

Fwd: Nomination for 1 year PGDM

Shri Rajeev Verma <csdelhi@nic.in>

Thu, 30 Apr 2026 5:11:58 PM +0530

To "Sandeep Kumar"<secservices@nic.in>,"SANTOSH D. VAIDYA"<psfin@nic.in>

===== Forwarded message =====

From: Sanjeev Mishra <smishra@nifm.ac.in>

To: "csdelhi"<csdelhi@nic.in>

Cc: "PGDGAA CELL"<pgdgaa@nifm.ac.in>

Date: Thu, 30 Apr 2026 16:25:31 +0530

Subject: Nomination for 1 year PGDM

===== Forwarded message =====

F.No. T-13011/5/2026-PGDGA&A
2026

April 30,

Dear Shri. Verma

You may like to recall the communication from the Director, AJNIFM. I want to seek your kind attention to a long-term capacity-building programme in Public Financial Management (AJNIFM) being conducted by the Arun Jaitley National Institute of Financial Management, an autonomous institute under the Ministry of Finance. AJNIFM is a Centre of Excellence specialising in capacity-building of professionals in the fields of Public Policy, Financial Management, and other governance issues, promoting the highest standards of professional competence and practice. It is a CBC-NABET 4-star accredited Institute. The programme's approval by AICTE is in process.

2. AJNIFM had initiated the one-year Diploma Programme titled 'Post Graduate Diploma in Government Accounting and Internal Audit' in 2008. The course is designed to enhance the technical skills of Accounts officers (SAOs/AOs/AAOs) in accounting, external audit, internal audit, information technology tools, and public financial management. The programme also helps improve participants' soft skills, such as communication, presentation, and group work. The programme was initially conceptualised for officials of the Controller General of Accounts. Now it is open to other accounting/ public sector organisations.

3. So far, seventeen courses have been completed. The Eighteenth programme for the year 2026-27 would commence w.e.f. 20th July (Monday), 2026 and would conclude on 16th July (Friday), 2027

4. The Programme shall be useful for the newly promoted ACA, Accounts Officers/Senior Accounts Officers/Senior Audit Officers or AAOs who are about to be promoted as AOs and Sr.AOs in the Union government ministries, CAPF's officers dealing with financial/procurement matters, as well as the officers in the State government's finance departments dealing with central/centrally sponsored schemes and ULBs. As the focus is on upgrading the financial administration skills, it could even be useful for the generalists.

5. Your organisation plays an important role in the public financial administration. Several emerging issues need to be studied in detail and appreciated. The programme has four field attachments to state administrative institutions to study the programme's implementation at the field level. It has the flexibility to accommodate user-specific academic modules and focused inputs on PFMS/GeM.

Contd....2....

6. The course fee of the programme is ₹6,00,000/- (Rupees Six Lakhs only) per participant. This course fee includes tuition fee, laptop charges of *50,000/-, transportation, working lunch/tea, stationery, computer time, and sports facilities. Pooled transport from Delhi is provided for a round-trip to attend classes at AJNIFM, Faridabad. However, TA/DA for

any outstation visit is not included in the course's fee. Non-family accommodation on campus may be considered, subject to availability and payment of applicable boarding and lodging charges. Currently, foreign study visits are not permitted by the Department of Personnel & Training, Government of India. If during the period of study, the foreign study tour is permitted, an additional fee would be levied.

7. As per the standard practice of AJNIFM and as applicable to other long-term courses, the laptop is procured by the individual participant as per the configuration given by AJNIFM and agreed by the sponsoring organisation. Further, subject to the ceiling of 50,000/- only.

8. I would request that the nomination of suitable officers from your organisation for this programme may be considered. Nominations are to be communicated to AJNIFM by 19th June 2026. Once AJNIFM confirms the nominations, please relieve the selected officers in time so they can join the programme starting 20th July 2026.

With regards

Yours sincerely

Dr. Sanjeev Mishra
Programme Director
PGDM, AJNIFM

1 Attachment(s)

PGDGAA 2026-27 Programme...

410.1 KB



अरुण जेटली राष्ट्रीय वित्तीय प्रबन्धन संस्थान
Arun Jaitley National Institute of
Financial Management

POST GRADUATE DIPLOMA IN GOVERNMENT ACCOUNTING & AUDIT (PGDGA&A – 1 YEAR)

2026-27

About AJNIFM

Arun Jaitley National Institute of Financial Management, an autonomous institute under the Ministry of Finance. AJNIFM is a Centre of Excellence specialising in capacity-building of professionals in the fields of Public Policy, Financial Management, and other governance issues, promoting the highest standards of professional competence and practice. It is a CBC-NABET 4-star accredited Institute.

AJNIFM also caters to the training needs of State Governments, Defence Establishments, Banks, Autonomous Bodies, Local Government, Public Sector Undertakings and other Financial Institutions. Training Programmes are customised and executed for officials from other countries as well.

AJNIFM plays a pivotal role in governance and administrative reforms by providing a platform for interaction and the exchange of ideas and experiences among officers from different organised services, different state governments, and personnel of civil and defence establishments.

Apart from capacity building, AJNIFM is also engaged in research studies in public finance, financial markets, accounting, audit, and other issues related to public finance, public policy, and delivery systems. The outcomes of such research studies are shared with the relevant government departments for policy use.

AJNIFM has a sprawling, lush green campus of 42 acres situated in Faridabad, N.C.R. It has state-of-the-art training halls, computer Labs, hostels, an indoor and outdoor sports complex and a library with a unique architectural design.

About this Course

The Course is intended to enhance the competence of officers dealing with critical issues of Government Financial Management, which would eventually lead to improved accountability, transparency and good governance. To improve governance, it is necessary to add value to the professional competence of Government personnel. With this vision, AJNIFM has been conducting a one-year Post Graduate Diploma in Government Accounting & Audit course for the past seventeen years. The objectives of this Course are to:

- Upgrade the technical skills of ACAs/Senior Accounts/Audit Officers, Accounts/Audit Officers, and Assistant Accounts/Audit Officers in the areas of accounting, internal/external audit, and information technology and enhance general managerial ability.
- Enable them to apply the above in their spheres of work; and
- Improve their soft skills such as communication, presentation and ability to work in groups.

This Programme aims at upgrading the knowledge base and skill sets of officers of the Audit/Accounts & Finance Services of the Government of India and the officers of other public sector organisations.



Course Structure and Contents

The course duration is 1 year. The Course is divided into three terms.

Pedagogy

The Post Graduate Diploma Course consists of three terms, covering eleven papers (33 credits), three State/District Treasuries attachments (3 credits), a specialised academic attachment (4 credits) and project work (9 credits). Modern teaching and learning methods are used for delivery. It is an optimal mix of regular classroom sessions, augmented with case studies, syndicate discussions, practicals, and assignments, to improve participants' decision-making skills. Various attachments to other academic institutions of repute during the Terms would enhance the course's coverage and provide participants with the desired academic and functional exposure.

Course Coverage

The following papers are covered in the Course:

Term - I

S. No.	Name of paper	No. of credits	No. of sessions
1	Human Resource Management	3	40
2	Financial Accounting and Management	3	40
3	Public Financial Management	3	40
4	Introduction to Information and Communication Technology	3	40
5	Government Audit-Emerging Issues	3	40

Term - II

S. No.	Name of papers	No. of Credits	No. of sessions
1	Internal Audit - Its Role in Governance, Risk and Compliance	3	40
2	Government Accounting- Contemporary Issues	3	40
3	Modernising Government Accounting	3	40
4	Information System for Managers	3	40
5	Data Analysis and Report Writing	3	40
6	Public Procurement	3	40

Term - III

S. No.	Paper	No. of Credits	Marks
1.	Attachments to State Training Institutions 1.1 State/District Treasuries 1.2 State Nodal Agencies/Central Nodal Agencies 1.3 Central Autonomous Bodies	3 credits	200 marks
2.	Specialised academic attachment (4 days each -3 credits): 2.1 NISM, Navi Mumbai: Basics of Securities Markets. 2.2 Training Capsule in Noting and drafting, addressing RTI applications/ parliamentary questions.	3 credits	
3.	Dissertation (on the Job 9 credits): case study on monitoring and evaluation of scheme/ project appraisal/ internal audit/fraud investigation/application of forensic techniques, etc.	9 credits	

Evaluation

Evaluation is based on performance through continuous assessment and term-end examination. As per the extant examination rules, 50% weightage is given to continuous evaluation, and the remaining 50% to term-end evaluation.

Continuous Evaluation

Continuous evaluation enables participants to regularly assess their performance. This provides them with an opportunity to know their academic progress. This also helps them to focus and improve upon their weaker areas.

Term End Examination

Although it is expected that the learning will not be limited to testing the participant's capacity in a written examination, the end-of-term examination is intended to allow the participant to synthesise their learning in that term. The weightage given to the end-term examination, as above, is 50%.

Project work

The participants are required to do a dissertation (on the Job 9 credits): case study on monitoring and evaluation of scheme/ project appraisal/ internal audit/fraud investigation/application of forensic techniques, etc. The project work is evaluated internally and externally: Project Guide (50% weightage), followed by a project presentation cum viva voce (50% weightage). The final grading of an individual is based on their performance in each paper and the project work. The minimum requirement for the award of Post Graduate Diploma is 40% marks in each paper and an aggregate 50%.

Course Fee

Per participant course fee is ₹6,00,000/- (Rupees Six lakh only) excluding the component of international attachment of one week. This course fee includes tuition fee, laptop charges of ₹50,000/- (Rupees Fifty thousand only) transportation, lunch/ tea, stationery, computer time, sports facilities, etc.

Note: International attachment fee of ₹1,00,000 per participant would be charged later subject to DoPT removing the restriction on the foreign trainings imposed vide its OM no. 16017/12/2020-iGOT dated 1-4-2021.

Extended Learning

Considering the experience of the participants, the course has been designed for learning and upgradation of knowledge and skills nationally as well as internationally.

Reading Material

In order to supplement the studies, there is a library consisting of a large collection of books, journals and other materials at AJNIFM. The library is fully automated and has a collection of over 32,000 books. AJNIFM also has access to a large number of electronic databases/journals. These can be accessed from any computer in AJNIFM. These journals contain high quality material from national as well international sources. Participants are encouraged to make maximum use of the library facilities. AJNIFM also has two computer labs with 100 mbps internet leased line connectivity on 24*7 basis. Out of two labs, one is plug and play for laptops.



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Shri Praveen Kumar,
Director
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Fax: No. : + 91 129 2418867
Email: director@nifm.ac.in

Programme Director

Dr Sanjeev Mishra, POP
Programme Director
Tel. No : 91-129-2465213, 2465265
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अरुण जेटली राष्ट्रीय वित्तीय प्रबन्धन संस्थान
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www.ajnifm.ac.in

Fwd: In-person Knowledge Co-Creation Program for Young Leaders on "Agriculture and Rural Development (Food Value Chain)" from 26th August to 17th September, 2026 in Japan**Shri Rajeev Verma** <csdelhi@nic.in>

Wed, 29 Apr 2026 12:36:43 PM +0530

To "Sandeep Kumar"<secservices@nic.in>

===== Forwarded message =====

From: ANIL KUMAR CHOURASIA Assistant Section Officer, DEA, Min. Of Finance

<chourasia.anil@nic.in>

To: "Ashish Secretary"<jssc-agri@nic.in>, "dpraveen"<d.praveen@nic.in>, "ash-mohfw"<ash-mohfw@nic.in>, "RAJEEV KUMAR"<jsadmin-mha@nic.in>, "rohitmathur"<rohit.mathur@nic.in>, "jspc-cpc"<jspc-cpc@gov.in>, "jschem-cpc"<jschem-cpc@gov.in>, "Bhuvnesh Kumar Kumar"<bhuvnesh.k@meity.gov.in>, "jssk-dst"<jssk-dst@gov.in>, "Kchaturvedi"<K.chaturvedi@gov.in>, "jsupa-mhupa"<jsupa-mhupa@gov.in>, "js-mowr"<js-mowr@nic.in>, "jshe-mhrd"<jshe-mhrd@nic.in>, "jsad-moe"<jsad-moe@gov.in>, "js1tourism"<js1.tourism@gov.in>, "js-ship"<js-ship@nic.in>, "sureshkumar1972"<suresh.kumar1972@gov.in>, "jsdpiitbd"<jsdpiit.bd@gov.in>, "jssme"<js.sme@nic.in>, "satyajitmishra"<satyajit.mishra@nic.in>, "jsrc-mord"<jsrc-mord@gov.in>, "amstaff"<amstaff@rb.railnet.gov.in>, "crb"<crb@rb.railnet.gov.in>, "KS REJIMON"<ks.rejimon@nic.in>, "pallaviagarwal"<pallavi.agarwal@gov.in>, "js"<js@moes.gov.in>, "samirkumar"<samirkumar@nic.in>, "djagdale"<d.jagdale@gov.in>, "Vijay Kumar Sinha"<sinha.vijay@nic.in>, "jscd-msje"<jscd-msje@nic.in>, "RAJEEV SHARMA"<wb113@ifs.nic.in>, "Jyotsana Ekka"<ddgtrg-dot@nic.in>, "srinivasdanda"<srinivas.danda@gov.in>, "Abhijit Phukon"<eaap-dfs@nic.in>, "jse"<jse@nic.in>, "jsskmmoca"<jsskm.moca@nic.in>, "jsnavy-dma"<jsnavy-dma@gov.in>, "raghurajmr"<raghurajmr@ias.nic.in>, "sagarmehra"<sagar.mehra@nic.in>, "hkhaajong"<hk.hajong@nic.in>, "sthakur"<sthakur@nic.in>, "jsadmasi-culture"<jsadmasi-culture@gov.in>, "jsestt"<jsestt@mea.gov.in>, "Sanjayroy14"<Sanjay.roy14@nic.in>, "satishkj"<satish.kj@nic.in>, "SD Sharma"<js.admn-dopt@gov.in>, "js-ca"<js-ca@nic.in>, "Dushyant Mudgal"<ddgestt@indiapost.gov.in>, "anandsunita"<anand.sunita@nic.in>, "nkmishra"<nk.mishra@nic.in>, "js2-mopr"<js2-mopr@gov.in>, "jslr-dolr"<jslr-dolr@nic.in>, "shailendrak"<shailendra.k@nic.in>, "js-skj-dpe"<js-skj-dpe@gov.in>, "js-establishmentmoc"<js-establishment.moc@gov.in>, "vijaymittal"<vijay.mittal@nic.in>, "rpthakur25"<rp.thakur25@nic.in>, "ara-hccg"<ara-hc.cg@gov.in>, "masaldangaurav"<masaldan.gaurav@nic.in>, "information"<information@cbi.gov.in>, "arindammodak"<arindam.modak@gov.in>, "jslegal1"<jslegal1@mea.gov.in>, "jsfilmsinb"<jsfilms.inb@nic.in>, "gnsingh13"<gn.singh13@nic.in>, "jsaa"<jsaa@dae.gov.in>, "js-dor"<js-dor@gov.in>, "cs"<cs@ap.gov.in>, "cs-arunachal"<cs-arunachal@nic.in>, "cs-assam"<cs-assam@nic.in>, "csofficecg"<csoffice.cg@nic.in>, "cs-bihar"<cs-bihar@nic.in>, "csdelhi"<csdelhi@nic.in>, "chiefsecretary"<chiefsecretary@gujarat.gov.in>, "cs-goat"<cs-goat@nic.in>, "cs"<cs@hry.nic.in>, "cs-hp"<cs-hp@nic.in>, "cs-jandk"<cs-jandk@nic.in>, "cs-jharkhand"<cs-jharkhand@nic.in>, "cs"<cs@karnataka.gov.in>, "chiefsecy"<chiefsecy@kerala.gov.in>, "cs"<cs@mp.nic.in>, "cs"<cs@maharashtra.gov.in>, "cs-manipur"<cs-manipur@nic.in>, "cso-meg"<cso-meg@nic.in>, "cs-mizoram"<cs-mizoram@nic.in>, "csngl"<csngl@nic.in>, "csori"<csori@nic.in>, "cs"<cs@punjab.gov.in>, "csraj"<csraj@rajasthan.gov.in>, "cs-skm"<cs-skm@nic.in>, "cs-tripura"<cs-tripura@nic.in>, "cs-uttaranchal"<cs-uttaranchal@nic.in>, "csup"<csup@nic.in>, "cs-westbengal"<cs-westbengal@nic.in>, "cs-andaman"<cs-andaman@nic.in>, "cspon"<cs.pon@nic.in>, "cs"<cs@tn.gov.in>

Cc: "Pankaj Gangwar Gangwar"<pankaj.gangwar@gov.in>

Date: Wed, 29 Apr 2026 12:33:53 +0530

Subject: In-person Knowledge Co-Creation Program for Young Leaders on "Agriculture and Rural Development (Food Value Chain)" from 26th August to 17th September, 2026 in Japan

===== Forwarded message =====

Sir/Madam,

7

Please find attachment regarding **In-person Knowledge Co-Creation Program for Young Leaders on "Agriculture and Rural Development (Food Value Chain)" from 26th August to 17th September, 2026 in Japan**, for information and necessary action.

With regards,

Anil Kumar Chourasia,
ASO, BPC&T Section,
Bilateral Cooperation Division,
Department of Economic Affairs,
Ministry of Finance,
Kartavya Bhavan -1.
Telephone no. : 24012886

1 Attachment(s)

13-3-26-final.pdf

4.1 MB

No.13/3/2026-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs

Kartavya Bhavan-1, New Delhi,
Dated the 29th April, 2026.

TRAINING CIRCULAR

Subject:- **In-person Knowledge Co-Creation Program for Young Leaders on "Agriculture and Rural Development (Food Value Chain)" from 26th August to 17th September, 2026 in Japan.**

The Government of Japan has invited nominations for **In-person Knowledge Co-Creation Program for Young Leaders on "Agriculture and Rural Development (Food Value Chain)" from 26th August to 17th September, 2026 in Japan** under the Technical Cooperation Programme with India. The course is intended for Administrative officers in central/local government, agricultural cooperatives, farmers' organizations engaging in the Food Value Chain (FVC) establishment and promotion. The eligibility conditions and other information about the course are mentioned in the Information Booklet received from the sponsoring Government (**Annex-I**). Number of slots available for India is **Three**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.
3. **The course is sponsored by the Government of Japan**, who will provide round-trip air fare, accommodation and living allowance.
4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department of Govt. of India/State Govts/UTs:
 - (i) Sponsoring Government's application form (with information on Military Status) together with the **Medical History Questionnaire**.
 - (ii) DEA's prescribed proforma - duly countersigned by competent authority (**Annex-III**).
 - (iii) A photocopy of the **Passport**.
5. **Application Form complete in all respects alongwith check-list (Annex-IV) reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 10.06.2026 positively at the following address:- :-**

Shri Pankaj Gangwar,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15076, Kartavya Bhavan -1, New Delhi-110001.
Ph:- 011 - 2401 2878,
Email- pankaj.gangwar@gov.in
chourasia.anil@nic.in

----2/-

6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. WAKAMATSU Eiji, Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi-110001. However, the candidate whose nomination is approved by the Selection Committee in DEA would be considered by JICA.

7. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website www.dea.gov.in under the link "Foreign Training Programmes" [<https://dea.gov.in/foreign-training-and-employee-corner>].

(Pankaj Gangwar)

Under Secretary to the Govt. of India
Tele: 24012878

1. Joint Secretary(Admn.), Ministry of Agriculture & Farmers Welfare, Krishi Bhavan, New Delhi.
2. Joint Secretary (Admn.), Ministry of Food Processing Industries, Panchsheel Bhavan, August Kranti Marg, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON MOF'S WEBSITE

[<https://dea.gov.in/foreign-training-and-employee-corner>]

संख्या.13/3/2026- बीपीसी एंड टी

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

.....

कर्तव्य भवन-1, नई दिल्ली,
दिनांक 29 अप्रैल 2026 ।प्रशिक्षण परिपत्र

विषय:- जापान में 26 अगस्त से 17 सितंबर, 2026 तक " कृषि और ग्रामीण विकास (खाद्य मूल्य श्रृंखला)" पर युवा नेताओं के लिए व्यक्तिगत ज्ञान सह - निर्माण कार्यक्रम ।

जापान सरकार ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत जापान में 26 अगस्त से 17 सितंबर, 2026 तक " कृषि और ग्रामीण विकास (खाद्य मूल्य श्रृंखला)" पर युवा नेताओं के लिए व्यक्तिगत ज्ञान सह - निर्माण कार्यक्रम नॉलेज को-क्रिएशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह पाठ्यक्रम का उद्देश्य केंद्रीय / स्थानीय सरकार, कृषि सहकारी समितियों, पूर्व संगठनों में खाद्य मूल्य श्रृंखला (एफवीसी) की स्थापना और संवर्धन में संलग्न प्रशासनिक अधिकारियों के लिए है । । पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या तीन है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।
3. यह पाठ्यक्रम जापान सरकार द्वारा प्रायोजित है, जो राउंड-ट्रिप हवाई किराया, आवास और रहने का भत्ता प्रदान करेगा।
4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूर्ण किया जाना चाहिए और प्रतिभागी और नामांकनकर्ता मंत्रालय/भारत सरकार/राज्य सरकारों/संघ राज्य क्षेत्रों के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:
 - (i) चिकित्सा इतिहास प्रश्नावली के साथ सरकार के आवेदन पत्र (सैन्य स्थिति पर जानकारी के साथ) को प्रायोजित करना ।
 - (ii) डीईए का निर्धारित प्रोफार्मा - सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-III)।
 - (iii) पासपोर्ट की एक फोटोकॉपी।

.....2/-

5. सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र, जैसा भी मामला हो, के माध्यम से इस विभाग को दिनांक 10.06.2026 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,
अवर सचिव (बीपीसी एंड टी),
आर्थिक कार्य विभाग, वित्त मंत्रालय,
हॉल नं. 15076, कार्तव्य भवन -1, नई दिल्ली-110001।
पीएच:- 011 - 2401 2878,
ईमेल- pankaj.gangwar@gov.in
chourasia.anil@nic.in

6. सभी प्रकार से पूर्ण आवेदन की एक अग्रिम प्रति (डीईए प्रोफार्मा को छोड़कर) श्री वाकामात्सु ईजी, वरिष्ठ प्रतिनिधि, जेआईसीए इंडिया कार्यालय, 16 वीं मंजिल, हिंदुस्तान टाइम्स हाउस, 18-20, कस्तूरबा गांधी मार्ग, नई दिल्ली -110001 को भेजी जाए। हालांकि, जिस अभ्यर्थी के नामांकन को डीईए में चयन समिति द्वारा अनुमोदित किया जाता है, उस पर जेआईसीए द्वारा विचार किया जाएगा।

7. अपूर्ण आवेदनों और अंतिम तिथि के बाद प्राप्त नामांकनों पर विचार नहीं किया जाएगा। इसका कड़ाई से अनुपालन किया जाए ताकि बाद में निराशा न हो। अभ्यर्थियों को सलाह दी जाती है कि वे अपने आवेदनों के संबंध में अपने प्रशासनिक विभागों के माध्यम से समय पर कार्रवाई करें और ऊपर निर्दिष्ट प्रपत्रों में मांगी गई पूर्ण जानकारी भेजें। विभिन्न अल्पकालिक प्रशिक्षण कार्यक्रमों का विवरण नियमित रूप से वित्त मंत्रालय की वेबसाइट www.dea.gov.in पर "विदेशी प्रशिक्षण कार्यक्रम" [<https://dea.gov.in/foreign-training-and-employee-corner>] लिंक के तहत अपलोड किया जाता है।

(हस्ताक्षर)

(पंकज गंगवार)

अवर सचिव, भारत सरकार

1. संयुक्त सचिव (एडीएमएन), कृषि और किसान कल्याण मंत्रालय, कृषि भवन, नई दिल्ली ।
2. संयुक्त सचिव (एडीएमएन), खाद्य प्रसंस्करण उद्योग मंत्रालय, पंचशील भवन, अगस्त क्रांति मार्ग, नई दिल्ली ।
3. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
4. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।
5. वरिष्ठ प्रतिनिधि, जेआईसीए इंडिया कार्यालय, 16वीं मंजिल, हिंदुस्तान टाइम्स हाउस, 18-20 कस्तूरबा गांधी मार्ग, नई दिल्ली -1।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा
[<https://dea.gov.in/foreign-training-and-employee-corner>]



Knowledge Co-Creation Program (Young Leaders)

General information on

Agricultural and Rural Development (Food Value Chain)

(青年研修) 農業・農村開発 (フードバリューチェーン)

JFY2026

Course No.:202517501J001

Course Period in Japan: August 26 - September 17, 2026

This information pertains to one of the JICA Knowledge Co-Creation Programs (Young Leaders) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, which stated, *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

I. Concept

The “Knowledge Co-Creation Program (Young Leaders)” is conducted by JICA (the Japan International Cooperation Agency) under a technical cooperation scheme of the Government of Japan, with the purpose of promoting human resource development in developing countries.

KCCP-Young Leaders is a program focused on building regional relationships between developing countries and Japan. Participants are also expected to build ties between their own countries and Japan through their participation in the program.

Under the program, young leaders, who will become nation-building leaders in the future, are invited to Japan for about 18 days to be provided with opportunities to:

- 1) develop their specialties through experiencing and learning technologies and skills in Japan,
- 2) increase their willingness to resolve issues on their own, and
- 3) know Japanese society and culture deeply through the program.

II. Description

1. Title (Course No.)

Agricultural and Rural Development (Food Value Chain) (202517501J001)

2. Course Duration in Japan

August 26 to September 17, 2026

3. Target Regions or Countries

Botswana, Gambia, India, Kazakhstan, Liberia, Mozambique and Zambia

4. Target Group

Administrative officers in central/ local government, agricultural cooperatives, farmers' organizations engaging in the Food Value Chain (FVC) establishment and promotion. This course will **not cover topics with regard to livestock or fisheries**.

5. Number of Participants

15 participants

6. Language

English

7. Objective(s)

Through participation in this course, the participants are expected to learn about measures and case studies of FVC promotion in Japan, participants will improve their awareness toward solving issues in their own countries.

8. Outline

This course consists of the following components.

2/14

	Output	Contents*
1	To identify the status of the food value chain and challenges in each country.	Preparation and presentation of an inception report and discussion
2	To understand the policies and initiatives for food value chain promotion in Japan.	Understanding Japan's food value chain promotion measures (national level, municipal level, industry-academia-government collaboration), its challenges, and good practices of value-adding in the region, discussion with value chain stakeholders
3	To compile a final report in order to promote food value chains in each country by including the knowledge and insights gained through the program and how to apply them in participants' country.	Preparation and presentation of a final report, and discussion

* This course will **not cover topics with regard to livestock or fisheries.**

<Tentative Schedule of the Course>

Date	Venue	Contents	Purpose
Aug 25	JICA Tsukuba Center	Arrival	To learn about the culture, economy, politics and history of Japan
Aug 26		Briefing/Course Orientation	
Aug 27 ~ Sep 15	JICA Tsukuba/Tokyo Center	Lectures	To develop knowledge about each specialty and to observe present conditions in Japan
		Discussions	
		Training	
		Self-Study	
		Discussions	To confirm knowledge gained through the program
		Study Tour (Inspection)	
		Study Tour	
Sep 16	JICA Tsukuba Center	Making Action Plan	To evaluate the overall program
Evaluation Ceremony			
Sep 17		Closing Ceremony	To confirm knowledge gained through the program
		Preparation for departure	

※This course is tentative and the schedule is subject to change without notice.

III. Eligibility and Procedures

1. Nominee Qualifications

Applying Organizations are expected to select nominees who meet the following qualifications.

【Remarks】

Gender: Each Organizations is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women's empowerment.

Disabilities: Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodations will be considered for participants with disabilities. Some programs of the course might have difficulty for persons with disabilities to participate due to environmental and other conditions. "Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case.

(1) Essential Qualifications

All applicants must satisfy the following:

- 1) Nomination: be nominated by the Government in line with the procedures mentioned in 3.(1) below.
- 2) Experience in the relevant field: be involved in a field corresponding to the course mentioned in II. Description.
- 3) Age: be from twenty (20) to thirty-five (35) years of age and be expected to become leaders in their specialized fields in the future.
- 4) Language Proficiency: have a reasonable command of English and good command of spoken and written English.
- 5) Health: must be in good health to participate in the program in Japan.

Participant's health and safety should be most respected. Pre-existing conditions and pregnancy may lead to health problems that were not present prior to arriving in Japan due to stress from international travel, changes in climate, and a new living environment. In recent years, regrettable cases have occurred, including the exacerbation of symptoms after arrival and, in the case of pregnancy, stillbirth. Some participants have also incurred substantial out-of-pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below.

① Questionnaire

("QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION")

If any of the following apply, you must state them accurately in the questionnaire, even if they do not affect your current work or daily life.

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)
- d. Pregnancy (for female applicants)

② Medical certificate

Please submit a medical certificate issued by a doctor that your condition is stable and that, from a medical standpoint, there is no problem with your participation in KCCP in Japan.

Applicable cases:

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

③ Reporting changes

If pregnancy or any health issues are identified after submitting the form, please report them to JICA promptly.

④ Insurance coverage

Medical and additional living expenses related to pregnancy and pre-existing conditions are NOT covered by insurance arranged by JICA. Such costs must be borne entirely by the participant; JICA assumes no liability.

* Please understand that insurance coverage applies only to sudden illness or injury occurring during your stay in Japan.

* Medical expenses in Japan could be a significant financial burden when not covered by insurance.

- 6) Attitude : have interest in Japanese society and culture, and interaction with local residents

(2) Recommended Qualifications

- 1) Experience Visiting/Living in Japan: It's preferable that the applicant has not made any previous visits to Japan.
- 2) Educational Background: It's preferable that the applicant hold a Bachelor's degree.
- 3) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and

provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

2. Required Documents for Application

(1) Application Form: The Application Form is available at **the JICA overseas office (or the Embassy of Japan)**.

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

(2) Photocopy of Passport: You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

* The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

* It is recommended that your passport be valid for more than 6 months after the last day of the program.

(3) Contact Person at Your Organization for Post-Program Survey about KCCP for Young Leaders

You will be required to submit 'Contact Person at your Organization for Post-Program Survey about KCCP for Young Leaders' filled with the information about the appropriate person in your organization to whom JICA will send the questionnaire on the monitoring purpose of the program. The person is expected to be your supervisor or the person in your human resources department, who can observe some changes of your attitudes toward your tasks after participating in the program. See 'ANNEX-1' of 'VI. Annex'.

3. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required materials must arrive at **JICA Center in Japan by June 24, 2026.**)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than July 15, 2026.**

4. Additional Document(s) to Be Submitted by Accepted candidates

Inception Report -- to be submitted by **August 14, 2026**

Accepted candidates are required to prepare an Inception Report. Details of the Inception Report will be provided with the notice of acceptance. The Inception Report should be sent to JICA by **August 14, 2026.**

5. Conditions for Participation

The participants of KCCP are required

- (1)** to strictly observe the course schedule,
- (2)** not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3)** to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4)** not to bring or invite any family members (except for programs longer than one year),
- (5)** to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6)** to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7)** not to engage in political activities, or any form of employment for profit,
- (8)** to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or any type of immoral conduct including sexual harassment, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9)** to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10)** not to drive a car or motorbike, regardless of an international driving license

- possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
 - (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.
 - (13) to promptly notify JICA in the case that there are any changes in the health status since the time of application (such as changes requiring medical attention due to illness or discovery of pregnancy).

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)
 - (1) Center: JICA Tsukuba Center (JICA TSUKUBA)
 - (2) Program Officer: Ms. AKIMOTO Nami (tbictp@jica.go.jp)
2. Implementing Partner

Sanyu Consultants Inc.
3. Travel to Japan
 - (1) Air Ticket: In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.
 - (2) Travel Insurance: Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.
4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Tsukuba Center (JICA TSUKUBA)
 Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan
 TEL: +81-29-838-1744 FAX: +81-29-838-1119
 (where "81" is the country code for Japan, and "29" is the local area code)
 Please refer to facility guide of JICA TSUKUBA at its URL,
<https://www.jica.go.jp/tsukuba/english/office/index.html>

If there is no vacancy at JICA TSUKUBA, JICA will arrange alternative accommodation(s) for the participants.
5. Expenses

The following expenses will be provided by JICA

 - (1) Allowances for meals, living expenses, and stopover.
 - (2) Expenses for study tours (basically in the form of train tickets).
 - (3) Medical care for participants who become ill after arriving in Japan (the costs

related to pre-existing illness, pregnancy, or dental treatment are not included).

(4) Expenses for program implementation, including materials.

(5) For more details, please see “III. ALLOWANCES” of “KENSU-IN GUIDE BOOK,” (English/French/Spanish/Russian).

*Link to the Website: [guide_2024_en.pdf](#) or

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>

6. Pre-departure Orientation

A pre-departure orientation will be held at respective country’s JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WIQSDjl
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html

V. Other Information

1. Computer:

The participants are requested to bring laptop computers. During the program, participants will prepare presentation slides and save materials, textbooks, etc.

2. Preparation of Cash

Allowances, such as for accommodation, living, clothing, and shipping, are deposited to participants' temporary bank account in Japan after 2 to 5 days after their arrival in Japan. It is highly advised to bring some cash in order to cover necessary expenses for the first few days.

3. Certificate:

Participants who have successfully completed the program will be awarded certificates by JICA.

4. More information about JICA Tsukuba:

JICA Tsukuba website [<https://www.jica.go.jp/tsukuba/english/office/index.html>]

JICA Tsukuba Facebook [<https://www.facebook.com/jicatsukuba>]

*You can find posts about on-going KCCPs and stories of ex-participants on our Facebook page.



VI. Annex:

ANNEX 1- Contact Person at Your Organization for Post-Program Survey about KCCP for Young Leaders

REQUEST FOR POST-PROGRAM SURVEY

JICA conducts the post-program survey about how the ex-participants have been utilizing the knowledge and skills acquired in Japan in their daily work. For this purpose, JICA would like to send the questionnaire to the participants by e-mail after the program.

In addition, considering the purpose of the survey, we also would like to send the questionnaire to the person in their organizations; such as their supervisor or the person in their human resources department who can observe some changes of their attitudes toward their tasks after participating the program.

We would highly appreciate it if you fill in the information about the appropriate person in your organization to whom JICA can send the questionnaire on this purpose. The questionnaire will be directly sent by e-mail to you and the person mentioned below within one year after the program.

We kindly ask for your understanding and cooperation in responding to the survey.

【Name of Nominee】

--

【Contact person at your organization】

(Your supervisor or a person in the human resources department, to whom JICA can send the questionnaire after the course)

Name	
Designation / Position	
Department / Division	
E-mail Address	

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program for Young Leaders is designed for young leaders expected to become future leaders in their specialized fields. Participants in the program learn about Japan's experience and technologies in the relevant fields that will be required for the future development of their own country. A variety of programs is open to young people in each field in each country.

Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of

organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



Contact Information for Inquiries

For inquiries and further information, please contact the JICA overseas office or the Embassy of Japan. Further, address correspondence to:

JICA Tsukuba Center (JICA TUKUBA)

Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan

TEL: +81-29-838-1744 FAX: +81-29-838-1119

ANNEX-II**SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS**

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempted from the provisions of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. Etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nomination to DEA.

HOW TO APPLY**3. Filling up of application forms:-**

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) **In case of training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearance:-

Once the nomination forwarded by DEA to the sponsoring Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviation:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme.

DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of Birth			3. Male/Female	
4. Educational Qualifications			5. Date of Entry into Govt. Service	
6. Service to which Officer belongs			7. Date of Regular appointment	
8. Details of Posts held during the last five years (starting from present) :				
S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work
9. Name of training programme applied for and its relevance to the candidate				
10. Papers etc, if any, published by the candidate				
11. Details of Foreign Training Programmes attended during the last two years :				
S.No.	Dates & Duration Of Training	Subject/title of training	Name of the Training Institution	Source of funding
Signature of the candidate:				
Office Phone : Mobile No. :				
E-mail :				
<u>CERTIFICATE</u>				
Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)				



Application Guideline for the JICA Knowledge Co-Creation Program (Young Leaders)

This guideline explains how to apply for the Knowledge Co-Creation Program (KCCP) (Young Leaders) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Forms to be submitted
Form1. Application Form
Form2. Questionnaire on Medical Status and Restrictions
Form3. Contact Person at Your Organization for Post-program Survey about KCCP for Young Leaders
Form4. Terms and Conditions, and Declaration

Please be advised:

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use “√” or “x” to mark the () options,
- (e) To attach your photographs,
- (f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

In submitting the Application Forms and attached documents, please make sure:

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms and all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.



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CHECK LIST before submission:

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	
2. Your signature	Form 1, 2, 4	
3. Your Photo	Form 1	
4. Attach a copy of passport (Machine Readable Zone) * Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	
5. Attach the required document(s) as instructed in the GI	-	

Note for Applicants from Latin American and the Caribbean Countries:

- (1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

- (2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.



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Application Form for the JICA Knowledge Co-Creation Program (Young Leaders):

Form1. APPLICATION FORM

***To be signed by your supervisor (the head of the relevant department / division of your organization).**

INSTITUTION/DIVISION (Approval Sign & Stamp from Director)

Our organization hereby applies for Knowledge Co-Creation program (KCCP) for Young Leaders of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Title / Position		Official Stamp	
Department / Division			
Office Address and Contact Information	Address:		
	Tel:	E-mail:	Fax:

MINISTRY (When this application is through a ministry.)

Our ministry hereby applies for Knowledge Co-Creation program (KCCP) for Young Leaders of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			Official Stamp
Title / Position			
Department / Division			

MINISTRY OF STATE SECRETARIAT

I have examined the documents in this form and found them true. Accordingly, I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			Official Stamp
Title / Position			
Department / Division			



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※To be filled by Applicant.

1. Course Title: (as shown in the GI)

2. Course Number: (the number as "xxxxxxxxJxxx" shown in the GI)

Attach here
 your photo

(taken within
 the last six months)

Size: 4.5x3.5cm

3. Personal Information on Applicant

1) Name of Applicant (as shown in the passport)

*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

Family Name / Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2) Nationality (as shown in the passport)				
3) Sex	() Male		() Female	
4) Date of Birth	Date	Month (ex. April)	Year	Age (as of the date of the form)

5) Passport/Visa

Passport possession	() Yes	() No	Expiry date of passport	Date	Month	Year
USA visa possession*	() Yes	() No				

*Applicants from Latin America and the Caribbean only.



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6) Contact Information

Private	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Office	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Emergency Contact	Name:	
	Relationship to you:	
	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:

* Please fill it out from country code for telephone, mobile, and fax number.

7) Present Position

Organization		
Year that entered the organization		
Department / Division		
Title		
No. of years of service in the present position	Years	From (Month/Year)
Type of Organization	☐ National Government ☐ Local Government ☐ Public Enterprise ☐ Private (profit) ☐ NGO/Private (Non-profit) ☐ University ☐ Other : _____	
Number of employees		
Home Page Address		

【Questionnaire on Relationship with the Military】

***If your organization and/or your status is related to the Military, please mark with ✓ or X below in the () which best describes the relationship.**

- | |
|---|
| ☐ the Military, an active military personnel or a military personnel listed in the muster roll/military register
☐ an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register
☐ the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
☐ a civilian organization but with military personnel or a military division within the organization |
|---|



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() an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment

4. Experience and Eligibility

1) Career Background (After graduation and before taking the present position)

Organization	City/ Country	Period		Position or Title and Department/Division	Brief Job Description
		From Month/Year	To Month/Year		

2) Academic Background (University, College or Higher Education)

Institution	City/ Country	Period		Degree	Major
		From Month/Year	To Month/Year		

3) Experience of Training or Study in Foreign Countries (including all the training experiences in JICA's programs)

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

4) Experience visiting / living in Japan

() Yes	() One month or less	() More than one month
() No		

5) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as in the GI)				
Listening	() Excellent	() Good	() Fair	() Poor



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Speaking	() Excellent	() Good	() Fair	() Poor
Reading	() Excellent	() Good	() Fair	() Poor
Writing	() Excellent	() Good	() Fair	() Poor
Language Tests Scores if any (ex. TOEFL, TOEIC, etc.)				
2) Mother Tongue				
3) Other languages ()	() Excellent	() Good	() Fair	() Poor

Excellent	Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

5. Background and Purpose of application (to be completed by the Applicant)

- 1) Personal Statement including your Goal:** Describe the reasons for your application and what you intend to achieve in this program.

- 2) Relevant Experience of Applicant:** Describe previous occupational experiences which are highly relevant to the themes of this program.

- 3) Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.



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By Applicant

Date	
Name	
Signature	

**Form 2. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTIONS****(Self-Declaration)****1. Present Medical Status**

(a) Have you taken any medicine or had a medical checkup by a physician for any illness such as diabetes, hypertension, asthma, etc.?

[] No	[] Yes:
	Name of illness (), Name of medicine ()
<i>If yes, please attach your doctor's letter (preferably in English) that describes the current status of your illness, and gives agreement to your participation in the program.</i>	

(c) Do you have any allergies to the medicine, food, pollen etc.?

[] No	[] Yes:
	What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.?
	()

(d) Please indicate any needs arising from disabilities which may require additional support and facilities.

()
<i>Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be inquired directly by the JICA official in charge for a more detailed account of his/her condition.</i>

2. Medical History

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

[] No	[] Yes:
	Please specify ()

(b) Have you or/and your family members had tuberculosis?

[] No	[] Yes:
	Please specify ()

(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

[] No	[] Yes:
	Please specify ()

(d) Have you ever had any sleeping, eating or other disorders?

[] No	[] Yes:
	Please specify ()
	name of medicine taken if any ()



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3. Other Medical Issues/Conditions

If you have any medical issues/conditions that are not described above, please indicate below.

--

* Are you pregnant?

☐ No	☐ Yes: Weeks of pregnancy (weeks)
-----------------------------	---

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA, and may result in termination of the program.

I understand and accept that this questionnaire will be checked for my health care by the people who are engaged in the program during my stay in Japan.

By Applicant

Date	
Name	
Signature	

※Please notify JICA staff upon any changes in your health condition after submission of the form.



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Application Forms for the JICA Knowledge Co-Creation Program (Young Leaders)

**Form3. CONTACT PERSON AT YOUR ORGANIZATION
FOR POST-PROGRAM SURVEY
ABOUT KCCP FOR YOUNG LEADERS**

JICA conducts ex-post questionnaire surveys on Participants of the KCCP for Young Leaders in order to understand how Participants utilize the knowledge acquired in Japan in their daily work. For this purpose, JICA would like to send Participants a questionnaire by e-mail after the program.

In addition, considering the purpose of the survey, we also would like to send the questionnaire to persons other than the Participants such as their supervisor or the person in the human resources department, who can observe changes in Participants' attitude in performing his/her tasks after the program.

We would highly appreciate it if you could give us the name to whom JICA can send the questionnaire(s). Please fill in the following tables. The questionnaire(s) will be directly sent by e-mail to the Applicant and the person given below within 1 year after the program. We kindly ask for your understanding and cooperation for implementing the survey.

【Name of Applicant】

Name	
------	--

【Contact Person at Applicant's organization】 (Applicant's supervisor or a person in the human resources department to whom JICA can send the questionnaire after the program)】

Name	
Designation / Position	
Department / Division	
E-mail Address	



Form4. TERMS AND CONDITIONS

1. General Rules

The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect to the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) not to quit the program, should the participants violate Japanese laws and JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or seriously injury and be considered unable to continue the course,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

2. Privacy Policy

The participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this Privacy Policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide information to a third party that can be used to identify individuals, with the following three exceptions:

- (a) legally mandated disclosure requests;
- (b) the information provider grants permission for information disclosure to a third party;
- (c) JICA commissions a party to process information collected, in which case the information provided will be within the scope of commissioned tasks.

(3) Security Notice



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JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

***Information Security Policy of JICA in relation to Personal Information Protection**

- JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
 - Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons in 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.
1. To provide the KCCP to Participants.
 2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
 3. In addition to 1 and 2 above, when the government of Japan or JICA determines it necessary in technical cooperation.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, and etc.), within the scope approved by each copyright holder.
If the participants apply to online KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website.
(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)
2. All the documents for the KCCP (including reports, action plans, presentations, and etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.



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3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as references for other KCCP courses and project formulation).

4. Portrait Right Policy

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each Participant.

DECLARATION (to be signed by Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
 1. General Rule
 2. Privacy Policy
 3. Copyright Policy
- I will be subject to any penalties imposed as a consequences of my failure to abide by the above terms and conditions.
- I understand the intention of JICA on "4.Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purposes above is as follows:

☐ Agree / ☐ Disagree
- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date
Name
Signature

Inviting Nominations for residential training program of NPC India (Kanpur Office), DPIIT, Ministry of Commerce and Industries at Gangtok, Sikkim during 01-05 June 2026.

Amitava Ray <amitava.ray@npcindia.gov.in>

Sat, 02 May 2026 4:20:26 PM +0530

To "csdelhi"<csdelhi@nic.in>

Bcc "secservices"<secservices@nic.in>

आदरणीय,
महोदय / महोदया, **Dear Sir/Madam,**

National Productivity Council (NPC), under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India, is organizing a Residential Training Programme on **"Advanced Course on Developing Competency of Executive Secretaries, Private Secretaries, Personal Assistants & Office Staff" (Programme Code: T2627KAN01)** during **01-05 June 2026 at Gangtok, Sikkim**

For program details Click URL:

https://www.npcindia.gov.in/NPC/Uploads/training_head/Headquater/Residential_Programme_Gangtok%20June387247.pdf

The programme aims to enhance professional competence in modern office management practices, strengthen communication and interpersonal skills, and equip executive support staff with advanced administrative and coordination capabilities. The programme will be delivered through expert faculty using a participative methodology including case studies, group exercises, and interactive sessions.

The programme is specifically designed for Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, and other office personnel/staff engaged in secretarial and administrative functions.

You are requested to kindly nominate few **officials** from your organization for participation in the above programme. The nomination may please be forwarded at the earliest, preferably on or before **15 May 2026**, in the prescribed format enclosed. **The programme and accommodation for participants will be arranged in a 3-star/4-star hotel.** The participation fee is as under:

- **Residential Fee:** ₹75,000 per participant + applicable GST (18%). This fee includes boarding and lodging for the participant only.
- **Accompanying Family Members:** Any additional charges for spouse and/or children will be borne by the participant and payable to the hotel directly.
- **Non-Residential Fee:** Rs. 60,000 + applicable GST (18%) per participant

Nominations will be accepted subject to availability of seats and receipt of programme fee within the stipulated time. The filled-in nomination form may kindly be sent through email to:

- amitava.ray@npcindia.gov.in
- kanpur@npcindia.gov.in

For any further clarification, the undersigned may be contacted.

Encl.: Programme Brochure with Nomination Form

Yours faithfully,

(Amitava Ray)

Regional Director & Programme Coordinator

National Productivity Council

Mobile (call & WhatsApp): 91404 27217; Ph (O): 0512-2224176

Email: amitava.ray@npcindia.gov.in ; kanpur@npcindia.gov.in

सादर धन्यवाद

अमिताव राय/Amitava Ray

क्षेत्रीय निदेशक /Regional Director

क्षेत्रीय निदेशालय, कानपुर / Regional Directorate, Kanpur,

राष्ट्रीय उत्पादकता परिषद / National Productivity Council,

आंतरिक व्यापार एवं उद्योग संवर्द्धन विभाग /Department for promotion of Industry & Internal Trade

वाणिज्य और उद्योग मंत्रालय, भारत सरकार / Ministry of Commerce & Industry, Govt. of India

चतुर्थ तल , कबीर भवन, जी.टी. रोड / 4th Floor, Kabir Bhawan, G.T. Road,

कानपुर / Kanpur-208005

दूरभाष:-0512-2224176; 9140427217

kanpur@npcindia.gov.in ; वेबसाइट:- www.npcindia.gov.in



2 Attachment(s)

1-Covering Letter.pdf

298.9 KB

2-Residential_Programme_Ga...

916.9 KB

राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय के अधीनस्थ, भारत सरकार)

क्षेत्रीय निदेशालय

चतुर्थ तल, कबीर भवन, उद्योग निदेशालय परिसर,
जी.टी. रोड, कानपुर-208005

दूरभाष : 0512-2224176

ई-मेल : kanpur@npcindia.gov.in

वेबसाइट : www.npcindia.gov.in



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

REGIONAL DIRECTORATE

4th Floor, Kabir Bhawan, Directorate of Industries Campus,
G.T. Road, Kanpur-208005

Phones : 0512-2224176

E-mail : kanpur@npcindia.gov.in

Website : www.npcindia.gov.in

Ref. No. T2627KAN01/01

Date:27.03.2026

Respected Sir/Madam,

We are pleased to inform you that NPC is organizing a Residential Training Program on "Advance Course on Developing Competency of Executive Secretaries, Private Secretaries, Personal Assistants & Office Staff" during 01-05 June 2026 at Gangtok, Sikkim.

The primary objective of this programme is to enhance the professional competencies, efficiency, and effectiveness of executive support staff by equipping them with advanced administrative, communication, and organizational skills required in today's dynamic work environment.

Programme Coverage:

- ✓ Role and evolving expectations of Executive Secretaries, PAs, and Office Staff
- ✓ Enhancing communication skills (verbal, written, and digital communication)
- ✓ Office management and administrative excellence
- ✓ Time management and prioritization techniques
- ✓ Effective file management and documentation practices
- ✓ Interpersonal skills and team coordination
- ✓ Handling confidential information with integrity
- ✓ Stress management and workplace adaptability
- ✓ Use of digital tools and office automation for productivity improvement
- ✓ Problem-solving and decision-making skills
- ✓ Building a proactive and result-oriented work approach

You are requested to kindly nominate few personnel from your department for participation in this programme. We would greatly appreciate your support in circulating this information within your organization to maximize participation.

The nomination may please be forwarded at the earliest, preferably on or before **15 May 2026**.

We look forward to your organization's active participation.

Yours sincerely,

Amitava Ray
27/3/26

Amitava Ray

Regional Director

मुख्यालय:- उत्पादकता भवन, लोधी रोड, नई दिल्ली - 110 003

कार्यालय:- बैंगलुरु, भुवनेश्वर, चण्डीगढ़, चेन्नई, गाँधी नगर, गुवाहाटी, हैदराबाद, जयपुर, कोलकाता, मुंबई, पटना

H.Q. : UTPADAKTA BHAWAN, LODHI ROAD, NEW DELHI - 110 003

Offices at: Bengaluru, Bhubaneswar, Chandigarh, Chennai, Gandhinagar, Guwahati, Hyderabad, Jaipur, Kolkata, Mumbai, Patna

Residential Programme

On

**Advance Course on Developing Competency of
Executive Secretaries, PP, Personal Assistants & Office Staff**
(Programme Code: T2627KAN01)

During

01–05 June 2026

At

Gangtok, Sikkim



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce and Industry, DPIIT, Govt. of India)
4th Floor, Kabir Bhawan, Directorate of Industries Campus
Kanpur-208005; Ph: 0512-2224176; Website: <https://www.npcindia.gov.in/>

Introduction

In the present dynamic organizational environment, the role of Executive Secretaries, Private Secretaries, Personal Assistants and other executive support staff has become increasingly important.

Senior executives rely heavily on competent support professionals for effective coordination, communication, documentation and management of executive office functions. Executive Secretaries and Personal Assistants are now expected to demonstrate strong professional competence, communication abilities, confidentiality, coordination skills and the capability to manage responsibilities efficiently. This programme is designed to strengthen the professional capabilities of executive support staff and enable them to effectively support senior management.

Programme Objective

- Enhancing professional competence in modern office management practices.
- Strengthening communication and interpersonal skills required for executive support.
- Equipping participants with advanced administrative and coordination capabilities.
- Developing positive work attitudes and professional ethics.
- Enabling participants to function as efficient support partners to senior executives.

Programme Coverage

- Emerging role of Executive Secretaries and Personal Assistants.
- Effective management of executive offices.
- Professional communication and office correspondence.
- Interpersonal communication and relationship management.
- Time management and prioritization techniques.
- Team coordination and office collaboration.
- Supporting executives in decision-making processes.
- Enhancing personal effectiveness and professional conduct.
- Problem solving and conflict management in office situations.

Faculty & Methodology

The programme will be conducted by experienced faculty members and management experts. The training methodology will include lectures, interactive discussions, group exercises, case studies and experience sharing sessions to ensure practical learning and skill development.

Participant's Profile

The programme is designed for Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, and office personnel who perform or are expected to perform secretarial functions and responsibilities.

Officials and staff from Government Departments, Ministries, Public Sector Undertakings (PSUs), private sector organizations, banks, cooperative institutions, corporate bodies, boards, educational institutions, Agriculture Departments, autonomous organizations, and the service sector will particularly benefit from this programme.

Participation Fee

Residential Participants:

Rs. 75,000 + 18% GST per participant. The fee includes boarding, lodging, training kit, and visit for experiential learning.

Non-Residential Participants:

Rs. 60,000 + 18% GST per participant. The fee includes training kit, lunch, tea/refreshments during breaks, and visit for experiential learning.

Accompanying Spouse & Children:

Delegates accompanied by spouse and/or children shall bear all expenses towards accommodation, meals, and other incidental charges for their accompanying family members, which shall be settled directly with the hotel.

Mode of Payment

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

ECS Payment Details:

Bank Name : State Bank of India
 Branch : 117/469 Pandu Nagar, Kanpur
 SBI A/c No : 40318394189
 IFSC Code : SBIN0001397
 PAN No : AAATN0402F
 GST No : 09AAATN0402F1Z4

DD/Cheque should be drawn in favour of NATIONAL PRODUCTIVITY COUNCIL and payable at KANPUR

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

Venue and dates (Programme Code: T2627KAN01)

Venue: Gangtok (Any Hotel/Resort), Sikkim

Programme Duration: 01–05 June 2026

Check in : 01 June 2026 (11: 00 AM)

Check Out: 05 June 2026 (11: 00 AM)

Last date: 15th May 2026

Faculty & Methodology

The programme will be delivered by highly experienced professionals and eminent speakers drawn from reputed organizations, institutions, and industry.

The methodology will be participative in nature. Sessions will include conceptual deliberations, case studies, problem-solving exercises, success stories, management games, and group discussions to facilitate effective learning and practical understanding.

Enquiry & Registration

Shri Amitava Ray

Programme Coordinator

Mobile & WhatsApp No: 91404 27217: Ph (O) : 0512-2224176

Email: amitava.ray@npcindia.gov.in

: kanpur@npcindia.gov.in

General Instructions

- Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- The Non-Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses

incurred by the participants during the program.

- NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Any other terms and conditions apply as may be notified by NPC at any point of time.
- Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- Participants are required to follow the necessary COVID protocols during training.

Note: *Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.*

About National Productivity Council

National Productivity Council (NPC) is an autonomous organization under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. NPC promotes productivity culture in industry, services and government sectors through consultancy, training, research and capacity building initiatives.

NATIONAL PRODUCTIVITY COUNCIL**4th Floor, Kabir Bhawan, G.T. Road, Kanpur-208005, Uttar Pradesh (India)****APPLICATION FORM FOR NOMINATIONS**

Title of Programme: **“Advance Course on Developing Competency of
Executive Secretaries, PP, Personal Assistants & Office Staff ”**
Duration : 01-05 June 2026 at Gangtok

Programme Code: **T2627KAN01**

Select (Please Mark Tick) : Participation on Residential Basis OR Non-Residential Basis

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Organization Address (kindly provide full address of correspondence)
1					
2					
3					
4					
5					

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
1					

Select, if Organization is GST Exempted ☐ OR Select, if Organization is Not GST Exempted ☐

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

As per GST notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.

*I certify that the above information is correct

For Organisation who are Not Exempted and having GST registration, please provide GST No.

(Mandatory): _____

(Please note: - Kindly provide the GST number of organisation on which GST Invoice to be raised)

Organisation PAN No. (Optional) _____

Organisation TAN No. (Mandatory on TDS deduction) _____

DECLARATION

*I certify that the above information is correct

Signature: _____

Date: _____

Place: _____

Fwd: 23rd Post Graduate Programme in Public Policy and Management (PGPPM) during 2026-27 at the Centre for Public Policy, Indian Institute of Management, Bangalore- Regarding.

Shri Rajeev Verma <csdelhi@nic.in>

Thu, 30 Apr 2026 5:22:25 PM +0530

To "Sandeep Kumar"<secservices@nic.in>

===== Forwarded message =====

From: Mukesh Kumar <mukesh.kr07@gov.in>

To: "Dr. Sameer Sharma, IAS" <cs@ap.gov.in>, "Chief Secretary Bihar" <cs-bihar@nic.in>, "Chief Secretary Office" <csoffice.cg@gov.in>, "Puneet Kumar Goel IAS Chief Secretary" <cs-go@nic.in>, "Dharmendra" <cs-arunachal@nic.in>, "Jishnu Barua IAS" <cs-assam@nic.in>, "csguj" <csguj@gujarat.gov.in>, "Mr R D Dhiman" <cs-hp@nic.in>, "Sanjeev Kaushal, IAS" <cs@hry.nic.in>, "branchtrg" <branchtrg@gmail.com>, "Shri Sukhdev Singh" <cs-jharkhand@nic.in>, "cs" <cs@karnataka.gov.in>, "cheifsecy" <cheifsecy@kerala.gov.in>, "Iqbal Singh Bains" <cs@mp.nic.in>, "chiefsecy" <chiefsecy@maharashtra.gov.in>, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Suresh Chandra Mahapatra" <csori@nic.in>, "cs" <cs@punjab.gov.in>, "csraj" <csraj@rajasthan.gov.in>, "Mr S.C Gupta" <cs-skm@hub.nic.in>, "cs" <cs@tn.gov.in>, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP" <csup@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, "Shri H K Dwivedi" <cs-westbengal@nic.in>, "cs-andaman" <cs-andaman@nic.in>, "admn-chandigarh" <admn-chandigarh@nic.in>, "administrator-dd-dnh" <administrator-dd-dnh@nic.in>, "csdelhi" <csdelhi@nic.in>, "lk-admin" <lk-admin@nic.in>, "cson" <cs.pon@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "advisor-lg-ladakh" <advisor-lg-ladakh@gov.in>, "directordhti" <directordhti@caomod.nic.in>

Cc: "Manoj Kataria" <manoj.kataria14@nic.in>, "UMA MAGESH" <uma.magesh@nic.in>, "Vijay S" <vijays@cag.gov.in>

Date: Thu, 30 Apr 2026 16:52:38 +0530

Subject: 23rd Post Graduate Programme in Public Policy and Management (PGPPM) during 2026-27 at the Centre for Public Policy, Indian Institute of Management, Bangalore- Regarding.

===== Forwarded message =====

Respected Ma'am/Sir,

Kindly find the attachment on the subject mentioned above.

With Regards,

Mukesh Kumar,
ASO (LTDP),
Training Division,
DoPT, New Delhi 110067

1 Attachment(s)

Signed Circular of 23rd PGPP...

482.2 KB

No.T-13017/4/2026 -LTDP
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

3rd Floor Block-IV, Old JNU Campus,
New Mehrauli Road, New Delhi-110067,
Dated: 30th April, 2026

To

1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. All the Cadre Controlling Authorities
5. Directors General/Directors of Central & State Training Institutes

Sub: 23rd Post Graduate Programme in Public Policy and Management (PGPPM) during 2026-27 at the Centre for Public Policy, Indian Institute of Management, Bangalore—Regarding.

Sir/Madam,

The 23rd Post Graduate Programme in Public Policy and Management (PGPPM) is scheduled to commence at the Centre for Public Policy (CPP), Indian Institute of Management, Bangalore (IIMB) from **13 August 2026** for which reporting and registration at IIM-B campus will also be held on same day.

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). The PGPPM has been redesigned. The redesigned **PGPPM is a 14-month hybrid PG programme** offered by IIMB which is aimed at enhancing efficiency, leadership and management skills among policy makers and administrators.

3. 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 IIMB's website <https://www.iimb.ac.in/programmes/pgppm> and DoP&T, Training Division's website <https://trgdiv.dopt.gov.in/> → **Domestic Training Programmes** → **Long Term Domestic Programme** → **PGPPM at IIM Bangalore**.

4. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/ Departments/ State Governments etc. where they are currently working. This Policy Paper will have to be submitted by the officer to their

respective Ministries/ Departments/ State Governments etc. at the end of the programme. The Ministries/ Departments/ State Governments will also nominate a Nodal Officer of the rank of Joint Secretary or above to the Government of India for mentoring and guidance to the sponsored officer for developing the Policy document and co-ordinating with IIM-B in the matter.

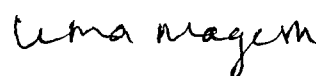
5. Nominations of suitable officers in the prescribed pro-forma may please be sent to this Department [Shri Manoj Kataria, Section Officer (LTDP), Room No. 403, Block-4, JNU Old Campus, New Mehrauli Road, New Delhi-110067; E-mail- manoj.kataria14@nic.in] through their Cadre Controlling Authorities so as to reach us on or before **15th June, 2026**. 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 interview by IIM-B. The Case writing and Interviews to be scheduled in **July 2026**. In order to save time, the officers are permitted to send an Advance Copy of their applications directly to this office & IIM-B. 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 the 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 Authorities as early as possible.

6. Further details with regard to this programme may be ascertained from Ms. Archana Srivastava, Assistant Manager, PGPPM Office, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 (Phone No. 080-26993326/3265, E-Mail: pgppmoffice@iimb.ac.in) and website of IIMB.

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

Encl: Terms and conditions

Yours faithfully,

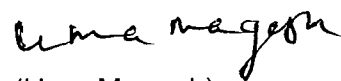


(Uma Magesh)

Under Secretary to the Government of India
Telephone: 011-26706382

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 (Police), 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, 10-A, SK Bose Road, Kolkatta
12. Deputy Director General (Training), Department of Telecom, Sanchar Bhavan, New Delhi
13. Director, IIMB, Bannerghatta Road, Bangalore-560076
14. Chairperson, PGPPM, Indian Institute of Management, Bannerghatta Road, Bangalore-560076. The Chairperson is requested to consider applications received on or before **15th June, 2026** based on their eligibility for calling the officers for the interview.
15. Additional Secretary & FA, Ministry of Home Affairs, North Block, New Delhi- 110 001
16. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's (<https://trgdiv.dopt.gov.in/>) website.



(Uma Magesh)

Under Secretary to the Government of India

**23rd Post Graduate Programme in Public Policy and Management 2026-27 at
Centre for Public Policy, Indian Institute of Management Bangalore**

The 23rd Post Graduate Programme in Public Policy and Management (PGPPM) at Centre for Public Policy, Indian Institute of Management Bangalore (IIMB) shall commence from 13th August, 2026. **PGPPM is a 14-month hybrid PG programme** offered by IIMB which is aimed at enhancing efficiency, leadership and management skills among policy makers and administrators. The PGPPM offers a foundational set of core courses as well as a wide range of electives. The central focus of the programme will be on public policy and management with an objective of connecting theory and concept with practice to enable understanding of the contours and interface of public policy and management.

The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/ Departments/ State Governments etc. where they are currently working. This Policy Paper will have to be submitted by the officer to their respective Ministries/ Departments/ State Governments etc. at the end of the programme. The Ministries/ Departments/ State Governments will also nominate a Nodal Officer of the rank of Joint Secretary or above to the Government of India for mentoring and guidance to the sponsored officer for developing the Policy document and co-ordinating with IIM-B in the 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:

Length of service	Officers should have completed 5 years of Group 'A' service as on commencement of the programme.
Age	The officers should have at least Five years remaining service after completion of the programme.
Earlier Training	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.

3. **Course Fees:**

(a) The Fee for the programme would be **Rs. 15.00 Lakh** (Rupees Fifteen Lakh Only) per participant inclusive of accommodation for 21 weeks on campus as required by the academic terms of the programme.

(b) **The entire Course Fee met by the concerned Cadre Controlling Authorities** [for example, DoP&T for IAS, Central Secretariat Service (CSS) and Central Secretariat Stenographers' Service (CSSS) Officers, MHA for IPS officers, MOEF for IFoS officers etc].

(c) The entire Programme fee [Rs. 15.00 Lakh (Rs. Fifteen Lakh Only)] need to be paid in full at the time of joining the programme or/and in any case within 30 days of commencement of programme.

(d) The Ministry/ Department/ State Government/Organization etc. where the officer is currently posted, will meet the cost of pay and travelling allowances etc. as per relevant rules.

4. **Course Structure**

The redesigned PGPPM is for a duration of 14 months (of which a total of 21 weeks shall be on campus), and on completion of 72 credits of academic work the programme participants shall be awarded the Degree of Master of Management Studies (Public Policy) by IIMB. The modules and indicative course content of redesigned PGPPM are given as under:

:

Term 1 – Foundations – 8 weeks (7 weeks online + 1 week on Campus):

Term 2 – Foundations – 8 weeks (7 weeks online + 1 week on Campus):

Term 3 – Policy Frameworks – 13 weeks (On Campus):

Term 4 – Policy Colloquia – 12 weeks (Online Electives- 11 weeks online + 1 week on Campus):

Term 5 – Policy Colloquia – 12 weeks (Online Electives- 11 weeks online + 1 week on Campus):

Term 6 – Policy Capstone – 4 weeks (On Campus):

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 period of training will be treated as on duty;
- (ii) 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 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.
- (iii) 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 could retain the residential accommodation for the full period of training at his place of posting provided the residence is required for *bona fide* use of members of his family. The accommodation facility will be provided at the institute campus and on sharing basis.
- (iv) 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.
- (v) 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 Group 'A' officers who are likely to stay with the CCA for some more time.
- (ii) Officers on deputation to Government of India under the Central Staffing Scheme must have completed at least two years of their tenure on central 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 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 IIMB's website <https://www.iimb.ac.in/programmes/pgppm> or DoP&T, Training Division's website <https://trgdiv.dopt.gov.in/> → **Domestic Training Programmes → Long Term Domestic Programme+ → PGPPM at IIM-Bangalore**. Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers (who are clear from vigilance angle) along with complete information in **Part- B** of the Application Pro-forma so as to reach us on or before **15th June, 2026**. Nominations received after the due date will not be considered.
- (iii) In order to save time, the officers are permitted to send an advance copy of the application to the Chairperson, PGPPM, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 as well as also to this Department.
- (iv) The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by IIMB. The interview dates, time and place will be intimated to the officers by IIMB. In order to save time, the officers are permitted to

send an advance copy of the application directly to this office. 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; 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 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.





भारतीय प्रबंध संस्थान बेंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE



APPLICATION FOR ADMISSION IN 23rd POST GRADUATE PROGRAMME IN PUBLIC POLICY & MANAGEMENT

Indian Institute of Management Bangalore

**Bannerghatta Road, Bilekahalli,
Bangalore- 560076 (Karnataka), India**

Phone No: 080-26993326/ 3265,

E-mail Id: admission@iimb.ac.in

Website: <http://www.iimb.ac.in/>

Government of India

**Department of Personnel & Training
Block- IV, 3rd Floor, Old JNU Campus,
New Mehrauli Road, New Delhi- 110067**

**Phone No: 011-26706310, Fax No: 011-
26106314, Website: <http://dopttrg.gov.in/>**

(Programme Commences on 13th August, 2026; Last date of receiving application is
15th June, 2026)

(For Govt sponsored candidates)

PART-A

1. PERSONAL DETAILS						Paste a recent passport sized photograph
Title (Mr./Ms/Dr.etc)						
Full name in Block letters (First name, Middle name, Surname)						
Father's full name						
Mother's full name						
Gender (Put ✓)	☐ Male ☐ Female	Date of birth	 DD MM Year			
Date of Superannuation	 DD MM Year	Age as on 13-8-2026	 MM Year			
Nationality		Religion				
Caste category (Put ✓)	☐ General ☐ OBC ☐ SC ☐ ST					
PwD	☐ Yes ☐ No					
Equivalent Rank in Govt. of India			Level in Pay Matrix as per 7 th CPC/ Grade Pay with Pay Band			
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 $\sqrt{}$)	Yes ☐	No ☐	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 [In Capital Letters] (Main and alternate)					

4. ACADEMIC RECORD

Sr. No	Examination/ Diploma/ Diploma passed	Name of the Board/University/ 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 training 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 Manoj Kataria, Section Officer (LTDP), Training Division, Department of Personnel and Training, Government of India, Room No- 403, 4th Floor, Block-4, Old JNU Campus, New Mehrauli Road, New Delhi-110067 [E-mail: manoj.kataria14@nic.in] as well as to Chairperson, PGPPM, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 (Karnataka).*
 - *Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoP&T (Training Division) latest by 15th June, 2026.*
 - *The application envelop should be superscripted as "Application for admission in 23rd PGPPM (2026 -27) at IIM, Bangalore".*
-

PART - B

(For the use of the Cadre Controlling Authority only)

Name of Applicant-_____

1. Is there any vigilance case pending or contemplated against the officer? (put √)	Yes ☐	No ☐

2. Is there any standing adverse entry against the officer? (put √)	Yes ☐	No ☐
If YES, please give details: 		

3. Is the applicant's overall ACR grading "Very Good"? (put √)	Yes ☐	No ☐

4. Whether cadre clearance has been obtained? (put √)	Yes ☐	No ☐
(For officers, who would be completing their deputation tenures prior to joining the PGPPM? In such cases, clearance of the State Government/Parent department has to be obtained) 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.

Name: _____

Designation: _____

Office address: _____

Telephone No. : _____

Fax No. : _____

E-mail Id: _____

Cadre Controlling Authority:

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

Place:

(Signature of the
Cadre Controlling Authority)

Date:

File No. _____

Office Seal (Compulsory)

Format of Bond to be executed by a Government Servant before proceeding for 23rd Post Graduate Programme in Public Policy and Management (PGPPM) of Indian Institute of Management Bangalore (IIMB) 2026-27

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 PGPPM training by IIMB 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 met by the govt./agency concerned, etc. being conducted by IIM Bangalore 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 PGPPM to be conducted by the Department of Personnel and Training (DoP&T), Government of India at IIM- Bangalore,

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 PGPPM 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 2026 .
Signed and delivered by _____ (Name and designation)

In the presence of _____ and _____

Witnessess: 1. _____

2. _____

ACCEPTED

On behalf of the President of India by the Cadre Controlling Authority
(Authorized Signatory)[Office Seal Compulsory]

Fwd: 11th One-year Advanced Management Programme in Public Policy (AMPPP) during 2026-27 at Indian School of Business, Hyderabad/Mohali - Regarding.

Shri Rajeev Verma <csdelhi@nic.in>

Tue, 28 Apr 2026 4:04:33 PM +0530

To "Sandeep Kumar"<secservices@nic.in>

===== Forwarded message =====

From: Mukesh Kumar <mukesh.kr07@gov.in>

To: "Dr. Sameer Sharma, IAS" <cs@ap.gov.in>, "Chief Secretary Bihar" <cs-bihar@nic.in>, "Chief Secretary Office" <csoffice.cg@gov.in>, "Puneet Kumar Goel IAS Chief Secretary" <cs-go@nic.in>, "Dharmendra" <cs-arunachal@nic.in>, "Jishnu Barua IAS" <cs-assam@nic.in>, "csguj" <csguj@gujarat.gov.in>, "Mr R D Dhiman" <cs-hp@nic.in>, "Sanjeev Kaushal, IAS" <cs@hry.nic.in>, "branchtrg" <branchtrg@gmail.com>, "Shri Sukhdev Singh" <cs-jharkhand@nic.in>, "cs" <cs@karnataka.gov.in>, "cheifsecy" <cheifsecy@kerala.gov.in>, "Iqbal Singh Bains" <cs@mp.nic.in>, "chiefsecy" <chiefsecy@maharashtra.gov.in>, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Suresh Chandra Mahapatra" <csori@nic.in>, "cs" <cs@punjab.gov.in>, "csraj" <csraj@rajasthan.gov.in>, "Mr S.C Gupta" <cs-skm@hub.nic.in>, "cs" <cs@tn.gov.in>, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP" <csup@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, "Shri H K Dwivedi" <cs-westbengal@nic.in>, "cs-andaman" <cs-andaman@nic.in>, "admn-chandigarh" <admn-chandigarh@nic.in>, "administrator-dd-dnh" <administrator-dd-dnh@nic.in>, "csdelhi" <csdelhi@nic.in>, "lk-admin" <lk-admin@nic.in>, "cspn" <cs.pon@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "advisor-lg-ladakh" <advisor-lg-ladakh@gov.in>, "directordhti" <directordhti@caomod.nic.in>

Cc: "Manoj Kataria" <manoj.kataria14@nic.in>, "UMA MAGESH" <uma.magesh@nic.in>, "Vijay S" <vijays@cag.gov.in>

Date: Tue, 28 Apr 2026 15:05:05 +0530

Subject: 11th One-year Advanced Management Programme in Public Policy (AMPPP) during 2026-27 at Indian School of Business, Hyderabad/Mohali - Regarding.

===== Forwarded message =====

Respected Ma'am/Sir,

Kindly find the attachment on the subject mentioned above.

With Regards,

Mukesh Kumar,
ASO (LTDP),
Training Division,
DoPT, New Delhi 110067

1 Attachment(s)

Signed Circular ISB 11th AMP...

517 KB

No.T-13017/4/2026 -LTDP
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

3rd Floor Block-IV, Old JNU Campus,
New Mehrauli Road, New Delhi-110067,
Dated: 27th April, 2026

To

1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. All the Cadre Controlling Authorities
5. Directors General/Directors of Central & State Training Institutes

Sub: 11th One-year Advanced Management Programme in Public Policy (AMPPP) during 2026-27 at Indian School of Business, Hyderabad/ Mohali– Regarding.

Sir/Madam,

It is hereby informed that one year 'Advanced Management Programme in Public Policy' (AMPPP) is being conducted by Indian School of Business (ISB), the 11th Batch of which is scheduled to commence from July 1, 2026. AMPPP is designed as a one-year hybrid programme and will be carried out at ISB's Mohali & Hyderabad campuses.

Course pedagogy:

2. Unlike the existing Long Term Domestic Programmes of this Department, which have full time components of institutional attachment, the AMPPP has advantage being that unlike other long term programmes, this programme is structured with minimal dislocation of officers from their work places, thereby allowing them to continue with their current assignment/posting during the duration of the course. The programme uses latest communication technology to bridge the distance and reduce the need for face-to-face classroom-based course delivery.

3. The programme structure is as under:

a. Duration: AMPPP is designed as a 1 year hybrid programme.

- **Core Policy Courses** – Evidence in Public Policy, Economics for Public Policy, Public Finance, Policy Design and Implementation, Policy Analysis and Decision Making, Ethics in Public Policy, Gender and Development, Monitoring and Evaluation of Policies.
- **Policy Skills** – Leadership for Policy Professionals, Reading and Writing Analytically, Data for Policy, Negotiations, Policy Communication.
- **India and the World** – Foreign Policy and Geopolitics, International Trade and Regulations.
- **Future of Policy** – Technology and Society, Climate Policy and Sustainability.
- **Economic Growth and Public Policy** – Behavioral Science, Financial Policy and Regulations in India, Digital Economy, Political Economy.
- **Social Development and Public Policy** – Rural Development, Urban Governance, Infrastructure Policy, Social Policy, Environmental Policy

b. Design elements:

- Inauguration
- In-person Residencies
- Live Virtual Sessions
- Asynchronous Content
- Guest Lectures
- Capstone Project
- Policy Walk
- Assessments
- Graduation

c. Typical term structure

- Duration of the programme is one year. The AMPPP course consists of 4 terms, and each term will have one residency.
- Term structure: 3 weeks of Pre-Residency Reading and Assignments + Residency (9 days) + 5 weeks of Post Residency course work.
- The programme is spread across 15 credits. Each full credit course is 20 hours of teaching (in-class, live virtual, and asynchronous) .
- Hybrid programme will have a combination of In-person classes, live virtual sessions and self-paced asynchronous content. 30-40% of the content will be online and a variable proportion is asynchronous. In particular, this applies to core policy courses and policy skills that need prior work before discussion in class. The asynchronous content will also be available on the I-GOT platform for government officials.
- Capstone Project: Each student will work on a capstone project leading to a white paper on a relevant topic or issue in Public Policy and can include media products to communicate policy insights effectively.
- Policy Walk: The students will be taken for a policy walk over three days in order to meet leaders in Public Policy Formulations, public intellectuals, leaders of industry and civil society, as well as elected representatives to understand the Public Policy environment in a real-world setting.
- There will be at least two guest lectures and a workshop in each residency. And a field trip during the programme to provide diverse perspective to Public Policy students. The workshop planned for 2026-27 include Project Management, Writing Case Studies, Stress Management & Emerging Technologies.
- ISB programmes emphasize high academic rigour and "no exception" policy. The participant must attempt all credits and obtain an overall passing grade for 14 out of 15 credits during the course.
- A participants missing out any component or a significant part thereof will have to complete the

programme with the next batch seeking a leave of absence after mandatorily attending the first term.

- The graduation ceremony will be held in the second half of the year after passing the course at the Hyderabad or Mohali Campuses of ISB.

d. Policy Paper: Officers will be required to submit a Policy Paper on a policy issue concerning the Ministry / Department where they are currently posted. The issue for this paper will have to be identified in consultation with the Ministries / Departments / State Governments / UTs etc. where they are currently working.

4. The programme is open to officers belonging to All India Services (Indian Administrative Service, Indian Police Service and Indian Forest Service), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and Central Training Institutes (CTIs) and also Officers of the State Civil Services (Group 'A') subject to the eligibility conditions as enclosed.

5. Details of the '**Terms and Conditions**' of the programme, application form and other documents are enclosed with this letter. Further details with regard to this programme may be ascertained from Mr Vikas Chawla, Manager, Advanced Management Programme in Public Policy, Mobile: +91 9889228354, e-mail: amppp@isb.edu or vikas_chawla@isb.edu and websites of Indian School of Business- Hyderabad/Mohali (ISB-H/M) <http://www.isb.edu/amppp> and DoP&T, Training Division's website <http://dopttrg.nic.in/Programmes/AMPPPatISB-H/M>.

→ →

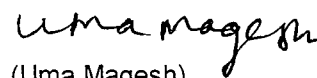
6. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/ Department/ State Government etc. where they are currently working. This Policy Paper will have to be submitted by the officer to their respective Ministries/ Departments/ State Governments etc. at the end of the programme. The Ministries/ Departments/ State Governments will also nominate a Nodal Officer of the rank of Joint Secretary or above to the Government of India for mentoring and guidance to the sponsored officer for developing the Policy document and co-ordinating with ISB- H/M in the matter.

7. Nominations of suitable officers in the prescribed pro-forma may please be sent to this Department through their Cadre Controlling Authorities so as to reach us on or before **May 31, 2026**. Nominations received after this date will not be considered. The nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be called for interview/discussion by ISB-H/M. The discussion will be on a virtual platform and the date and time will be intimated to the officers by ISB-H/M. In order to save time, the officers are permitted to send an 'Advance Copy' of their applications directly to this office and ISB-H/M [For ISB- through the link: <https://amppp.isb.edu/> on its website]. The officers will also be called for discussion based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by the Cadre Controlling Authorities along with Vigilance Clearance and approval of Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

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

Encl: Terms and conditions

Yours faithfully,



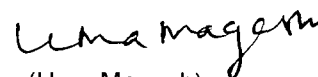
(Uma Magesh)

Under Secretary to the Government of India

Telephone: 011-26706310

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. Deputy Director General (Training), Department of Telecom, Sanchar 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, North Block, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, N.Delhi
13. Dr. Aarushi Jain, Policy Director, Advanced Management Programme in Public Policy, Bharati Institute of Public Policy, Indian School of Business (ISB), Gachibowli, ISB Road, Hyderabad - 500032 with request to consider applications received on or before May 31, 2026 .
14. Prof Saumya Sindhvani, Associate Dean-RCI-led Advanced Management Programmes, Indian School of Business, Hyderabad/ Mohali.
15. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's (<http://dopttrg.nic.in/>) webpage.



(Uma Magesh)

Under Secretary to the Government of India

Telephone: 011-26706310

11th One-year Advanced Management Programme in Public Policy at Indian School of Business - Hyderabad/ Mohali

11th One-year Advanced Management Programme in Public Policy at Indian School of Business (ISB) - Hyderabad/ Mohali will commence from July 1, 2026. Unlike the existing Long Term Domestic Programmes of this Department, which have full time components of institutional attachment, the AMPPP has been conceptualized as an officer friendly domestic training programme on public policy without any international component. The advantage being that unlike other long term programmes, this programme is structured with minimal dislocation of officers from their work places, thereby allowing them to continue with their current assignment/posting during the duration of the course. The course shall consist of four terms, to be delivered via a hybrid model with domestic residencies involving intensive classroom sessions, distance and e-learning module, online preparatory and follow up sessions. The programme uses latest communication technology to bridge the distance and reduce the need for face-to-face classroom-based course delivery.

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 currently working. This Policy Paper will have to be submitted by the officer to their respective Ministries/ Departments/ State Governments etc. at the end of the programme. The Ministries/ Department/ State Government will also nominate a Nodal Officer of the rank of Joint Secretary or above to the Government of India for mentoring and guidance to the sponsored officer for developing the Policy document and co-coordinating with ISB-H/M in the matter.

2. Eligibility:

The programme is open to officers of All India Services (IAS, IPS & IFoS), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and also officers of the State Civil Services (Group 'A') subject to the following eligibility conditions:

Length of service	Officers should have completed 5 years of Group 'A' service as on commencement of the programme.
Age	The officers shall not be more than 50 years on the date of commencement of the programme (53 years in case of officers belonging to SC/ST).
Earlier Training	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.

3. Course Fees:

(a) The course fee for the programme is **Rs. 13.86 Lakh** (Rs. Thirteen Lakh Eighty Six Thousand Only) + **Goods & Service Tax (GST)** as per applicable rates per participant. The fee is inclusive of classroom and online sessions, study material, boarding and lodging for the duration of residency. The nomination for the programme and payment of course fee shall be made by the Cadre Controlling Authorities [for example, DoP&T for IAS, Central Secretariat Service (CSS) and Central Secretariat Stenographers' Service (CSSS) Officers, MHA for IPS officers, MOEF for IFoS officers etc]. In case an officer is posted in an office outside his/her cadre establishment, the nomination may be done by that office in consultation with his/her Cadre Controlling Authority.

(b) The pay & allowances as well as cost of travel to and fro from the place of posting to the place of domestic residencies shall be payable by the office where the officer is posted during the currency of the training programme. A one-time grant of Rs.5000/- (Rupees Five Thousand Only) towards books/stationery shall also be paid to the selected officer by the office, where the officer is posted during the currency of the training programme.

(c) The Programme fee[Rs. 13.86 Lakh (Rs. Thirteen Lakh Eighty Six Thousand Only)] plus Goods & Service Tax(GST) as per applicable rates need to be paid in full at the time of joining the programme or/and in any case within 30 days of commencement of programme.

4. Programme structure

- a. Duration: AMPPP is designed as a 1 year hybrid programme.
- b. The programme encompasses the following baskets of learning:
 - **Core Policy Courses** - Evidence in Public Policy, Economics for Public Policy, Public Finance, Policy Design and Implementation(the last mile), Policy Analysis and Decision Making, Ethics in Public Policy, Gender and Development, Monitoring and Evaluation of Policies.
 - **Policy Skills** - Leadership for Policy Profession, Reading and Writing Analytically, Data for Policy, Negotiations, Policy Communication.
 - **India and the World** - Foreign Policy and Geopolitics, International Trade and Regulations.
 - **Future of Policy** -Technology and Society, Climate Policy and Sustainability.
 - **Economic Growth and Public Policy** -Behavioral Science, Financial Policy and Regulations in India, Digital Economy, Political Economy.
 - **Social Development and Public Policy** - Rural Development, Urban Governance, Infrastructure Policy, Social Policy, Environmental Policy

c. **Design elements:**

- Inauguration
- In-person Residencies
- Live Virtual Sessions
- Asynchronous Content
- Guest Lectures
- Capstone Project
- Policy Walk
- Assessments
- Graduation

d. **Typical term structure**

- Duration of the programme is one year. The AMPPP course consists of 4 terms, and each term will have one residency.
- Term structure: 3 weeks of Pre-Residency Reading and Assignments + Residency (9 days) + 5 weeks of Post Residency course work.
- The programme is spread across 15 credits. Each full credit course is 20 hours of teaching (in-class, live virtual, and asynchronous).
- Hybrid programme will have a combination of In-person classes, live virtual sessions and self-paced asynchronous content. 30-40% of the content will be online and a variable proportion is asynchronous. In particular, this applies to core policy courses and policy skills that need prior work before discussion in class. The asynchronous content will also be available on the I-GOT platform for government officials.
- Capstone Project: Each student will work on a capstone project leading to a white paper on a relevant topic or issue in Public Policy and can include media products to communicate policy insights effectively.
- Policy Walk: The students will be taken for a policy walk over three days in order to meet leaders in Public Policy Formulations, public intellectuals, leaders of industry and civil society, as well as elected representatives to understand the Public Policy environment in a real-worldsetting.
- There will be at least two guest lectures and a workshop in each residency. And a field trip during the programme to provide diverse perspective to Public Policy students. The workshop planned for 2026-27 include Project Management, Writing Case Studies, Stress Management &

Emerging Technologies.

- ISB programmes emphasize high academic rigour and "no exception" policy. The participant must attempt all credits and obtain an overall passing grade for 14 out of 15 credits during the course.
 - A participants missing out any component or a significant part thereof will have to complete the programme with the next batch seeking a leave of absence after mandatorily attending the first term.
 - The graduation ceremony will be held in the second half of the year after passing the course at the Hyderabad or Mohali Campuses of ISB.
- e. Policy Paper: Officers will be required to submit a Policy Paper on a policy issue concerning the Ministry / Department where they are currently posted. The issue for this paper will have to be identified in consultation with the Ministries / Departments / State Governments / UTs etc. where they are currently working.

5. Programme Schedule(Tentative)

Residency	Start Date	End Date	Module/Location
Digital Jumpstart Module	July 01, 2026	-	Online
Residency 1	August 12, 2026	August 23, 2026	Mohali
Residency 2	October 23, 2026	November 01, 2026	Hyderabad
Residency 3	February 05, 20	February 14, 2027	Mohali
Residency 4	May 07, 2027	May 16, 2027	Mohali
Policy Walk	March 11, 2027	March 13, 2027	Policy Walk

6. Hostel Facilities

ISB will provide rent-free furnished residential accommodation in the Institute to the participants and will arrange boarding facility, which is included in the course fee.

7. Conditions for officers admitted to the programme:

In case of officers, sponsored by the Government of India/State Governments for this programme, the entire period of absence from duty on account of residencies/travel will be treated as on duty under FR 9(6)(b)(i).

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

- (i) The Cadre Controlling Authority (CCA) should recommend names of only those Group 'A' officers who are likely to stay with the CCA for some more time.
- (ii) Officers on deputation to Government of India under the Central Staffing Scheme must have completed at least **two years** of their tenure on central 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 the Long Term Domestic 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.

9. **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 ISB's website <http://www.isb.edu/amppp> and DoP&T, Training Division's website <http://dopttrg.nic.in/Programmes> ~~AMPPP~~, ISB-H/M. Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers (who are clear from vigilance angle) along with complete information in **Part- B** of the Application Pro-forma so as to reach us on or before **May 31, 2026**.
- (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 Dr. Aarushi Jain, Policy Director, Advanced Management Programme in Public Policy, Bharati Institute of Public Policy, Indian School of Business (ISB), Gachibowli, Hyderabad-500032 through the link: <https://amppp.isb.edu/> on its website.
- (v) The nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be called for interview/discussion by ISB-H/M. The discussion will be on a virtual platform and the date and time will be intimated to the officers by ISB-H/M. In order to save time, the officers are permitted to send an **Advance Copy** of the application directly to this office. The officers will

also be called for discussion 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 and approval of the Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

10. **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 programme or failing to complete the programme, or quitting the service at any time within a period of FIVE (5) years after completing the programme, 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 programme i.e. all monies paid to him/her or expended on his/her account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses 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".



Indian School of Business, Hyderabad/ Mohali Phone No: + 91 40 2318 7516 / 2300 7041/42, E-mail Id: amppp@isb.edu, Website: http://www.isb.edu/amppp	Government of India Department of Personnel & Training Block- IV, 3rd Floor, Old JNU Campus, New Mehrauli Road, New Delhi- 110067 Phone No: 011-26706310, Fax No: 011-26106314, Website: http://dopttrg.gov.in/
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**APPLICATION FOR ADMISSION IN 11th ONE YEAR ADVANCED MANAGEMENT PROGRAMME IN
PUBLIC POLICY**

(Programme Commences on 1st July, 2026 ; Last date of receiving application is 31st May, 2026)

(For Govt sponsored candidates)

PART-A

1. PERSONAL DETAILS				Paste a recent passport sized photograph		
Title (Mr./Ms/Dr.)						
Full name in block letters (First name, Middle name, Surname)						
Father's full name						
Mother's full name						
Gender (Put ✓)	Male ☐	Female ☐	Date of birth			
	DD	MM	Year			
Date of Superannuation			Age as on 01-07-2026			
	DD	MM	Year	Year	Month	
Nationality				Religion		
Caste category (Put ✓)	General ☐	OBC ☐	SC ☐	ST ☐		
Equivalent Rank in Govt. of India			Level in Pay Matrix as per 7 th CPC/ Grade Pay with Pay Band			
2. MINISTRY/DEPARTMENT DETAILS						
Name of the Ministry/ Department						
Designation of Applicant						
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 ✓)	Yes ☐	No ☐	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/University/ 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)				
S. 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.
- Statement of Purpose: Why are you interested in pursuing this programme?
- 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 ManojKataria, Section Officer (LTDP), Training Division, Department of Personnel and Training, Government of India, Room No- 403, 4th Floor, Block-4, Old JNU Campus, New Delhi-110067[E-mail: manoj.kataria14@nic.in] as well as to Dr. Aarushi Jain, Policy Director, Advanced Management Programme in Public Policy, Bharati Institute of Public Policy, Indian School of Business(ISB), Gachibowli, Hyderabad-500032.
- Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT (Training Division) latest by May 31, 2026.
- The application envelop should be superscripted as "Application for admission in 11th AMPPP at ISB-Hyderabad/Mohali".

PART - B
(For the use of the Cadre Controlling Authority only)

Name of Applicant: _____

1. Is there any vigilance case pending or contemplated against the officer? (put ✓)	Yes <input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" type="checkbox"/>
_____ _____		

2. Is there any standing adverse entry against the officer? (put ✓)	Yes <input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" type="checkbox"/>
If YES, please give details:		
_____ _____		

3. Is the applicant's overall ACR grading "Very Good"? (put ✓)	Yes <input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" type="checkbox"/>
_____ _____		

4. Whether cadre clearance has been obtained? (put ✓)	Yes <input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" type="checkbox"/>
(For officers, who would be completing their deputation tenures prior to joining the AMPPP? In such cases, clearance of the State Government/Parent department has to be obtained)		
Has the candidate been offered a central deputation also?	Yes <input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" type="checkbox"/>
If selected, will the candidate be released for the Programme?	Yes <input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" 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 (Ministry/Department)			
Contact Person			
Designation			
Address			
		PIN	
Telephone No.			
Fax No.			
E-mail ID			

Place: _____ (Signature of the

Date: _____ Cadre Controlling Authority)

File No. _____

Office Seal (Compulsory)

Format of Bond to be executed by a Government Servant before proceeding for 11th Advanced Management programme in Public Policy (AMPPP) of Indian School of Business- Hyderabad/ Mohali (ISB-H/M)

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 AMPPP programme by ISB-H/M 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 met by the govt./agency concerned, etc. being conducted by ISB- H/M 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 AMPPPprogramme by ISB- H/M.

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 AMPPPprogramme, OR failing to complete the programme, OR quitting the service at any time within a period of FIVE (5)years or before superannuation, whichever 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 2026 .

Signed and delivered by _____ (Name and Designation)

In the presence of _____ and _____

Witnessess: 1. _____

2. _____

ACCEPTED

On behalf of the President of India by the Cadre Controlling Authority
(Authorized Signatory)[Office Seal Compulsory]