1. The Chief Secretaries,
All State Governments

2. The Secretaries of the Cadre Controlling Ministries/Departments of Gp. ‘A’ Services of the Govt. of India, participating in the Central Staffing Scheme (As per list attached).

Subject:- Filling up the post of Consul (Education), Embassy of India, Washington, D.C. under the Department of Higher Education, Ministry of Human Resource Development.

Sir/Madam,

It is proposed to fill up the post of Consul (Education), Embassy of India, Washington, D.C. under the Department of Higher Education, Ministry of Human Resource Development for a period of three years. The post is at DS/Director level.

2. The mandatory and desirable qualifications for the post are as under:-

A. Mandatory Qualifications
   i. DS/Director level officers from Indian Administrative Service/Central Services.
   ii. Possessing two years experience in educational administration.
   iii. The officer must have worked for at least two years at the Centre under the 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 GOI, 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.
   xi. The officer should be at least one batch below the batch currently empanelled as Joint Secretary.

B. Desirable Qualifications

Exposure to multilateral and international organizations.
3. The post may be circulated amongst officers in the Government of India and State Governments eligible to be appointed at Deputy Secretary/Director level in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/faxed to this Department along with Cadre clearance, Vigilance clearance, detailed Bio-data and ACR Dossier/certified ACR grading for the last five years. It may also be ensured that the “Cooling Off”, after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation.

4. Officers of the Advisory cadre of the Ministry of Human Resource Development are eligible under suitably modified criteria. However, they need not apply in response to this vacancy circular.

5. It is requested that the applications of the eligible candidates may please be forwarded so as to reach this Department by 30th September, 2016.

Yours faithfully,

(Jagannath Srinivasan)
Director (MM)

Copy to:

1. Department of Higher Education, Ministry of Human Resource Development (Shri Rakesh Ranjan, Joint Secretary), Shastri Bhawan, New Delhi – with the request to provide the names of eligible officers of Advisory cadre of the Ministry under the modified criteria.

2. NIC Cell, DOP&T, for placing the circular on Departmental Website under “What’s New?” Category.

3. PS to Director(MM) with the request to upload this circular through bulk e-mail system.
Dear Sir,

Greetings from the Centre for Innovations in Public Systems (CIPS)!

I am writing this in my ex-officio capacity as the Head of the Steering Committee of CIPS. As you may be aware, CIPS was set up in 2010 at the Administrative Staff College of India (ASCI), Hyderabad, with funding from the Government of India. The mission of CIPS is to help create a climate and nurture a culture for accelerating and diffusing innovation in public systems.

Thus, CIPS focuses on catalysing innovative changes and providing assistance to the State / UT Governments in developing policies for promoting an innovative culture for transforming creative ideas into sustainable practices at the local level. The attached “Concept Note and Guidelines for Setting up of CIPS” has details, inter alia, on the mandate, mission, objectives, functions and governance aspects of CIPS.

Currently, CIPS has a vacancy each for the positions of Additional Director and Joint Director. The detailed advertisement is available on the website of CIPS (www.cips.org.in). I am attaching a copy of it for your perusal and ready reference.

I am writing this to request you to:

a. Bring the vacancies to the notice of the officers serving in your State / UT; and/or
b. Suggest the names of suitable/interested personnel, if possible

The closing date for receipt of applications is 16/09/2016.

I shall be thankful for your kind cooperation and help.

Regards,

Yours truly,

(Paramita Dasgupta)

Encl. a.a.

Shri S.M. Vijayanand, IAS
Chief Secretary to the Govt. of Kerala
Govt. Secretariat, Thiruvananthapuram-695001
Phone No: 0471-2333147
Fax No: 0471-2327176
Email id: chiefsecy@kerala.gov.in
Centre for Innovations in Public Systems, Hyderabad

**Position: Additional Director**

**Mode of Recruitment:**

(a) Deputation from the Central / State / UT Government  
(b) By interview of shortlisted candidates

**Qualifications & Experience:**

1. An Officer from the All India Services [IAS, IPS, IFS] (or) Group-A Central Services.

2. An Officer at the level of Joint Secretary or Director (the latter with about 15 years of experience) in the Central Government or equivalent in the State / UT Government

**Job Description:**

1) To strategise, along with the Director, on expanding the scale and scope of CIPS activities  
2) To assist the Director in defining what constitutes an innovation/best practice and to evolve a scientific basis for innovations (to be) identified by CIPS  
3) To network with institutions at the State, National and International level (e.g. Training Institutes, NGOs) and enlist their support for spreading awareness about the innovations all over the country  
4) To coordinate and communicate with the States and UTs for identifying innovations  
5) To organize periodic surveys at the field level on innovations  
6) To ensure systematic dissemination of the innovations documented by CIPS  
7) To engage with senior level functionaries in the respective States and UTs on innovations taking place and facilitate replication of successful models from one State to others  
8) To facilitate handholding of States and UTs for accepting and replicating good practices of other States  
9) To organize diagnostic and analytical studies on ecosystems that help or hinder innovations  
10) To facilitate periodic benchmarking of the activities of CIPS using established frameworks as applicable to its nature of activities  
11) To guide, coordinate and supervise the work of the reporting officers and assume responsibility for their performance  
12) To ensure sound planning and timely execution of work programs  
13) To perform the duties of the Director in his/her absence.  
14) To perform any other duties and responsibilities assigned from time to time by the Director of CIPS and/or the Head of the Steering Committee of CIPS.
Position: Joint Director

Mode of Recruitment:
(a) By Direct Recruitment
(b) By interview of shortlisted candidates

Qualifications & Experience:

1) A post-graduate / academician with minimum of ten years of experience and proven track record in the areas of relevance to CIPS in the preparation of project reports, publication of papers, guiding research work, organizing workshops and conferences and/or training/capacity building of civil servants

2) A doctoral degree from a reputed university / institution, in the areas of relevance to CIPS, would be a distinct advantage

Job Description
1) To guide, supervise and coordinate the work of documenting innovative practices
2) To facilitate conduct of surveys and research studies on innovations in public systems
3) To facilitate the generation of valid, reliable, evidence-based and timely research outputs and documentation, ensuring suitable quality checks
4) To track and document the outcomes that result out of research studies
5) To ensure that CIPS website is current, dynamic and content rich
6) To produce newsletters and other material that aid Information, Education and Communication (IEC) campaigns of CIPS
7) To foster replication of innovative practices through documentation and knowledge resources
8) To supervise and guide the communication and publications team for documentation and dissemination
9) To assume responsibility for organizing the courseware for training programmes
10) To assist the Addl. Director(s) and the Director in managing the knowledge resources
11) To perform any other duties and responsibilities assigned from time to time assigned by the Director of CIPS and/or the Head of the Steering Committee of CIPS.

Conditions Common to the Posts of Additional Director & Joint Director

(a) Age: Preferably not above 55 Years as on 01.08.2016.

(b) Duration of Contract: The appointment would be initially for a period of three years, extendable further, subject to review of performance and on mutually agreeable terms.
(c) **Compensation:** To be determined -

i. Based on the existing scale and compensation in the case of serving personnel  
ii. As consolidated compensation in the case of retired / superannuated personnel  

(d) **Potential Candidates:** The Committee will also consider nominations as also the candidature of personnel who may not apply for the positions.  

(e) **Relaxation:** Any criteria / aspect with regard to the above two vacancies can be relaxed by the Search-cum-Selection Committee at its sole discretion, in cases deemed by it as highly deserving and/or of outstanding merit.  

(f) **Closing Date:** Interested candidates may forward their CVs to the following address, by 16 Sep. 2016. Persons serving in the Government may send an advance copy of the application by the closing date, followed by another routed through proper channel.  

The Director  
Centre for Innovations in Public Systems  
College Park Campus  
Administrative Staff College of India  
Road No.3, Banjara Hills  
Hyderabad - 500 034  

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