI University, New Delhi and at a Foreign University, respectively.

4. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/Department/State Government etc. where they are presently working. This policy paper will have to be submitted by the officer to their respective Ministries/Department/State Government etc. at the end of the programme. The Ministries/Departments/States will also nominate a Nodal Officer of the rank of JS or above to the Government of India for mentoring and guidance to the sponsored officer for developing the policy document and coordinating with TERI University in the matter.

5. The officers selected for the programme also have an option to continue with the programme for the second year for a Two year M.A. (Public Policy and Sustainable Development) Degree Programme, if they so wish, wherein they will be required to complete a dissertation while on the job during the second year. Such officers will work on a dissertation under the guidance of a faculty member of the TERI University and will return to the University for presenting and defending the same at the end of the second year by sparing a couple of weeks. Such officers will be awarded a degree in M.A. in Public Policy and Sustainable Development after they have completed the domestic component, International component and dissertation in the second year successfully.

6. It is proposed to select about 30 participants for the 8th programme. Details of the ‘Terms and Conditions’ of the programme, application form and other documents are enclosed to this letter. Details of the programme are also available at TERI’s website www.teriuniversity.ac.in and DoP&T’s website www.persmin.nic.in.
7. It is requested that the circular may be given wide publicity among officers of your cadre. Applications complete in all respect, after obtaining necessary clearances including Vigilance Clearance from Cadre Controlling Authority/State Government (wherever necessary) may please be sent to this office so as to reach us on or before 2nd November, 2015. Nominations received after this date will not be considered. A copy of the application may also be sent to the Vice Chancellor, TERI University, 10, Institutional Area, Vasant Kunj, New Delhi-110070. The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by TERI, New Delhi. The interview date and time will be intimated to the officers by TERI University, New Delhi. In order to save time, the officers are permitted to send an advance copy of the application directly to this office and TERI University. The officers may be called for interview based on their advance applications. However, final selection will be subject to receipt of their formal application, duly recommended by their Cadre Controlling Authorities. It is, therefore in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.

8. Further details with regard to this programme may be ascertained from TERI University, New Delhi (Phone No. 011-71800222, Fax No. 011-26122874, E-Mail: registrar@teriuniversity.ac.in and website of TERI University, New Delhi (www.teriuniversity.ac.in).

Yours faithfully,

[Signature]

(N. Rana)
Director (Training)
Telephone: 011-26165068
Fax No. 011-26107962

Encl: Terms and conditions

Copy to:

1. The Comptroller and Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. The Election Commission of India, New Delhi
4. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Director (Training), Railway Board, Rail Bhavan, New Delhi
7. Director (Policy), Ministry of Home Affairs for nomination of IPS Officers
8. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
9. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
10. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
11. Director (HRD), Ordnance Factory Board, 16-A, SK Bose Road, Kolkata
12. Vice Chancellor, TERI University, 10, Institutional Area, Vasant Kunj, New Delhi-110070. The Vice Chancellor is requested to consider applications received on or before 2nd November, 2015 based on their eligibility for calling the officers for the interview.
13. NIC, Training Division, for uploading the notification on DoP&T website and Training Division's webpage.

[Signature]

(N. Rana)
Director (Training)
The Training Division of Department of Personnel & Training is sponsoring 8th One year Diploma Programme in Public Policy and Sustainable Development at the TERI University, New Delhi. The 8th Programme will commence from 04-01-2016. This has been designed to be a high quality programme with a set of ‘Core Courses’ as well as a range of ‘Electives’. Under the programme conceived as a ‘one-year’ Diploma Programme in Public Policy and Sustainable Development, the officers will complete a ‘Domestic Component’ at TERI University, New Delhi as well as an ‘International Component’ of about two weeks at a Foreign University. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/Department/State Government etc. where they are presently working. This policy paper will have to be submitted by the officer to their respective Ministries/Department/State Government etc. at the end of the programme. The Ministries/Departments/States will also nominate a Nodal Officer of the rank of JS or above to the Government of India for mentoring and guidance to the sponsored officer for developing the policy document and coordinating with TERI University in this matter.

The officers selected for the programme also have an option to continue with the programme for the second year for the Two year M.A. (Public Policy and Sustainable Development) Degree Programme, if they so wish, wherein they will be required to complete a dissertation while on job during the second year. Such officers will work on a dissertation under the guidance of a faculty member of the TERI University, and will return to the University for presenting and defending the same, at the end of the second year by sparing a couple of weeks. Such officers will be awarded a degree in M.A. in Public Policy and Sustainable Development after they have completed the domestic component, International component and dissertation in the second year successfully.

2. **Eligibility:**

The programme is open to officers of All India Services, Central Services—organized & non-organized, technical & non-technical, faculty members of State Administrative Training Institutes and also officers of the State Civil Services (SCS)/Non-State Civil Services (Non-SCS) subject to the following eligibility conditions:

<table>
<thead>
<tr>
<th>Length of service</th>
<th>Officers should have completed 5 years of Group ‘A’ service as on commencement of the programme.</th>
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<tbody>
<tr>
<td>Age</td>
<td>The officers should have at least three years remaining service after completion of the programme.</td>
</tr>
<tr>
<td>Earlier Training</td>
<td>The officers should not have undergone a training Programme of 12-weeks or more duration in India during a period of 5 years preceding the date of commencement of this Programme.</td>
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</tbody>
</table>
Further, the officer should not have undergone a Programme of training abroad of more than 2-weeks in preceding 2-years, more than one month in preceding 3-years or more than six months in the preceding 5-years.

3. **Course Fees:**

(a) The cost of domestic component of the programme is Rs. 3.30 Lakh (Rupees Three Lakh Thirty Thousand Only) plus expenses towards Rural/NGO attachment subject to maximum of Rs. 25,000/- (Rupees Twenty Five Thousand only) and will be met by the respective Cadre Controlling Authority (for example, DoP&T for IAS Officers, MHA for IPS officers, MOEF for IFS etc). In case of Central Secretariat Service (CSS) officers, the domestic course fee will be met by the Ministry/Department where the officer is working. **Course fee will be paid to the TERI University within one month from the date of commencement of the programme.**

(b) The cost of the ‘International Component’ of the programme is Rs. 3.60 Lakh (Rupees Three Lakh Sixty Thousand Only), which includes air fare, course fees, boarding and lodging costs. During the international component of the programme the daily allowance at the admissible rate will be paid to the participants on the basis of approved rates for short term training programmes under the Scheme of ‘Domestic Funding of Foreign Training’ of DoP&T. The cost towards international component and daily allowance is to be **equally shared** by the concerned Cadre Controlling Authorities and DoPT. However, the cost of Visa fees (if any), medical insurance etc., will be met by the Ministries/Department/State Government etc. where the officers are presently working on actual basis. All arrangements for stay abroad during the international component of the programme will be made by TERI, New Delhi through the collaborating institution and no participant will be permitted to make his/her own arrangements of stay during the training abroad.

(c) In case of officers belonging to any Group ‘A’ Service and working on deputation basis in a Public Sector Undertaking (PSU), the entire cost of the programme (domestic as well as international component containing course fee, boarding and lodging charges, airfare, per diem allowances etc.) shall be borne by the concerned PSU in which the officer is working. In the event of his/her selection, the joining of such officer in the programme is strictly subject to the confirmation of the concerned PSU to bear the entire expenditure of the programme to the institute in respect of such officer.

(d) The Ministries/Department/State Government etc. where the officer is currently posted, will meet the cost of (a) pay and allowances during the training period, (b) travel from place of posting to Delhi and back, (c) travel towards field visits of the participants for collection of data/information for the dissertation, (d) travel to Delhi for presentation of the dissertation at the end of the programme, (e) a One time allowance of Rs. 5000/- (Rupees five thousand only) for books, stationery etc.
4. **Hostel Facilities**

TERI University will provide lodging facilities to the participants of the programme at the rate of Rs. 10,000/- (Rs. Ten Thousand only) per month per participant. The expenditure will be met by the Cadre Controlling Authority of the participants.

5. **Conditions for officers admitted to the programme:**

In case of officers, sponsored by the Government of India/State Governments for this programme, the following conditions will apply:

(i) The entire period of training (institutional training of 12 months) will be treated as on duty under FR 9(6)(b)(i);

(ii) The Ministries/ Departments/State Governments may fill up the vacancy caused by the deputation of the officers;

(iii) For the grant of special pay/ Central deputation (Tenure allowance) (CDTA), the participants will be regulated as under:-

(a) The officers who proceed for training during their tenure of central deputation will continue to receive CDTA for the period of their entitlement against Central deputation tenure. If any period of training falls beyond the tenure of Central deputation or the officers proceed for training at the end of their tenure at the Centre, CDTA will not be admissible for this period.

(Note-The tenure of central deputation in so far as it relates to this programme, would also include the period of leave upto 2 months that may be granted by the central Ministry/ Department to the officers before their repatriation to the parent cadre)

(b) The officers not on central deputation and also not in receipt of CDTA, whether they proceed on training from Delhi, or outside Delhi will not be entitled to any Special pay drawn before proceeding for the training.

(iv) Officers of the Central Government, State Government and Union Territories coming from outside Delhi to participate in the programme will be allowed one of the following two options by the sponsoring authorities:-

(a) The officers will be treated as on duty on tour. They will draw travelling allowance as on tour and allowances as per para II (a) of the Ministry of Finance, Department of Expenditure O.M. 19030/2/86-E-IV dated 24.3.86 amended from time to time.

OR

[Signature]
(b) The officers will be treated as on transfer. They will not be entitled to the Government accommodation at the original place of posting.

(v) In case an officer proceeding on training is a bona fide occupant of Government accommodation in the general pool controlled by the Directorate of Estates, he/she could retain the residential accommodation for the full period of training at his/her place of posting provided the residence is required for bona fide use of members of his/her family.

(vi) Officers of the Central Government entitled to facility of residential telephone at the time of joining this programme will be allowed to retain the residential telephone sanctioned to them on usual terms for six months and thereafter on the condition that the officers will pay all calls in excess of the free calls allowed by the Telecommunication Department as stipulated in Ministry of Finance (Department of Expenditure) O.M. No. 7(10)E(Coord)/79 dated 1st August, 1979 as amended from time to time.

(vii) The salary and other claims of the officers will be paid by the Ministry/Department/Office where they were last working before joining this programme.

6. Selection procedure and forwarding of nominations

(i) The Cadre Controlling Authority (CCA) should recommend names of only those Groups ‘A’ officers who are likely to stay with the CCA for some more time. Officers whose names have been recommended for central deputation/or figuring in the ‘offer list’ for central deputation under the ‘Central Staffing Scheme’ should not be nominated for the PP&SDP programme. Failure to withdraw the applications of such officers for the PP&SDP may result in debarment of officers for central deputation for five years.

(ii) Officers on deputation to Government of India under the Central Staffing Scheme must complete at least two years of their tenure on deputation on the date of this notification to become eligible to apply for this programme. It may be noted that in respect of Officers appointed under the ‘Central Staffing Scheme’, ‘NOC’ from the Office of Establishment Officer, DOPT should be obtained before forwarding their applications/nominations for this Long Term Domestic Training Programme.

(iii) The faculty members of the State ATIs who have completed at least three years on the date of starting of the program are also eligible to apply for the programme. However, those faculty members who belong to state civil services need not necessarily fulfill this condition. The selected faculty members, however, would be required to stay in the ATI for next three years after completion of the programme.
7. **Forwarding of nominations**

(i) Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre Controlling Authority before sending the nominations to DoP&T.

(ii) Copy of the application form and other documents are attached. The same may also be obtained by logging on to TERI’s website [www.teriuniversity.ac.in](http://www.teriuniversity.ac.in) or DoP&T’s website [www.persmin.nic.in](http://www.persmin.nic.in). Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers (who are clear from vigilance angle) along with information in the Proforma, so as to reach us on or before 2nd November, 2015.

(iii) Nominations received after the due date will not be considered.

(iv) In order to save time, the Officers are permitted to send an advance copy of the application to the Vice Chancellor, TERI University, 10, Institutional Area, Vasant Kunj, New Delhi- 110070.

(v) The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by TERI University. The interview date and time will be intimated to the officers by TERI University. In order to save time, the officers are permitted to send an advance copy of the application directly to this office and TERI University. The officers may be called for interview based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by their Cadre Controlling Authorities. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.

8. **Bond to be executed by the officer:**

Before joining the programme, the officer is required to execute a Bond to the extent that “in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the long term training programme or failing to complete the training programme, or quitting the service at any time within a period of FIVE (5) years after his/her return to duty, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred by the Government for the training i.e. all monies paid to him/her or expended on his/her account during training such as pay and allowances, leave salary, cost of fee, travelling and other expenses, cost of international travel and cost of training abroad met by the Government/agency concerned together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India and together with all costs between the attorney and the client.
Applications, complete in all respects, should reach the Joint Secretary (Training), Department of Personnel & Training, Block IV, 3rd Floor, Old JNU Campus, New Mehrauli Road, New Delhi 110067 and TERI University-New Delhi before 2nd November, 2015. Incomplete applications will not be considered.

Application for One Year Diploma Programme in Public Policy and Sustainable Development at the TERI University, New Delhi—commencing from 4th January, 2016

General Information

1. Name (in capitals):

2. Address:

3. Phone No(s): ....................................... (Off.)
   ............................................................ (Res.)
   ............................................................ (Mobile)

4. Fax No(s): ....................................... E-mail:

5. Sex: Male □ Female □

6. Date of Birth (DD/MM/YY):

7. Category:
   Gen □ SC □ ST □ OBC □

Section 1: Service Record

i) Service: .................................................. Cadre (for All India Services only)

ii) Date of joining the service: (DD/MM/YY)

iii) Present Posting:

iv) Designation:

v) Ministry/Department:

vi) Length of service in Group 'A':

vii) Whether on deputation to Government of India:

viii) If so, is this your first deputation to Government of India?


Section 2: Academic Record
(Give marks/CGPA in aggregate after the final year only).

<table>
<thead>
<tr>
<th>Main subjects</th>
<th>Institute/University</th>
<th>Year of passing</th>
<th>% of marks/CGPA</th>
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<td>Bachelor's degree</td>
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<td>Master's degree</td>
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Section 3: Other qualifications

Professional qualifications/diplomas that you have (CA/ICWA/NIIT/Aptech/Foreign languages, legal etc.)

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<tr>
<th>Name of the Qualification</th>
<th>Date From</th>
<th>Date To</th>
<th>Marks obtained/CGPA</th>
<th>Maximum marks/CGPA</th>
<th>Class/ Distinction</th>
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Section 4: Work experience

(A) Full time (attach additional sheets, if necessary)

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<th>Organization</th>
<th>Designation</th>
<th>Period</th>
<th>Nature of work</th>
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(B) Part-time, training, project work, volunteer work, etc. (attach additional sheets, if necessary)

<table>
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<tr>
<th>Organization</th>
<th>Period</th>
<th>Total month</th>
<th>Nature of work</th>
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Section 5: Additional information
(Please attach separate sheets wherever necessary)

(A) Briefly describe your job responsibilities and your achievements at your work place.

(B) What are your career goals and how does this programme at TERI University fit in with your plans?

(C) Indicate the Public Policy area identified by you with the approval of your Ministry/Department/State Govt. etc. for preparation of the Policy document during the training period.
(D) Briefly describe your publications, leadership roles, community work or any other work you consider significant for your proposed area of specialization.

(E) Is there any other relevant information that you would like to provide about yourself?

Section 6: Previous record of training

[Kindly refer to 'Earlier Training' caption under para 2 of Terms & Conditions]

i) Have you attended any foreign training of more than 15 days duration in the past?

   YES ☐ NO ☐

If yes, please specify: ____________________________________________

Name of the institute: ____________________________________________

Country: _________________________________________________________

Duration: From: ___________ To: ___________

ii) Have you attended any training (including domestic) of more than 12 weeks duration in the last 5 years?

   YES ☐ NO ☐

If yes, please specify: ____________________________________________

Name of the institute: ____________________________________________

Country: _________________________________________________________

Duration: From: ___________ To: ___________

Declaration

I certify that the information given in this application form is correct and true to the best of my knowledge. I agree to abide by the decision of the authorities regarding my selection to the programme.

Place: _________________________________________________________

Date: ___________________________________ Signature
Please send an ADVANCE COPY (before submission to your departmental superiors/Cadre Controlling Authority for sponsorship) directly to the Joint Secretary, Department of Personnel & Training, Block IV, 3rd Floor, Old JNU Campus, New Mehrauli Road, New Delhi 110 067

However, please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT as aforesaid, by 2nd November, 2015.

For the use of the Cadre Controlling Authority only

i) Is there any vigilance case pending or contemplated against the officer?  
   YES ☐  NO ☐
   If yes, please give details:

ii) Is there any standing adverse entry against the officer?  
    YES ☐  NO ☐
    If yes, please give details:

iii) Is the applicant's overall ACR grading "Very Good"?  
     YES ☐  NO ☐
     If no, please give details:

iv) Whether cadre clearance has been obtained?

   (For officers who would be completing their deputation tenures prior to joining the MA (Public Policy and Sustainable Development) programme. In such cases, clearance of the State Government/Parent Department has to be obtained)

v) Has the candidate been offered a central deputation also?  
   YES ☐  NO ☐

vi) If selected, will the candidate be released for the programme?  
    YES ☐  NO ☐

vii) Topic for Policy paper to be selected by the officer with the approval of the Ministry/Department/State Government etc. where the officer is currently working.
iii) Details of Nodal Officer (of the rank of JS or above to the Government of India) nominated by the Ministry/Department/State Government etc. where the officer is currently working for mentoring and guidance to the Sponsored Officer for developing the policy documents.

   a) Name: ________________________________
   b) Designation: ________________________________
   c) Office address: ________________________________
   d) Telephone No.: ________________________________
   e) Fax No.: ________________________________
   f) E-mail Id: ________________________________

Name of the Cadre Controlling Authority:

Designation: ________________________________

Office: ________________________________

Date: ________________________________

Place: ________________________________ Signature ________________________________

File No. ________________________________

______________________________
Office Seal
FORMAT OF BOND TO BE EXECUTED BY A GOVERNMENT SERVANT BEFORE
PROCEEDING FOR 8th One year Diploma Programme in Public Policy and Sustainable
Development at the TERI University, New Delhi-commencing from 4th January, 2011.

KNOW ALL MEN BY THESE PRESENTS THAT I, ---------------------- resident of -----------------------
at present employed as ------------------ in the Ministry/Department ---------------------------, do hereby bind myself
and my heirs, executors and administrators to pay to the President of India (hereinafter called the
‘Government’) on demand, ‘all charges and expenses’ that shall or may have been incurred by the
Government for my training by TERI i.e. all monies paid to me or expended on my account during training
such as pay and allowances, leave salary, cost of fee, travelling and other expenses, cost of international
travel and cost of training abroad met by the govt./agency concerned, etc. being conducted by TERI
University together with interest thereon from the date of demand at Government rates, for the time being
in force, on Government loans or, if payment is made in a country other than India, the equivalent of the
said amount in currency of that country converted at the official rate of exchange between that country and
India AND TOGETHER with all costs between the attorney and the client.

Whereas I, ------------------------, am being deputed for Training by TERI University, New Delhi
which includes 2 weeks international exposure by the Department of Personnel and Training (DoP&T),
Government of India,

And whereas, for the better protection of the Government I have agreed to execute this bond with
such conditions as written hereunder:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of
my failing to resume duty, or resigning or retiring from service or otherwise quitting service, without
returning to duty after expiry or termination of the period of the PP&SDP training, OR failing to complete
the training programme, OR quitting the service at any time within a period of FIVE (5) years after my
return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on
demand the said sum together with interest thereon from the date of demand at Government rates for the
time being in force on Government loans.

And upon my making such payment the above written obligations shall be void and of no effect,
otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the
rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts
of India

The Government of India has agreed to bear the stamp duty payable on this bond.

Signed and delivered this the ------- day of --------- month of the year Two Thousand and
Fifteen.

Signed and delivered by ------------------------ ------------------------ (Name and designation)

In the presence of ------------------------ and ------------------------

Witnesses: 1. ------------------------

2. ------------------------

ACCEPTED

On behalf of the President of India by the Cadre Controlling Authority
(Authorized Signatory)