

**MINISTRY OF DEFENCE**  
**(Office of the JS(Trg) & CAO)**

Sub: 41<sup>st</sup> Advanced Professional Programme in Public Administration (APPPA) from 1<sup>st</sup> July, 2015 to 29<sup>th</sup> April, 2016.

1. Department of Personnel and Training (DOP&T) has asked for nominations for 41<sup>st</sup> Advanced Professional Programme in Public Administration (APPPA) at Indian Institute of Public Administration. (IIPA), New Delhi from 01<sup>st</sup> July, 2015 to 29<sup>th</sup> April, 2016.

2. **ELIGIBILITY CONDITIONS:** The course is open to Officers of All India Services, Central Services (organised and non-organised, technical and non-technical) and State Services, subject to the following eligibility conditions:-

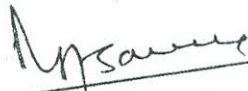
(a) **Length of Service:** The officer should have put in at least 10 years of Group 'A' (Class-I) service and should be of the rank of Director/Deputy Secretary in the Government of India or holding and equivalent post.

(b) **Age:** The officer should not be more than 50 years of age on 01.07.2015 (53 years in case of officers belonging to Scheduled Caste and Scheduled Tribes).


(c) **Earlier Training:** The officer should not have undergone a training programme of 12 weeks or more duration in India during a period of 5 years preceding the date of commencement of this program. Further the officer should not have undergone a programme of training abroad of more than 2 weeks in preceding 2 years, more than one month in the preceding 3 years or more than 6 months in preceding 5 years.

3. **APPLICATION FOR THE COURSE:** Officers of AFHQ Civil Service of the rank of Joint Director/Director not more than 50 year of age on 01.07.2014 and willing to attend the APPPA course are requested to send their applications duly recommended by their controlling officer in duplicate, to this office by **10<sup>th</sup> April, 2015** positively for consideration. Applications which are incomplete or received after due date will not be entertained.


4. It may please be noted that selection of the nominee will be done by DOP&T as per the prescribed eligibility criteria.

  
**(Rajesh Saxena)**  
Dir, DHTI  
Tel. 23792441

As per standard distribution list.

MoD, JS(T) & CAO, I.D.No. A/26001/12/CAO/Trg dt.  Mar, 2015

Copy to :-

 **DD (CAO/EDP)** : With request to put this circular on the Website of Office of JS (Trg) & CAO.

**Application Form (PART A, to be filled by the applicant)**

Name		Service/Cadre		Allotment Year	
Present Designation					
Official Address					
Mobile		Email			
Eligibility (Age): maximum 50 (53 in case of SC/ST) as on 1/7/15					
Date of Birth	dd/mm/yy	Age as on 1/7/15	Years	Belong to SC/ST	Yes/No
Eligibility (Length of Service in Group 'A'): minimum 10 years as on 1/7/15					
Date of Joining Group A	dd/mm/yy	Years in Group A as on 1/7/15	Years		
Pay Band		Basic pay		Grade pay	
Eligibility (Previous Training attended, in India and abroad, of 2 weeks or more duration in last 5 years)					
Program Name, Institution, Place				Date attended From & To	
Deputation Details (Please fill information below only if you are presently on deputation to GOI)					
Date: start of Deputation		Date: completion of Deputation			
Please write max 150 words on why do you want to attend this programme?					
If selected, would you require hostel accommodation in the IIPA?				YES / NO	
Date:	Place:	Signature of applicant:			

**PART B, to be filled by the Sponsoring authority**

Reasons for nominating the officer for this program?	
How will the training be useful for the organization?	
After completion of training what kind of work do you intend to assign to the officer?	

- ✓ It is certified that the cadre clearance in respect of the Applicant has been obtained. A copy is enclosed.
- ✓ It is certified that the officer is clear from the vigilance angle.
- ✓ It is certified that the officer has not been nominated for Central Deputation under Central Staffing Scheme. (Applicable in the case of officers working in their cadres)
- ✓ It is certified that the details filled by the applicant in Part –A of the form are correct as per records.

(Signature, Name &amp; Designation of Sponsoring Authority)