

MINISTRY OF DEFENCE

Office of the JS & CAO

Sub: 61st NDC Course at National Defence College, New Delhi commencing on Jan/Feb 2021.

1. The 61st NDC Course at National Defence college, New Delhi is due to commence on Jan/Feb 2021.

2. Guidelines/QRs laid down by Ministry of Defence for the course are as under:

- (a) IAS/IPS/IFS officers having not less than 14 year of completed service.
- (b) Officers of other Central Civil Service of the rank of Senior Deputy Secretary/Director of a Central Ministry or equivalent who are likely to reach policy making level of Joint Secretary or equivalent having not less than 16 years of completed service.
- (c) Below 54 years of age as on 01 Jan 2021, with sound physical and mental health.
- (d) Excellent record of past performance.
- (e) Clearance from Vigilance and disciplinary angle.

3. It has further been stipulated by Ministry by Defence that 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 course. Further, the officer should not have undergone a programme of training abroad of more than **2 weeks in preceding 2 years, more than 1 month in the preceding 3 years or more than 6 months in preceding 5 years.**

4. **Course Fee:** The details of course fees are:-

Tuition Fee	Rs. 2,10,000/-
Internal and Foreign Tours	Rs. 20,00,000/-

DHTI will be able to bear the tuition fee of nominated officers out of the allotted budget for training in the FY 2020-21. However, the budget for internal and foreign tour has to be provided by Service headquarters whose participant is finally nominated for NDC after approval of the competent authority.

5. AFHQ Civil Service Officers of the rank of Director/Senior Joint Director below 54 years of age as on 01st Jan 2021 fulfilling the aforementioned conditions & desirous to attend the course may apply in the prescribed proforma alongwith confirmation regarding bearing the cost of Internal and Foreign Tours by the respective service HQs. The application, duly filled in and recommended by the controlling officer, should reach this office by **20th Oct 2020** positively. Application received after due date will not be entertained.

6. It may please be noted that selection of the nominee will be as per the prescribed eligibility criteria by the competent authority in Ministry of Defence.


(Dr S.K Mishra)
Director, DHTI
Tel. 23792441

As per standard distribution list. / CAO/EDP Cell

MoD, JS & CAO, I.D.No. A/26008/CAO/Trg dated 08 Oct, 2020

ANNEXURE 'A'

* 61st NDC Course to be conducted at National Defence College, New Delhi from
Jan/Feb 2021 to Nov/Dec 2021

PART-A

(To be filled by the nominated officer)

1.	Name of the Officer (in CAPITAL letters)	
2.	Present post and the Date since when held	
3.	Office Address, Telephone/ Fax Number	
4.	E-mail ID of the Officer	
5.	Date of Birth	
6.	Age as on 01 st January, 2021	
7.	Date of Retirement	
8.	Service/Cadre to which belongs (with Year of allotment)	
9.	Date of Entry into Service	
10.	Educational Qualifications	
11.	Address, Telephone/Fax Number and E-mail ID of the Officer for communication	

12. Particulars of the posts held by the officer during last five years.

S. No.	Post held	Dates of holding the post		Pay Scale	Nature of Duties

13. Details in-service training programs/course attended during last ten years
(In India and abroad)

S. No.	Name of the course/training programme	Year	Name of the place and institution	Duration (in weeks)

14(a)	Is the officer presently on deputation to the Government of India?	
14(b)	If yes, the date of the commencement of the deputation	
14(c)	The date of completion of tenure	
14(d)	Whether this is the first deputation of the officer to the Centre?	
15	Please indicate why the officer intends to attend the NDC Course.	

Dated:

(Signature of the Officer)

PART-B

(To be filled by the Sponsoring Authority)

1.	Name of the Ministry/Department in which the recommended officer is serving	
2.	Number of slots, if any, availed by the Ministry/Department in the NDC Course during the preceding three years i.e.2018, 2019 and 2020.	
3.	Number of officers being nominated for the 2021 course	
4.	APAR status/performance of the nominee during the last five years (Please attach attested photocopies of the last five years Annual Performance Appraisal Reports of the officer)	
5.	Whether cadre clearance has been obtained? If so, please enclose the same	
6.	Whether the nominee officer is clear from vigilance and disciplinary angle	
7.	Will the nominee's future duties render his/her participation in the NDC meaningful? If so, in what manner?	
8.	List of enclosures attached with the application	

Dated:

(Signature, Name, Designation,
Telephone Number and Fax Number
of sponsoring Authority)