


MINISTRY OF DEFENCE

Office of the JS & CAO

Sub: 13 One year Diploma Programme in Public Policy and Sustainable Development (PP&SD) at the TERI School of Advanced Studies, New Delhi commencing from 04th October, 2021

1. Department of Personnel and Training (DOP&T) is seeking nominations for One Year Diploma Programme in "Public Policy and Sustainable Development" at the TERI School of Advance Studies, New Delhi commencing from 04th October, 2021.
2. **ELIGIBILITY CONDITIONS:** The course is open to Officers of All India Services, Central Services (organised and non-organised, technical and non-technical) and State Services, subject to the following eligibility conditions: -
 - (a) **Length of Service:** The officer should have put in at least 05 years of Group 'A' service as on commencement of programme.
 - (b) **Age Limit:** The officer should have at least three years remaining service after completion of the programme.
 - (c) **Earlier Training:** The officer 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 program. 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 the preceding 3 years or more than 6 months in preceding 5 years.
3. **APPLICATION FOR THE COURSE:** Officers of AFHQ Civil Service fulfilling the above mentioned criteria and willing to attend the above mentioned course are requested to send their applications (as per the proforma enclosed) duly recommended by their controlling officer in duplicate, to this office by **15th June, 2021** positively for consideration. Applications which are incomplete or received after due date will not be entertained. Nominations / applications will be sent to DoP&T, subject to availability of funds.
4. It may please be noted that selection for the programme will be done by DOP&T as per the prescribed eligibility criteria.


(A.S. Yadav)
Director (DCW & Trg)
Tel. 23011936

As per standard distribution list.

MoD, JS & CAO, I.D.No. A/26002/79/CAO/Trg dt. 7 May, 2021

Copy to :-

DD, CAO/EDP : With request to upload this circular on the Website of



<p>TERI School of Advanced Studies 10, Institutional Area, Vasant Kunj, New Delhi-110070 Phone No. 011-21801222, Fax No. 011-26122874 E-Mail: program.ppsd@terisak.ac.in Website: www.teriuniversity.com</p>	<p>Government of India Department of Personnel & Training Block- IV, 3rd Floor, Old JNU Campus, New Mehrauli Road, New Delhi- 110067 Phone No: 011-26194167, Fax No. 011-26106314 Website: http://dopt.gov.in</p>
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**Application for 13th One year Diploma Programme in Public Policy and Sustainable Development
(Programme Commences on 04th October, 2021 Last date of receiving application is 16th August, 2021)**

(For Govt sponsored candidates)

PART-A

1. PERSONAL DETAILS			
Title (Mr./Ms/Dr.)			
Full name in block letters (First name, Middle name, Surname)			
Father's full name			
Mother's full name			
Gender (Put \surd)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of birth <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			DD MM Year
Date of Superannuation	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Age as on 04-10-2021	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	DD MM Year	Year MM	
Nationality	Religion		
Caste category (Put \surd)	General <input type="checkbox"/>	OBC <input type="checkbox"/>	SC <input type="checkbox"/> ST <input type="checkbox"/>
Equivalent Rank in Govt. of India	Level in Pay Matrix (rs per 7 th CPC)		
2. MINISTRY/DEPARTMENT DETAILS			
Name of the Ministry/ Department			
Designation			
Office Address			
	State		PIN
Telephone No.	Fax		
Service cadre with year of allotment			
Length of service in Group-A			
Are you presently on deputation to the Govt. of India (Put \surd)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, from which date:
Date of completion of tenure?			

3. ADDRESS FOR CORRESPONDENCE					
Address					
City		State		PIN	
Telephone No.				Fax No	
Mobile No					
Email ID* <i>(In capital letters)</i> <i>(Main and alternate)</i>					

4. ACADEMIC RECORD					
Sr. No	Examination/ Degree/ Diploma passed	Name of the Board/Institute/ Institution	Passing Percentage/ Grade/ Division/CGPA	Year of Joining the Course	Year of Passing the Course
1					
2					
3					
4					
5					
6					

5. DETAILS OF WORK EXPERIENCE						
Sr. No	Post held	Department/ Organization	Tenure		Pay Scale	Nature of responsibility
			From	To		
1						
2						
3						
4						
5						
6						

Total experience (in years)

6. DETAILS OF 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]

Sr. No	Name of Course / Training Programme	Name of the institution/ Place	Year	Duration (in weeks)
1				
2				
3				

7. Additional Information:- (please attach separate sheets regarding the following)

- Indicate the Public Policy area identified by you with the approval of your Ministry/Deptt./State Govt. etc. for preparation of the Policy document during the programme period.
- Briefly describe your job responsibilities and your achievements at your work place.
- What are your career goals and how does this program fit in with your plans.
- Briefly describe your publications, leadership roles, community work or any other work you consider significant for your proposed study.
- 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 Shri Ram Meena, Section Officer (LTDP), Training Division, Department of Personnel and Training, Government of India, Room No- 403, 4th Floor, Block-A, Old JNU Campus, New Delhi-110067 [E-mail: s.meena63@nic.in] as well as to Vice Chancellor, TERI School of Advance Studies, 10, Institutional Area, Vasant Kunj, New Delhi- 110070.
- > Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT (Training Division) latest by 16th August, 2021.
- > The application envelop should be superscripted as "Application for admission in 13th PP & SD (2021-22) at TERI School of Advance Studies, New Delhi".

PART - B

(For the use of the Cadre Controlling Authority only)

1. Is there any vigilance case pending or contemplated against the officer? (put ✓)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<hr/> <hr/>		

2. Is there any standing adverse entry against the officer? (put ✓)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please give details: <hr/> <hr/>		

3. Is the applicant's overall ACR grading "Very Good"? (put ✓)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<hr/> <hr/>		

4. Whether cadre clearance has been obtained? (put ✓)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>(For officers, who would be completing their deputation tenures prior to joining the PP & SD? In such cases, clearance of the State Government/Parent department has to be obtained)</i>		
Has the candidate been offered a central deputation also?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If selected, will the candidate be released for the Programme?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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.

Name: _____

Designation: _____

Office address: _____

Telephone No. : _____

Fax No. : _____

E-mail Id: _____

Cadre Controlling Authority:

Name of the Cadre Controlling Authority (Department/Ministry)	
Contact Person	
Designation	
Address	
Telephone No.	
Fax No.	
E-mail ID	

Place: _____

Date: _____

(Signature of the
Cadre Controlling Authority)

File No. _____

Office Seal (Compulsory)

Format of Bond to be executed by a Government Servant before proceeding for 13th One Year Diploma Programme in Public Policy and Sustainable Development (PP & SD) at the TERI School of Advance Studies, New Delhi

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 the programme by TERI i.e. all monies paid to me or expended on my account during the programme period 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 School of Advance Studies 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 PP & SD programme by TERI School of Advance Studies, 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 & SD programme, OR failing to complete the 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 2021.

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) [Office Seal Compulsory]