

No.21/22/2015-CS.I(P)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)
(CS-I Division)

Lok Nayak Bhavan, New Delhi
Dated 24th August, 2015

OFFICE MEMORANDUM

Subject: -“Strengthening Human Resource Management of Civil Service” (SHRM) – Nomination of officers for participating Assessment and Development Center for competency assessment and mapping on pre identified competency level– reg.

The undersigned is directed to say that -“Strengthening Human Resource Management of Civil Service” (SHRM) project is under implementation in the Training Division of DoPT to support the Government of India in the shift towards Competency based Human Resource Management for Civil Services. The Competency based approach (CBA) starts with a detailed review of a job description for various roles/positions in a Ministry/Department and identifying competencies required for those roles/positions. It further maps each role holder on the pre identified competency level. As a last step a Personal development plan is prepared based on the identified competencies gaps for developing proficiency in the current role/position.

2. Training Division had completed the development of job description for CSS Cadres and identified the competency requirement. As a next step in pilot phase, officers will participate in the Assessment and Development Center for their Competency Assessment and mapping on pre identified competency level. The detailed guidelines on Assessment and Development centers are enclosed.

3. Ministries/Departments are, therefore, requested to nominate two or three officers of the rank of Under Secretary and above of Central Secretariat Service, who can be spared for 3 to 5 days to attend the programme. The details of officers nominated may be furnished to Shri V.K. Sinha, Director (Trg), Training Division, DOP&T, Block-4, Old JNU Campus, New Delhi-110067 latest by 31/08/2015. A copy of nomination may be endorsed to this Division as well. The Assessment and Development Centre will be fully residential in nature and all boarding and lodging expenses shall be borne by the organizers of the project. The tentative

date for the programme is in October-November 2015. The location of the programme is tentatively fixed in Delhi.



(V. Srinivasaragavan)

Under Secretary to the Government of India

Tel: 24642704

To,

The Joint Secretary (Admn) of all Ministries/Departments (through website of this Department)

Copy to:

Shri P.K. Das, Joint Secretary, Training Division, Block-4, Old JNU Campus, New Delhi-110067