No. T-13017/3/2021-LTDP
Government of India
Ministry of Personnel, Public Grievance & Pensions
Department of Personnel and Training
(Training Division)

310, Block-4, Old JNU Campus,
New Mehrauli Road, New Delhi- 110067
Dated: March 08, 2021

To

1. The Secretaries of all the Ministries/Departments to Govt. of India
2. Chief Secretaries/Administrators to all the State Governments/ Union Territories

Sub: Nomination for MBA Degree Programme in Digital Governance & Management at IIM-Visakhapatnam. - Commencing from March 2021.

Madam/Sir,

The undersigned is directed to enclose herewith M/o Electronics & Information Technology (Meity) D.O. letter no. NeGD/CB//01-01-2019 (Part-1) dated 12.02.2021 regarding Nomination for MBA Degree Programme in Digital Governance & Management at IIM-Visakhapatnam and to request you to recommend the name of suitable officers from IAS/CSS/CSSS Cadres working under your administrative control for the said programme. All the particulars of the course including the eligibility conditions and the course fee to be borne by the National e-Governance Division, Meity, under Capacity Building scheme, are mentioned in the 'Term & Conditions' (Enclosed).

Vision & details of the programme

2.1 Digital India is a flagship program catalysing the transformation of the country as a digitally-empowered society and knowledge-economy. It is promoting e-Governance for citizen-empowerment, social progress, inclusive growth and ease of doing business for economic advancement.

2.2 As envisaged under Mission Karmayogi, it has been the endeavour of Meity to build adequate & relevant capacities to conceptualize, lead, & implement Digital Initiatives is widely recognized at all levels. Frontier technologies, evolving business models, dynamic policy & regulatory framework and increasing cyber security related concerns have further pronounced the need to have a competent team within government to ensure achieving intended outcomes of the technology interventions.

2.3. Meity in partnership with Indian Institute of Management- Visakhapatnam ({IIM-V) has conceptualised a Master of Business Administration (MBA) Degree programme in Digital Governance & Management. The Program is of 18-months duration spread over 4 terms of 4.5 months each, blended with a judicious combination of traditional and virtual class-room modes learning, as well as an 'International immersion' of about 2 weeks at an international school. The participants are

required to carry out a Capstone Project of practical importance with potential for implementation in the Digital Governance space, identified in consultation with and endorsed by their respective nominating authorities. The total off duty duration distributed to the 4 terms is 15 weeks, thereby allowing the officers to continue with their assigned work for the remaining duration. This MBA programme is seen as a useful catalyst in further supplementing the nation-wide Capacity Building for Digital India programme, both in the Public and Private sector.

2.4. The programme is considered to be suitable for senior officers who are responsible to design and implement the Digital Governance initiative in the Government. The prescribed programme fee for selected officers is sponsored by the National e-Governance Division, Meity, under Capacity Building scheme.

Program & its Commencement

2.5. The Post Graduate Program in Digital Governance and Management (PGPDGM) leading to the award of Master of Business Administration Degree is scheduled to commence at the Indian Institute of Management- Visakhapatnam (IIMV) from March 2021, for which, reporting and registration at IIMV campus will also be held on the same day.

Target Audience

2.6. The Program is meant for officers of All India Services, Central Services-organized & non-organized, technical & non-technical, faculty members of State Administrative Training Institutes, and, for officers of the State Civil Services (SCS) & Non-State Civil Services (Non- SCS)

- Central and State Government Officers with minimum 5 Years of experience in Group 'A'.
- Upper age - 45 years
- Minimum 15 years of residual service

Program Objective

2.7. The customized Program is designed with a view to enhancing the digital capacities in participants. It is envisaged that graduates from the Program would catalyse the footprint and impact of Digital India growing more pervasive and profound, thereby contributing to quantitative and qualitative transformation in the delivery of services to end-users.

Highlights of the Program

2.8. The Program is of 18-months duration spread over 4 terms of 4.5 months each. It is a blended learning model with a judicious combination of traditional and virtual class-room modes. The total off-duty duration distributed to the 4 terms is 15 weeks and for remaining 57 weeks the officer can continue to be on duty. The details of schedule are as given below:

Term	Description	Duration
Term-1 (18 weeks)	On campus Orientation	0.5 week
	On campus Learning	2.5 weeks
	Off campus: Online Learning	14 weeks
	Assessment: On campus	1 week
Term-2 (18 weeks)	On campus Learning	2 weeks
	Field Visits: Off Campus	1 week
	Off campus: Online Learning	14 weeks
	Assessment: On campus	1 week
Term-3 (18 weeks)	On-campus Learning	2 weeks
	Off-campus: Online Learning	15 weeks
	Assessment: On-campus	1 week
Term-4 (18 weeks)	On-campus briefing & project-guidance	1 week
	Off-campus: International Immersion	2 weeks
	Off-campus: Mentor-guided Project-work	14 weeks
	Final Assessment: On-Campus	1 week
Summary	On-campus Duration (5 visits)	12 weeks
	Field Visits/International Immersion	03 weeks
	Off-campus Duration (at respective places)	57 weeks
	Total	72 weeks

The Program is designed for an immersive and active learning experience for participants. All nominated Officers will be required to carry out a Capstone Project of practical importance and with potential for implementation in the Digital Governance & Management space, identified in consultation with and endorsed by their respective ministries/departments/organizations. The Project Report will have to be submitted by the officers, to their respective employers towards the end of the fourth term viz. conclusion of the Program. A Nodal Officer, as may be identified by the respective ministries/departments/organizations, of suitable domain expertise, experience and seniority is required to mentor and guide the nominated officer, in coordination with IIMV, in developing the Project and carrying it out successfully. The selected officers will be required to complete the "Domestic component' as well as the 'International component' of about 2 weeks at an international school.

Program Fees

2.9. The all-inclusive Program Fee is Rs. 16,50,000/- (Rs. Sixteen Lakh Fifty Thousand Only) per participant (exclusive of GST, if any applicable) including the international immersion programme of 2 weeks. The programme fee for selected officers is sponsored by the National e-Governance Division, Meity, under Capacity Building scheme. The other expenses & claims of the participating officers are to be borne by the respective nominating Ministries/Departments/Organizations themselves, where the officer is currently posted.

3. It is requested that nomination of the willing and eligible IAS/CSS/CSSS officers along with Vigilance Clearance, Standing adverse entry, overall ACR (APAR) Grading, Cadre Clearance etc. may be sent directly to Prof. Neena Pandey, Programme Chair (PGPDGM), Indian Institute of Management Visakhapatnam, AU Campus, Visakhapatnam-530003 (mail ID: pgpdgmchair@iimv.ac.in); under intimation to this Department. The last date for the programme is likely to be extended by M/o Electronics & Information Technology (Meity) i.e. up to **March 15, 2021**.

Encl: Terms & Conditions

Yours faithfully,

(Biswajit Banerjee)
Under Secretary to the Govt. of India
Telephone: 011-26194167

Copy to:

i) Office of Establishment Officer, Department of Personnel & Training, North Block, New Delhi.

ii) Director (CSS), CS Division, Department of Personnel & Training, Lok Nayak Bhawan, Khan Market, New Delhi.

iii) Deputy Secretary (CSSS), CS Division, Department of Personnel & Training, Lok Nayak Bhawan, Khan Market, New Delhi.

iv) Technical Director (NIC), JNU (Old Campus), New Delhi with the request that the circular may be posted on the DoPT's website under heading 'What's New'.

v) Shri Vinay Thakur, COO, NeGD, Meity, Electronics Niketan, 6 CGO Complex, New Delhi - 110003

Master of Business Administration Program in Digital Governance and Management (2020-22 Batch) at the Indian Institute of Management Visakhapatnam (under the aegis of NeGD/MeitY, GOI)

General Terms & Conditions

(1) Program & Its Commencement

The Post Graduate Program in Digital Governance and Management (PGPDGM) leading to the award of Master of Business Administration Degree is scheduled to commence at the Indian Institute of Management Visakhapatnam (IIMV) from *March 2021*, for which, reporting and registration at IIMV campus will also be held on the same day.

(2) Target Audience

The Program is meant for officers of All India Services, Central Services-organized & non-organized, technical & non-technical, faculty members of State Administrative Training Institutes, and, for officers of the State Civil Services (SCS) & Non-State Civil Services (Non- SCS)

- Central and State Government Officers with minimum 5 Years of experience in Group 'A' or 'B' services.
- Upper age - 45 years
- Minimum 15 years of residual service

(3) Program Objective

The customized Program is designed with a view to enhancing the digital capacities in participants. It is envisaged that graduates from the Program would catalyse the footprint and impact of Digital India growing more pervasive and profound, thereby contributing to quantitative and qualitative transformation in the delivery of services to end-users.

(4) Highlights of the Program

The Program is of 18-months duration spread over 4 terms of 4.5 months each. It is a blended learning model with a judicious combination of traditional and virtual class-room modes. The total off-duty duration distributed to the 4 terms is 15 weeks and for remaining 57 weeks the officer can continue to be on duty. The details of schedule is as given below:

Term	Description	Duration
Term-1: (18 weeks)	On-campus Orientation	0.5 week
	On-campus Learning	2.5 weeks
	Off-campus: Online Learning	14 weeks
	Assessment: On-campus	1 week
Term-2: (18 weeks)	On-campus Learning	2 weeks
	Field Visits: Off-Campus	1 week
	Off-campus: Online Learning	14 weeks
	Assessment: On-campus	1 week

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Term-3: (18 weeks)	On-campus Learning	2 weeks
	Off-campus: Online Learning	15 weeks
	Assessment: On-campus	1 week
Term-4: (18 weeks)	On-campus briefing & project-guidance	1 week
	Off-campus: International Immersion	2 weeks
	Off-campus: Mentor-guided Project-work	14 weeks
	Final Assessment: On-Campus	1 week
Summary	**On-campus Duration (5 visits)**	**12 weeks**
	Field Visits/International Immersion	**03 weeks**
	Off-campus Duration (at respective places)	**57 weeks**
	Total	**72 weeks**

The Program is designed for an immersive and active learning experience for participants. All nominated Officers will be required to carry out a Capstone Project of practical importance and with potential for implementation in the Digital Governance & Management space, identified in consultation with and endorsed by their respective ministries/departments/organizations. The Project Report will have to be submitted by the officers, to their respective employers towards the end of the fourth term viz. conclusion of the Program. A Nodal Officer, as may be identified by the respective ministries/departments/organizations, of suitable domain expertise, experience and seniority is required to mentor and guide the nominated officer, in coordination with IIMV, in developing the Project and carrying it out successfully.

The selected officers will be required to complete the "Domestic component' as well as the 'International component' of about 2 weeks at an international school. Details of the 'Academic Terms and Conditions' of the Program, Application Form and other documents can be referred on the website of IIMV (www.iimv.ac.in).

(5) **A. Program Fees**

The all-inclusive Program Fee is Rs.16,50,000/- (Rupees Sixteen Lakhs Fifty Thousand only) per participant (exclusive of GST, if any applicable) including the international immersion programme of 2 weeks.

B. Other Expenses

The exclusions from this Fee are:

(a) To & fro domestic travel costs of participants for attending classes at IIMV as per the schedule prescribed by the Institute

(b) Per-diems and Insurance of participants whether in India and abroad (during the Program)

The above Program Fees, as given in 5(A) for the eligible selected officers of Central and State Government/s as duly recommended by respective cadre control authority, will be sponsored by National e-Governance Division, Ministry of Electronics and Information

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Technology (GoI). The "Other Expenses" as defined above are to be borne by the respective nominating ministries/departments/organizations themselves, where the officer is currently posted.

(6) **Pay & Allowances**

The nominating ministry/department/organization etc. where the officer is currently posted, will meet the cost of: (a) pay and allowances during the training period; (b) travel from place of posting to Visakhapatnam and back; (c) travel, board and lodging (as per his/her eligibility) towards field visits (if any) of the participant for collection of data/information for the Capstone Project; (d) travel to Visakhapatnam for presentation of the Project at the end of the Program; and, (e) Per-diem allowances during domestic travel and international immersion (as per eligibility); and, such other allowances/expenditure as may be permissible to the officer.

(7) **Accommodation**

During the residential component of the Program in IIM Visakhapatnam and while abroad on International Immersion, IIMV will provide suitable single-occupancy accommodation to the participants. During the residential component (domestic), accommodation is provided to only those officers who are not posted at Visakhapatnam. Further, such officers are required to make their own arrangements for to & fro commute to the Program venue.

(8) **Conditions for Officers admitted to the Program**

In case of officers sponsored by the Government of India/State Governments for this Program:

i. The period of absence from work (as per the schedule prescribed by IIMV) is to be treated as on duty under FR 9(6)(b)(i).

ii. Nominating Authorities may recommend names of only those officers who are likely to stay with their ministries/departments/organizations for the entire duration of the Program and are responsible to lead/ implement Digital Governance projects in their respective area of operations.

iii. Concurrence of State Governments, wherever necessary, would have to be obtained by the Competent Authority before forwarding the nominations.

(9) **Bond to be executed by the Officers**

Before joining the Program, 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 Program; or failing to complete the Program, 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 this course 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 program fee, travelling and other expenses, cost of international travel and cost of training abroad met by the Government/agency concerned, together with interest thereon, from the date of demand,

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at Government rates for the time being in force on Government loans with the nominating/ cadre controlling authority, as the case may be.

(10) **Application Process**

Nominations of suitable officers (who are clear from vigilance angle) along with complete information in the prescribed pro-forma are to be sent through proper-channel to reach IIMV on or before ***1st March 2021***. Nominations received after this date will not be considered.

Nominations received in time would be scrutinized and officers fulfilling the conditions of eligibility will be invited for the selection process by IIMV, under intimation to NeGD/MeitY, GoI. The selection process will take place at Visakhapatnam only, the date and time for which will be communicated to the short-listed candidates by IIMV.

In order to save time, officers may send an Advance Copy of their applications to IIMV. The officers will also be called for the selection process based on their advance applications. However, final selection will be subject to receipt of the candidate's formal application, duly recommended by the competent authority, along with Vigilance Clearance. Therefore, it is in the interest of the officers to get their applications routed through proper channel, as early as possible.

The costs of travel, board and lodging of applicants for attending the selection process may be borne by the individual officers and reimbursement thereof claimed as per their eligibility, after their applications are cleared through proper channel.

(11) Further details on the Program and clarification (if any) may be obtained from Prof. Neena Pandey, Programme Chair (PGPDGM), Indian Institute of Management Visakhapatnam, AU Campus, Visakhapatnam-530003 (mail ID: pgpdgm-chair@iimv.ac.in) and/or the website of IIMV. For clarification, you may also reach to Shri Vinay Thakur, COO, NeGD at vinay@nic.in.

oOo

National e-Governance Division (NeGD) New Delhi 110003

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IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम
Indian Institute of Management Visakhapatnam

सत्यमेव जयते
Goverment Of India

Indian Institute of Management Visakhapatnam Andhra University Campus Visakhapatnam – 530 003 Mail: pgpadm@iimv.ac.in Phone: 0891 – 2824 4444 Website: https://www.iimv.ac.in	**National e-Governance Division (NeGD)** Digital India Corporation Ministry of Electronics and Information Technology, Govt of India Electronics Niketan, 6-CGO Complex, New Delhi – 110 003 Phone: 011-30481614 Website: https://meity.gov.in

APPLICATION FOR ADMISSION TO THE

POSTGRADUATE PROGRAM IN DIGITAL GOVERNANCE & MANAGEMENT (2020-22)

(Program Commences on XXXXXXXXXX; Last date for receiving application is July 03, 2020 (11:00 AM)

PART – A

INSTRUCTIONS:

1. This application is an interactive/fillable PDF, please DOWNLOAD it and fill your details accordingly. You have to send the duly completed Application by email to **pgpadm@iimv.ac.in** on or before **July 03, 2020 (11:00 AM)** along with the necessary enclosures mentioned below.

2. The email-id provided in the application needs to be maintained until the admission process is complete, since all communications will be sent to this ID.

3. Providing your latest photograph in the application is mandatory. Any application submitted without photograph will be rejected.

4. Submission of all relevant enclosures is mandatory. Any application submitted without relevant enclosure/s or without signature will be rejected.

5. Academic Record – Graduation:

    - Use the University prescribed rules for conversion of CGPA/GPA into equivalent percentage. If there is no formula available for conversion, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100.

6. Work Experience:

   - Part time / project / internship / pre-graduation work experience are not considered as work experience.

   - Job progressions / multiple designations within a company should be entered as a single work experience. The designation should be the latest designation held within a company for a single tenure.

7. **Part B** (Signed by Cadre controlling authority) of this form to be filled up and submitted during the Interview process.

8. In this form* is Mandatory field.

ENCLOSURES (scanned & self-attested):

1. Copy of Government issued Photo Identity proof (Driving License, Passport, PAN Card, Aadhar etc.)
2. Bachelor's Degree Certificate
3. Master's Degree Certificate (if applicable)
4. Test Score Sheet (CAT / GMAT / GRE / GATE etc.) (if applicable).
   a. **CAT:** Test date must fall on or between 03-07-2018 and 03-07-2020
   b. **GATE:** Test date must fall on or between 03-07-2017 and 03-07-2020
   c. **GMAT/GRE:** Test date must fall on or between 03-07-2015 and 03-07-2020
5. Work Experience letters / Last Pay-drawn Certificates (LPCs)/ Authenticated Salary Slips (First & Last) - indicating Date of joining, Date of leaving (if any) and duration of service. The work experience letters, LPCs or the Salary Slips, as the case may be, would be required for each of the employment positions served by the applicant)

BEFORE SENDING, PLEASE READ THIS FORM ONCE AGAIN AND MAKE SURE THAT YOU HAVE COMPLETED ALL THE SECTIONS AND HAVE MET ALL REQUIREMENTS.

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IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

सत्यमेव जयते

Goverment Of India

Application Form for PGPDGM 2020-22 at IIM Visakhapatnam

Information provided in this e-form is important for your selection. Fill in the form carefully and completely and send it by email to pgpadm@iimv.ac.in on or before **July 03, 2020 (11:00 AM)**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

PHOTOGRAPH & SIGNATURE

1. PROGRAM APPLYING FOR

Post Graduate Program in Digital Governance and Management	
Are you a Govt. sponsored candidate?*	

2. PERSONAL DETAILS

Title (Mr./Ms.)					
Full Name* (First Name and then Last name in capital letters)					
Father's full name					
Mother's full name					
Current/Correspondence Address with PIN/Zip Code*					
Permanent Address with PIN/ Zip Code*					
E-mail ID*					
Alternative Email ID					
Contact Mobile Number*					
Alternative Contact Mobile Number					
Date of Birth (dd/mm/yyyy)*					
Gender*		Category*		Person with Disability*	

Blood Group	
Citizenship*	
Name of the Spouse/Guardian	

(Following data is used only to understand the overall profile of the applicant pool and will not be used as evaluation criteria)		
Government ID Number * (Aadhaar/Driving License/PAN card/ Passport/ Voter ID, etc.)		
Annual Family Income (INR)		

3. QUALIFYING TEST SCORE DETAILS *			
Qualifying Test Taken		Test Registration ID	
Year of Test Taken		Total Score	
Test Percentile (if available)		Will you take IIMV Test?	

4. CURRENT WORK EXPERIENCE *				
Name of the Organization				
Designation				
Job Description in brief				
Pay Scale				
Basic Pay				
Group (IAS/IPS/IFoS/Group A/Group B)				
Office Address				
	State		PIN	
Telephone Number				
Length of service (completed years) as an officer/executive and above as on February 10, 2020.				

5. EDUCATIONAL QUALIFICATION* (in reverse chronological order):

S. No.	Name of the Examination/Degree	Name of the University/ Institution – State and Country	Main Subjects	Year of Passing	% of Marks or CGPA	Class / Division	Distinctions (if any)
1.							
2.							
3.							
4.							
5.							
6.							

6. PAST WORK EXPERIENCE* (in reverse chronological order):

Organization Name	Organization Type (Central/State Govt; Public/ Private Sector)	Designation	Select date of Joining & Relieving		Total No. of months	Brief Job Description
			From (Date)	To (Date)		
Total No.of Months						

7. Technical Knowledge and Domain Experience *: (Not exceeding 600 words)

- Please describe your current engagement in e-Governance projects, exposure to technologies and applications, experience in problem identification and digital solution implementation.

8. **STATEMENT OF PURPOSE *: - (Not exceeding 800 words)** (What are your career goals and how does this program fit in with your plans?)

9. Is there any other information that you would like to provide about yourself? (Briefly describe your achievements at your workplace, in 250 words) *

10. How did you come to know about this Program*

11. 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 concerned regarding my selection to the program.

(Signature)

Place

Date

* is Mandatory field.

***