

Ministry of Defence
D (GS-II)

**Subject: 51st NDC Course at National Defence College,
New Delhi commencing on 3rd January, 2011.**

The 51st NDC Course at National Defence College, New Delhi is due to commence on 3rd January, 2011. The course is of duration of 47 weeks. A few seats at the NDC Course are earmarked for the civilian officers belonging to various Ministries/ Departments.

2. The broad objective of the NDC course is to provide a holistic view of contemporary economic and political scenarios and related aspects with particular emphasis on security issues. A better understanding among professionals drawn from different disciplines in the country having divergent backgrounds and value is yet another objective of the course. Visits to important military stations and frontier posts and some foreign countries form integral part of the course curriculum.

3. Guidelines/ QRs laid down for the selection of officers to be nominated for the course are as under:-

- (a) IAS/IPS/IFS officers having 16 years of completed service.
- (b) Officers of other Central Civil Services of the rank of Senior Deputy Secretary/ Director of a Central Ministry or equivalent who are likely to reach policy making level of Joint Secretary or equivalent having not less than 18 years of completed service.
- (c) Below 50 years of age as on 01.01.2011., with sound physical and mental health.
- (d) Excellent record of past performance.
- (e) Clearance from Vigilance and/or disciplinary angle.

4. The officers should not have undergone a training program of 12 weeks or more duration in India during a period of 5 years preceding the date of commencement of this course. Further, the officer should not have undergone a program of training abroad of more than 2 weeks in preceding 2 years, more than 1 month in the preceding 3 years or more than 6 months in preceding 5 years.

5. Course Fees:

The details of course fees are given below:-

(a)	Tuition fees	Rs. 2,10,000/- *
(b)	Internal tours	On the basis of actual expenditure incurred (to be intimated later).
(b)	Foreign tours	On the basis of actual expenditure incurred (to be intimated later).

* Subject to change (to be intimated subsequently).

6. Nominations of suitable officers **in the proforma enclosed at Annexure "A"** together with the **attested** photocopies of last 5 years' Annual Confidential Reports (**Original ACRs need not be sent**) of the officers concerned may please be sent to the Under Secretary (SSC), Ministry of Defence, D (GS-II), Room No. 101, D-I Wing, Sena Bhavan, New Delhi- 110105 so as to reach him on or before **30th July, 2010**. Nominations received after this date may not be considered. It is also requested to obtain cadre clearance and other clearances in respect of the officer (s) to be nominated to the course. In case of IAS officers, who are on Central Deputation, the concurrence of the State Government concerned on whose strength the officer is borne, shall be obtained.

Encl: As above.



(Prem Parkash)

Under Secretary to the Government of India

To

As per list attached at Annexure "B"

MoD I.D. No. F.No. 1(7)/US (SSC)/10/D (GS-II) dated 07th May, 2010

- Copy to: 1. Secretary, NDC
2. D (IT/Coord) – with the request to publish this circular on the website of the Ministry of Defence.

51st NDC Course to be conducted at National Defence College,
New Delhi from 3rd January, 2011 to 26th November, 2011

PART-A

(To be filled by the officer)

1	Name of the officer (in capital letters)	
2	Present post and since when held	
3	Office Address And Telephone Number	
4	Date of birth	
5	Age as on 01 st January, 2011 and Date of retirement	
6	Service/cadre to which belongs (with year of allotment)	
7	Date of entry into service	
8	Educational Qualifications	
9	Address and Telephone number for communication	

10. Particulars of the posts held by the officer during last five years:

S.No.	Post held	From	To	Pay Scale	Nature of duties

11. Details of in-service training programs/courses attended since joining service (in India and abroad):

S.No.	Name of the course/training program	Year	Name of the place and Institution	Duration (in weeks)

12(a)	Are you presently on deputation to the Government of India?	
12(b)	If yes, from what date?	
12(c)	What is the date of completion of tenure?	
12(d)	Whether this is your first deputation to the centre?	
13	Please indicate why you want to attend the NDC Course.	

Dated:

(Signature of the Officer)

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PART-B

(To be filled by the Sponsoring Authority)

1	Name of the Ministry/ Department in which the recommended officer is serving	
2	Number of slots, if any, availed by the Ministry/ Department in the NDC course during the preceding three years i.e. 2008, 2009 and 2010	
3	Number of officers being nominated for the 2011 course	
4	ACR status/performance of the nominee during the last five years : Outstanding/Very Good/Good (Please attach attested photocopies of the last five years' Annual Confidential Reports of the officer)	
5	Whether cadre clearance has been obtained? If so, please enclose the same.	
6	Will the nominee's future duties render his/her participation in the NDC meaningful? If so, in what manner?	
7	List of enclosures attached with the application	

Dated:

(Signature, Name, Designation and
Telephone number of Sponsoring Authority)

List of Addresses from whom nominations called for

S.No.	Service	Concerned Officer
1	IAS	Establishment Officer & Addl. Secretary, Deptt. of Personnel & Training, North Block, New Delhi.
2	IFS	Joint Secretary(Adm), Ministry of External Affairs, South Block, New Delhi.
3	IPS/CPO/ BSF	Joint Secretary(Police), Ministry of Home Affairs, North Block, New Delhi.
4	Railways	Secretary, Railway Board, Rail Bhavan, New Delhi.
5	P&T	Joint Secretary (Adm), Deptt. of Posts, Dak Bhavan, New Delhi.
6	Telecom	Joint Secretary (Adm), Deptt. of Telecom, Sanchar Bhavan, New Delhi.
7	IA&AS	Asstt. Comptroller & Auditor General(P), Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi – 1100 002.
8	IDAS	Controller General of Defence Accounts, West Block-V, Wing No. 3, R.K. Puram, New Delhi.
9	IOFS	DGOF & Chairman, Ordnance Factory Board, 10-A, Auckland Road, Kolkata – 700 001.
10	QA	Director (Policy Plg & Training), DGQA, G Block, New Delhi.
11	IDES	Director General, Defence Estates, Raksha Sampada Bhavan, Palam Road, Delhi Cantt – 110 010.
12	DRDO	Chief Controller, R&D (LS& HR), DRDO Bhavan, Dalhousie Road, New Delhi.

13	AFHQ	JS (Trg) & CAO, E-Block Hutments, Dalhousie Road, New Delhi.
14	INAS	Director, Civilian Personnel, SC&A Section, Naval Headquarters, 102, D-II Wing, Sena Bhavan, New Delhi.
15	BRDB	Secretary, Boarder Roads Development Board, Sena Bhavan, New Delhi.
16	Customs	Member (Personnel), Central Board of Excise & Customs, Deptt. of Revenue, North Block, New Delhi.
17	Income Tax	Member (Personnel), Central Board of Direct Taxes, Deptt. of Revenue, North Block, New Delhi.
18	ICAS	Controller General of Accounts, Ministry of Finance, Deptt. of Expenditure, 714, C Wing, Lok Nayak Bhavan, New Delhi.
19	Deptt. of Electronics	Joint Secretary(Adm), Deptt. of Electronics, 6, CGO Complex, Lodhi Road, New Delhi – 110 003.
20	MES	Engineer-in-Chief, Army Headquarters, Kashmir House, New Delhi.
21	Coast Guard Headquarters	Director, MPR&T, Coast Guard Headquarters, National Stadium Complex, New Delhi.
22	Indian Forest Service	Director(IFtS), Ministry of Environment & Forests, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi – 110 003.
23	Indian Information Service(IIS)	Joint Secretary(P&A), Ministry of Information & Broadcasting, Shastri Bhavan, New Delhi.
24	R&AW	Addl. Secretary(SR), Cabinet Secretariat, Room No. 7, Bikaner House(Annexe), Shahjahan Road, New Delhi.

List of Addresses of PSUs

1. Chairman,
Hindustan Aeronautics Limited,
15/1, Cubbon Road,
Bangalore – 560 001
2. Chairman & Managing Director,
Bharat Electronics Limited,
116/2, Trade Centre,
Bangalore – 560 045
3. Chairman & Managing Director,
Bharat Earth Movers Limited,
Unity Building, J.C. Road,
Bangalore – 560 027
4. Chairman & Managing Director,
Mazagaon Dock Limited,
Mumbai – 400 010
5. Chairman & Managing Director,
Garden Reach Shipbuilders & Engineers Limited,
43/46, Garden Reach Road,
Kolkata – 700 024
6. Chairman & Managing Director,
Goa Shipyard Limited,
Vasco-da-Gama,
Goa – 403 802
7. Chairman & Managing Director,
Bharat Dynamic Limited,
P.O. Kanchanbagh,
Hyderabad – 500 058
8. Chairman & Managing Director,
Mishra Dhatu Nigam Limited,
P.O. Kanchanbagh,
Hyderabad – 500 058