

No. 54-9/2024/DSSC-Trg
Government of India
Department of Telecommunications
220, Mahanagar Doorsanchar Bhawan, JLN Marg, New Delhi
(Capacity Building & Training Division)

Dated: 03-04-2024

Office Memorandum

Subject: Inviting nominations for 80th Staff course for Civilian Officers at Defence Services Staff College (DSSC), Wellington (Tamil Nadu) scheduled to commence from 3rd June 2024 to 12th April 2025- reg.

Ministry of Defence, vide I.D. No. 02/11/2019/D(GS.II)/DMA dated 19th March, 2024 (copy attached), has invited the nominations of the eligible officers for the 80th staff course for Civilian Officers at Defence Service Staff College (DSSC), Wellington (Tamil Nadu) scheduled from 3rd June 2024 to 12th April 2025 (45 Weeks). Prior to this, officers if selected, shall undergo 2 weeks orientation course from 20th May, 2024 to 1st June, 2024. The course duration is 47 weeks. The details of the course are available at **Annex-I**.

2 . The willing and eligible officers may send their applications in the prescribed proforma, complete in all respect, through proper channel, to the undersigned so as to reach on or before **12th April, 2024, along with** following documents:

- i. Duly filled Application (**Annex-II**), countersigned and verified by Service Book custodian.
- ii. **Annexure-III** (to be completed by the sponsoring authority)
- iii. Copy of IPR filled as on 31.01.2024 (in pdf format).
- iv. Stay Particulars/ Posting Details as on date, (in addition to the information filled in Application) as per **Annex-IV**.
- v. Training details (Domestic/International), (in addition to the information filled in Application) as per **Annex-V**.
- vi. An undertaking regarding training as per **Annex-VI**.
- vii. Copies of last 5 Years APARs along with self attested summary sheet of last 5 years' APAR.
- viii. **One scanned copy of duly filled application** as per 2.(i) along with all requisite documents (as per 2.(i) to 2.(vi)) should be sent to the undersigned at dirtrg-dot@nic.in with cc to adg.trg-dot@gov.in .

3. It is also mentioned here that officers so nominated for above training programme will be governed/will be abide by SOPs, attached as **Annexure-VII**.

4. It is reiterated that no nomination shall be forwarded to DSSC / MoD directly. Application received after the last date may not be considered

Signed by Sanjeev Kumar

Balyan
Sanjeev Kumar Balyan)

Date: 03-04-2024 17:24:48
Director (Training-1)

Tel.23210291(O)

All concerned officers - through e-office Notice Board.

DDG (C2A) / DDG (T&F)

Ministry of Defence
Department of Military Affairs
D (GS.II)

Sub:- Nomination of Civilian Officers for the 80th Staff Course at Defence Services Staff College, Wellington – reg.

The 80th Staff Course at Defence Services Staff College (DSSC), Wellington (Tamil Nadu) is scheduled to commence from 03rd June, 2024 to 12th April, 2025. Four (04) slots in DSSC Staff Course are earmarked for civilian officers of various Ministries/Departments of Government of India.

2. The staff course at DSSC, Wellington lays stress of issues relating to Inter-services cooperation and planning and to enhance the knowledge of the participants on various aspects of national security. The course also provides an opportunity for building functional rapport and understanding between the civilian and armed forces officers. Joint Forward Area Tour (JFAT) and Industrial Demonstration Tour (IDT) for the student officers provide a unique opportunity to gain first-hand knowledge and experience from the best practices being followed in both civil and defence establishments.

3. The 80th DSSC Staff Course is scheduled to commence from 03.06.2024 and will continue up to 12.04.2025. Prior to that, the selected officers will be required to undergo an Orientation Course of two (02) weeks from 20.05.2024 to 01.06.2024. Only those officers who, if selected, can be assuredly released from May, 2024 till April 2025, should be sponsored.

4. Qualification requirements for selection of civilian officers to the DSSC Staff Course are as under:-

- (a) The Officer should be from Group "A", Central Civil Services.
- (b) Upper age limit should not be more than 50 years as on last date of receipt of nominations.
- (c) Officer should be clear from vigilance and disciplinary angle.
- (d) Officer should have excellent track record of past performance.

5. The details of course fees to be borne by the sponsoring organization are as follows:

- (i) Training Charges per week: Rs. 7,975/-
- (ii) Rent and allied charges per week: Rs. 600/-
- (iii) The Training Charges are to be paid by demand draft in favor of CDA, Chennai payable at Chennai and the Rent & Allied Charges are to be paid by demand draft in favor of Commandant, DSSC, Wellington, payable at Chennai.

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6. It is requested that nominations of willing and eligible officers with Annexure-II & III duly completed and Annual Performance Appraisal Reports (photocopies of APARs duly attested by an Officer not below the level of Under Secretary) of last five (05) years may be sent to Deputy Secretary (Training), Department of Military Affairs, Ministry of Defence, Room no. 8 Basement, Near gate no 11, South Block, New Delhi -110011 and Email- manoj.rao@nic.in, so as to reach **on or before 05th April, 2024**. Nominations received after the last date may not be considered.

7. It may be noted that the mere nomination of the officer may not be treated as selection by their Administrative Authority. As the selection of the Officers are to be finalized by the competent authority in this Department.


(Manoj Kumar Rai)

Deputy Secretary to the Government of India

Email: manoj.rao@nic.in

Tele: 2301 3381

To

As per list

MoD I. D. No. 02/11/2019/D(GS.II)/DMA

Dated 19th March, 2024.

Copy to:

1. JS (Estt), MoD – With the request to publish this circular on the website of the Ministry of Defence. It may also be posted under **“What’s new”** to get prompt attention.
2. Director (Jt. Training), HQ IDS, Ministry of Defence.
3. Commandant, DSSC, Wellington, Pin -900458, C/o 56APO.

Particulars of the civilian officers recommended by the Ministry/Department for selection to the 80th Staff Course commencing in June, 2024 at Defence Services Staff College, Wellington (Tamil Nadu).

1. Name of the Officer :
2. Date of Birth :
3. Service to which he/she belongs and date of entry into service :
4. Pay Scale/present pay :
5. Present post held (Full particulars and date from which post held) :
6. Educational Qualification :
7. Address
Official :
- Residential :
8. Particulars of post held :
9. Training course attended
(a) In India :
(b) Abroad :
10. Any other relevant information :

Signature.....
 Name & Address.....

 Tele No.....
 Email Address.....
 Fax No.,.....

To be completed by the sponsoring authority

It is certified that the particulars given by the Officer in Annexure-II are correct as per official records.

Participation in the training course is recommended/not recommended. If selected, the officer will not be withdrawn from the course. Necessary fees will be paid by this organization.

Photocopy of CR Dossier of the officer for the last 5 years duly attested are enclosed. These may be returned by name to

Name & Designation of the
Sponsoring Authority

.....
.....
.....

→ Tele No.....
Fax No.....
Email Address.....

Annexure-IV

To

The Director (Training-II)
 220, Mahanagar Doorsanchar Bhawan
 Old Minto Road, JLN Marg,
 New Delhi-110002

Subject: : 80th Staff course for Civilian Officers at Defence Services Staff College (DSSC), Wellington (Tamil Nadu) scheduled to commence from 3rd June 2024 to 12th April 2025- Calling Nominations for.

Ref: Ministry of Defence, vide I.D. No. 02/11/2019/D(GS.II)/DMA dated 19th March, 2024

Undertaking

With reference to above referred letter from MoD for the course as mentioned in the subject, it is certified that I,, staff no.presently working as(designation) in..... (organization) meet the eligibility conditions as per the terms and conditions of the referred letter.

I hereby confirm that I have not 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, I have not undergone a programme of training abroad for more than 2-weeks in preceding 2-years or more than one month in preceding 3-years or more than six months in the preceding 5-years.

The application for Central Staffing Scheme is not pending / accepted by EO, Department of Personnel and Training as on date for the financial year 2024-25.

Dated:

Signature
 Name:
 Stamp

Annexure-VII

SOP for Long Term Training Programme

To make Training and Capacity Building activities more outcome oriented, suitable utilization of the officers in the department, who have participated in the Long Term Training Programmes, and to incorporate suitable feedback mechanism, the following guidelines has to be followed by participants of the Long term training programme (more than 6 months duration) and their office:

- (i) The participants will be nominated on the basis of justification of head of recommending authority that the training is essentially required to fulfil the competency gap of the officer as per the ACBP.
- (ii) The participants have to select the "Project topic" (wherever applicable) from the Information and Communication Technology/Communication Finance domain or from, Emerging Telecom technologies /technologies such as Block Chain, Quantum, AI etc.
- (iii) During the training period the officer should select one mentor who normally should be senior at the place/job where the officer is likely to be posted after the training. The trainee officer should inform about the progress made during the training and take guidance from the mentor.
- (iv) After completion of the training programme, participants will be required to provide training feedback evaluated by course coordinator of institute along with the certificates issued by the Institute (this will be mentioned in OM issued for nomination).
- (v) Consequent upon completion of the training, a presentation session for senior officers and other interested officers in Hybrid i.e. Online + Physical mode, will be conducted in which the participant shall have to present the overall learning experience along with key takeaways of the training and policy interventions/ suggestions for improvement of the organisational capacity building. The mentor should be present during the presentation.
- (vi) Key learnings and policy interventions suggested by the officer will be widely publicized through various means.
- (vii) A committee comprising of following officers will assess the improvement in the competency level of the trainee (Annexure-I):
 1. Head of Unit/office.
 2. Controlling officer of the participant.
 3. Any SAG/JAG level officer nominated by Head of Unit (preferably the one who is engaged with the participant to deal the official matters)
- (viii) The details of the trainees along with assessment records will be made available to the concerned personal section/Staff section for best utilization of the trainee officers as per the requirement.
- (ix) For better utilization of training experience of officers/officials, after attaining the training, officers/officials should not be nominated/recommended for deputation to other departments for at least three years.
- (x) The effectiveness of the training provided shall invariably be evaluated by the reporting officer, while evaluating their APAR.

Annexure-I**Proforma to evaluate the Training Effectiveness**

	Name of the Officer/Official who attended the training							
	Officer/Official Details		Staff No.		Designation		Level	
	Name of the Training Institute							
	Subject of Training							
	Date of Training							
	Venue							
	Objective of the Training							
	Scale for Measure of Effectiveness							
			0	1	2	3	4	5
Sl. No.	Criteria for effectiveness	Assessment mechanism	Very Poor	Poor	Average	Satisfactory	Very Good	Best
1	Improvement in the level of domain or relevant knowledge	Assessment by interviewing						
2	Improvement in outcome of the work done post training	Assessment by quality of work done post training						
3	Improvement in quality of the work done post training							
4	Improvement in the motivation level and dedication towards work	Improvement in the attitude towards work						
5	Change in the attitude, behaviour, and leadership qualities	Where ever Applicable, in behavioural improvement training						
	Overall Effectiveness		Average of the numerical grade out of 5					
	Suggestion/remarks , if any							
	Training was adequate	YES / NO (please attach separate sheet for writing about the training, its effectiveness, and changes required) Feedback of the mentor should also be incorporated.	Officer needs to be retrained to the same post	YES / NO				

Date:
(Signature)

(Name of the Assessment Committee member, Stamp)