No.12040/28/2012 FTC (Trg.)
Government of India
Ministry of Personnel, P.G and Pensions
Department of Personnel and Training
Training Division

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated 09 April, 2012

TRAINING CIRCULAR

Subject: Training Course on Leadership and Organizational Management Programme to be held in Malaysia from 21st June to 13th July, 2012 under the Malaysian Technical Cooperation Programme.

The undersigned is directed to state that Malaysian High Commission in New Delhi has invited applications for the above programme to be held from 21st June to 13th July, 2012 under the Malaysian Technical Cooperation Programme.

2. The programme aims to enable participants to understand the framework of organizational management at the organizational level; to understand the conceptual framework of effective leadership; to understand how to enhance the capability as a manager and a leader and to upgrade the skills and knowledge and create a platform for knowledge and experiences sharing among participants.

3. The candidates should be senior government officials with a minimum requirement in any field and a minimum of 10 years experience in their field, be under the age of 45 years as on 30.4.2012.

4. In addition to the above, the following information in respect of the nominated officers may please be furnished while furnishing the nomination:
   a) Whether attended any foreign training programme in the past? If so, the duration/detail thereof;
   b) Whether clear from vigilance angle?
   c) Age;
   d) Whether working in North East State/J&K;
   e) A brief in 50-100 words justifying the nomination.

5. A return air ticket from Delhi to Kuala Lumpur on economy class along with all course fees, all medical and dental expenses in government hospital/clinic will be borne by Malaysian Government. Dental treatment, however, is restricted to extraction and filling which must be
carried out in government hospital/clinics only. Expenditures such as visa and all visa-related fees, airline tax/airport user’s charge, transit insurance, excess baggage, travel tax, transit fees, domestic passenger terminal fees etc. are to be borne by the recipients. The food and lodging and per diem will be provided by the National Institute of Public Administration (INTAN). The website mtcp@intanbk.intan.my may be browsed for further inquiries.

6. It is requested that nomination of the suitable candidates may please be forwarded in the prescribed form to this Department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/State Government not later than 23rd April, 2012. Nominations received after the prescribed date will not be considered. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in), which is available in “What is New” under the Department of Personnel and Training.

(N.K. Wadhwa)
Under Secretary to the Government of India

Copy to:

1. All Ministries/Departments of the Government of India.
2. All State Governments/Union Territories (with the request to circulate it amongst the related organizations)
3. NIC with the request to post the circular along with the brochure and application form on the Department’s website.
**APPLICATION FORM** (Typewriting or block letters)

<table>
<thead>
<tr>
<th>TITLE OF COURSE:</th>
<th>Date of commencement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF TRAINING INSTITUTION:</td>
<td></td>
</tr>
</tbody>
</table>

1. **PERSONAL DATA**

<table>
<thead>
<tr>
<th>Family name (surname)</th>
<th>Date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Day</td>
</tr>
<tr>
<td>Other names</td>
<td>Nationality (citizenship):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City and country of birth</th>
<th>Gender:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male / Female</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Passport No.</th>
<th>Marital status:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single / Married / Divorced / Widowed</td>
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</tbody>
</table>

*Delete accordingly*

2. **COMMUNICATION AND MAILING ADDRESS**

<table>
<thead>
<tr>
<th>Applicant's Office Address:</th>
<th>Applicant's Postal / Home Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Office telephone</th>
<th>Home telephone</th>
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</thead>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Country</th>
<th>Area</th>
<th>Number</th>
</tr>
</thead>
</table>

*Please ensure to be contacted in case of emergency, name, telephone and address:*
5. **REASONS FOR APPLYING THIS COURSE**

Please state briefly the reasons for applying to this course and how you hope to benefit from the programme.

Please continue on supplementary pages if necessary.

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**Have you participated in any training programme in Malaysia before? YES / NO #**

<table>
<thead>
<tr>
<th>Name of programme</th>
<th>Organizer</th>
<th>Year</th>
</tr>
</thead>
</table>

**Have you participated in any MTCP training programme in Malaysia before? YES / NO #**

<table>
<thead>
<tr>
<th>Name of courses</th>
<th>Name of Training Institute</th>
<th>Year</th>
</tr>
</thead>
</table>

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**6. CERTIFICATION OF ENGLISH LANGUAGE PROFICIENCY**

<table>
<thead>
<tr>
<th>Language</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Basic</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td></td>
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<tr>
<td>Speaking</td>
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<td>Writing</td>
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<tr>
<td>Reading</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Other languages: ____________________________

Language test administered by: ____________________________

Title: ____________________________________________

Address: _________________________________________

Tel. Number: _____________________________________

E-mail: _________________________________________

Date and signature: ________________________________
6. DECLARATION

Have you ever been convicted by a Court of Law of any country?

[ ] Yes [ ] No

If yes, please give brief details:

I hereby declare that my statements in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.

If accepted for training award, I undertake to:

(a) Carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the host government in respect of this course of training;
(b) Follow the course of study or training, and abide by the rules of the institution in which I undertake to study or train;
(c) Refrain from engaging in political activities, or any form of employment for profit or gain;
(d) Submit any progress reports which may be prescribed; and
(e) Return to my home country promptly upon the completion of my course of study or training.

I also fully understand that if I am granted an award it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.

Signature of applicant:

Name:

Date:

*Delete accordingly*

6. OFFICIAL DECLARATION (to be completed by the nominating government)

The Government of:

[ ] (name of nominating government)

For the course under the Malaysian Technical Cooperation Programme and certifies that:

(a) all information supplied by the nominee is complete and correct;
(b) the nominee had adequate knowledge and was appropriately tested for English Language proficiency.

Remarks:

[ ] (Name)

[ ] (Signature of responsible Government official)

Address of Department/Ministry:

[ ]

[ ] (Designation)

Official Seal/Stamp:

[ ]

Office Telephone number:

[ ]

Office Fax number:

[ ]

E-mail:

[ ]

Note: This application form must be duly completed and endorsed by the Ministry of Foreign Affairs or the relevant ministry responsible for the MITCP programme in your country. INCOMPLETE AND/OR UNENDORSED FORMS CANNOT BE PROCESSED.
LEADERSHIP AND ORGANIZATIONAL MANAGEMENT PROGRAMME
(21 JUNE - 13 JULY 2012)

OBJECTIVES

- To enable participants to understand the framework of organizational management at the organizational level;
- To understand the conceptual framework of effective leadership;
- To understand how to enhance the capability as a manager and a leader;
- To upgrade the skills and knowledge and create a platform for knowledge and experiences sharing among participants.

COURSE OUTLINE

- Effective Leadership
- Coaching and Mentoring
- Negotiation Skills for Managers
- Managing Change after Crisis Situation
- Introduction to Creative Thinking and Problem Solving
- Strategic Management
- Knowledge Management

COURSE METHODOLOGIES

- Lectures
- Case Studies
- Visits
- Group Discussions
- Group and Individual Presentation

TARGET GROUP

Senior government officials with a minimum requirement of degree in any field and a minimum of 10 years experience in their field.