

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES
Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi 32
FAX: 22308556, Phone: 22303843

F.No. 8/2/4/10-UTCS(TS-IV) 29541-29709

Dated : - 29-10-10

To

All HODs / Local/ Autonomous Bodies and
State Undertakings /Corporations.
Govt. of NCT of Delhi

Sub :- ToT Training Programme – National PPP Capacity Building Programme
(NPCBP)

Sir / Madam,

Kindly refer to D.O. letter (copy received) received from Joint Secretary, Ministry of Finance, Department of Economic Affairs (DEA), Govt. of India. The letter is about the **National PPP Capacity Building Programme (NPCBP)**, which is supported by KfW, the German Development Bank and World Bank. India PPP Capacity Building Trust (I-Cap) has been appointed as the project executing agency.

Since, the Directorate of Training, UTCS is the nodal department for Training for all employees of Government of NCT of Delhi, DEA is being informed that it would be the nodal department for the NPCBP also so far as Govt. of NCT of Delhi is concerned. The Directorate would also be entering into a MoU with DEA and I-Cap.

DEA has requested that ten officers be nominated for undergoing 'Training of Trainers' (ToT) course. Accordingly, we are enclosing the selection criteria and nomination form. We shall be grateful, if you could identify most suitable Group 'A' officer meeting the criteria laid down by the DEA and arrange to forward the names in the prescribed format by 31st October, 2010.

Yours faithfully,

Encl.: As above.



(Catherine Mathai)
Asstt. Director (Trg.)
9810852945

F.No. 8/2/4/10-UTCS(TS-IV) 29541-29709

Dated : - 29-10-10

Copy for information to :-

1. Sh. Ajay Sahni, Joint Secretary (Trg.), DoPT, Govt. of India, New Delhi.
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
3. Pr. Secretary (Services), Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi
4. PS to Pr. Secretary (Trg.), Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi
5. PA to Spl. Secretary-cum-Spl. Director (Trg.) for information.
6. Estate Officer, Dte. of Training, for uploading on the website of the Department.



(Catherine Mathai)

Selection Procedure and Criteria for Trainers under National PPP Capacity Building Programme

The National PPP Capacity Building Programme envisages the development of 5 trainers from each of the participating institutions. As the quality of the trainer is a critical determinant of the success of the project, each ATI is requested to identify 15 to 20 trainers who have the best potential for being developed as trainers. They are requested to short-list the 10 most suitable officers and to send their CVs to I-Cap by October 25, 2010.

Criteria for Identifying

In identifying and short-listing trainers the following criteria should be kept in mind:

1. Should preferably be a faculty member of the ATI. If there are insufficient or no suitable candidates from the ATI, the trainers may also be identified from
 - (i) the Group A/Class I officers of the engineering departments or the secretariat departments or from Government Corporations or other Government controlled organisations.
 - (ii) the faculty of the University or Management institutions
2. In case of trainers being proposed from outside the ATI, it has to be confirmed in writing that the trainers (if selected) will be made available by their controlling authority for attending the entire Training of Trainers programmes as well as for conducting a minimum of 21 days of training per year.
3. A degree (preferably post-graduate) in economics, science, management, finance, engineering, public administration, or other relevant subject
4. Experience of conducting training programmes or teaching and / or experience of actually working on PPP projects or experience of developing and implementing development projects.
5. Proficiency in Microsoft Office (particularly use of Excel)
6. Good Communication Skills
7. Interest in learning and being a trainer

Selection Procedure

I-Cap will go through the CVs of the officers nominated by the ATIs and short-list those who will be interviewed. The selection panel will consist of representatives of DEA / KfW and I-Cap. The Director of the Institute concerned would be requested to attend as a special invitee for interviewing candidates connected to his institute. A final list of selected candidates will be prepared on the basis of the assessment made in the interview. The format for submission of CV is annexed.

Send CVs to:

Chandrima Sinha

Vice President

India PPP Capacity Building Trust,

The Capital Court, 2nd Floor, Olof Palme Marg, Munirka,

New Delhi-110 067 [Phone no: 011-43311103, Fax no: 011-26713129, 26713359]

Email address: chandrima.sinha@idfc.com

**Format for submission of Curriculum Vitae for Selection of Trainers under the
National PPP Capacity Development Programme**

Name of the State Training Institute:

Sl. No.	Components	Description
1.	Name of Officer	
2.	Date of Birth	
3.	Service	
4.	Designation	
5.	Educational Qualifications (please mention your last three qualifications/ degrees)	Name of Institute Year Subject
6.	Additional diplomas/ trainings (if any: indicate year and subject)	
7.	Are you (or have you been) a faculty member of the ATI/CTI	Yes/ No (If yes, indicate years as a trainer and subjects taught)
8.	Employment Record: (previous 10 years) Mention the name of the Department/Organisation, designation and period in that position	
9.	Experience of Project work (formulation/implementation or monitoring) or dealing with PPP projects	<ul style="list-style-type: none"> • Years _____ • Nature of experience _____ • No of projects _____ • Key sectors _____
10.	Certification	I, the undersigned, certify that to the best of my knowledge and belief, the information furnished above is correct.