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GOVERNMENT OF INDIA

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCE AND PENSIONS  
DEPARTMENT OF PERSONNEL & TRAINING

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PONDICHERRY UNIVERSITY Vice-Secretariat	
Date of Receipt:	19-2-15
Entry No.	196

Block IV, 3rd Floor  
Old JNU Campus, New Delhi-110067

Dated: 28th January 2015

Sub: Applications invited for the post of Director General, National Centre for Good Governance (NCGG)

The post of Director General, National Centre for Good Governance (NCGG) is proposed to be filled up on deputation basis/contract basis. Applications are invited from eligible officers working in the Central/State Governments or from other persons having qualification prescribed in this document.

## 1. INTRODUCTION

National Centre for Good Governance (NCGG) is an autonomous institution, registered as a Society under the Societies Registration Act 1860 and is under the administrative control of the Department of Personnel & Training (DoPT), Govt. of India. NCGG has been established as an apex think tank of the country that guides and helps implement good governance reforms through research, policy analysis, advocacy, and capacity building in order to strengthen institutions that deliver good governance and foster democracy. NCGG aims to guide and facilitate governance reforms across states in India, at the national level and the developing world at large, by bringing together and harnessing the power of knowledge, experience, technology and people for good governance.

## 2. ROLE & RESPONSIBILITIES OF THE DIRECTOR GENERAL

The Director General of the NCGG functions as the Member-Secretary of the Management Committee and the Governing Body. He will effectively function as the executive head of the organisation under the directions and guidance of the Governing Body and Management Committee and will be responsible for:

- Developing, directing and managing and being accountable for the development of research and training programs of the Centre.
- Ensuring the development and effective implementation of the Centre's strategies, plans and priorities.
- Overseeing the timely implementation, monitoring and evaluation of operations and programs.
- Developing, collaborating, networking and maintaining excellent working relationships and strategic partnerships with relevant institutions, at both the national and international level.
- Operations of the NCGG which will involve liaisoning with different Ministries/Departments, States/UTs and other institutions in accordance with the priorities identified as well as emerging demand for its services.
- Ensuring that NCGG operates in compliance with all legal rules and regulations related to the Societies Act.



- g) In addition, the Director-General will be responsible for overseeing the administrative and financial functioning of the Centre, including: (a) preparing budgets; (b) assigning and monitoring performance parameters and critical indicators; (c) reporting on budget/program performance, (d) recruitment staff; and (e) evaluating staff performance.

### **3. TERMS AND CONDITIONS OF APPOINTMENT OF THE DIRECTOR-GENERAL, NCGG**

#### **A. Competencies**

- (i) **PROFESSIONALISM**: Extensive experience in management and oversight; proven ability to organize, conduct and supervise capacity building programs, technical assistance seminars, organizing international conferences, and the production of publications, reports and papers.
- (ii) **PLANNING AND ORGANIZING**: Proven ability to develop clear goals that are consistent with agreed upon strategies; identify priorities activities and assignments, and adjust priorities as required; allocate staff and resources, and establish appropriate time schedules for the completion of projects; foresees risks and allows for contingencies when planning; monitor and adjust plans as necessary.
- (iii) **COMMUNICATION**: Posses excellent communication skills, both oral and written, in particular the ability to explain and when necessary defend complex issues to staff, senior officials, members of inter-governmental bodies and wide spectrum of stakeholders; ability to prepare written reports that are clear, concise and meaningful.
- (iv) **LEADERSHIP**: Proven track record of excellent management and technical leadership skills, as well as the ability to delegate appropriate responsibility, accountability and decision-making authority; proven record of building and managing teams, and creating a positive work environment, including the ability to effectively lead, supervise, mentor, coach, develop and evaluate staff, and design skills enhancement initiatives to ensure effective transfer of knowledge/skills; demonstrated flexibility in leadership by performing and/or overseeing change initiatives, including the analysis of complex human resources, budgetary, financial or administrative management policy and programmatic issues.
- (v) **MANAGING PERFORMANCE**: Ability to lead and supervise staff. Ability to motivate staff and to encourage good performance; ability to coordinate and monitor the work of others.

#### **B. Education**

- A Post-Graduate Degree from a recognised institution.
- *A Doctoral qualification would be desirable*

#### **C. Work Experience**

More than 15 years of progressively responsible and relevant experience in National and International organisations/institutions of repute (for officers of Central/State Governments at least 15 years as Group 'A' posts at different tiers of the Government and/or in different sectors of Governmental functioning).

***In addition:***

- A commitment to reforming and improving the functioning of institutions in a sustainable manner - as may be demonstrated by actual experience of having implemented significant reforms which have been sustained in an organization.
- An interest in research and academic work - demonstrated through publications in reputed journals on administrative; public policy or social sciences.
- Experience of teaching in either a reputed academic institution or a National Level Government Training Institute.

***Desirable:***

- The candidate has been associated in setting up an institute of excellence.

**D. Term of Appointment**

The appointment would be on a fixed term contract for a period of 3 years, which may be extended by another 2 years with the approval of the competent authority. The upper age limit for DG, NCGG is 60 years, therefore contract term would be limited till attaining the age of 60 years and no extension will be granted to him/her thereafter.

**E. Pay & allowances**

DG, NCGG will be paid a consolidated salary of Rs. 3.75 Lakh per month without the facility of car and house.

**F. Other conditions of service**

Other conditions of service such as Provident Fund, LTC, and Medical Reimbursement etc. will be governed by the various relevant rules and orders applicable to officers of the grade under the NCGG from time to time.

**G. Vigilance Clearance**

No candidate shall be considered for interview before the selection unless Vigilance Clearance is accorded by the organization he/she is working. (This is applicable for applicants working in Government/Govt. organisations). For others, clearance will be taken from the Intelligence Bureau (IB).

**H. Age Limit**

The applicant, at the time of last date of receipt of application, should have a minimum of 3 years before attaining the age of 60.

**I. Deputationists would be governed by the relevant Rules of Government of India.**

**J. All matters of superannuation, pensionary benefits etc. would be governed by the extant rules of the Central Government.**

4. The applications in respect of eligible officers, who are interested, may be forwarded through proper channel by their controlling officer, duly verified/counter verified along with the following documents (other qualified persons may send their application directly along with prescribed documents):

- (i) Application in the prescribed performa (Annexure).
- (ii) Certified copies of upto-date and complete Annual Confidential Reports (APAR/CR Dossier) of last five years.
- (iii) Integrity Certificate.
- (iv) Vigilance clearance
- (v) List of minor/major penalty, if any, imposed on the applicant during the last 10 years.
- (vi) Certification that no disciplinary proceedings/criminal proceedings are either pending or contemplated against the applicant.
- (vii) A write up on the significant contributions made by the applicant during his/her present/past assignments and his/her suitability for the post.
- (viii) List of publications in reputed journals.
- (ix) Self certified documents in support of claims made in the application.

*Note: documents at (ii), (iii), (iv) & (v) are applicable to serving Government officers.*

5. Application along with the above documents should be sent to Director (Trg.), Department of Personnel & Training (Training Division), 3rd Floor, Block IV, Old JNU Campus, New Delhi-110067 **latest by 28.02.2015**. Applicants may send an advance copy to the above address/email at [sanjeev.jindal@nic.in](mailto:sanjeev.jindal@nic.in)



**(Sanjeev Kumar Jindal)**  
**Director(Trg.)**

Tel: 26107960

email: [sanjeev.jindal@nic.in](mailto:sanjeev.jindal@nic.in)

**Copy to:**

1. All Secretaries/ Chief Secretaries of the Central Government/State Governments.
2. Cadre Controlling Authorities of All India Services/Central Services Group 'A'.
3. Office of Special Secretary & Establishment Officer, DOPT.
4. Vice-Chancellors of Central Universities/IITs/IIMs.

**Application performa for the post of Director General, National Centre for Good Governance**

Please affix passport size photograph
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1. Name :
2. Date of Birth :
3. Present Post/Position held :
4. Name of the Organisation where working :
5. Present Pay and Scale of pay/Emoluments :
6. Educational & Professional Qualifications :
7. Number of years of regular service/regular employment:
8. Details of experience in the relevant field  
(Attach supporting documents) :

S.No.	Post held on regular basis	From To	Scale of Pay & Basic Pay/emoluments	Nature of duties	Experience in Governance/ Academic & Research Institution	Remarks/any other information relevant for the post

9. Complete postal address
  - Permanent :
  - Present :
  - Tel (Office; Resi and Mobile) :
  - Email :
10. Details of conferment of any award/honour etc., or any other relevant information :
11. Whether any penalty imposed upon him/her during the last 10 years (If yes, details thereof) :
12. Whether any criminal case/disciplinary proceedings were instituted against him/her (if yes, please give details)
13. Please indicate your suitability for the post (in not more than 300 words) :

I certify the details furnished by me in column 1-13 are true and I am eligible for the post.

(Name & Signature of the Candidate)

Date:

Place:

*Note: Please strike off the words which are not applicable*

**Certificate\***

**(To be filled by the employer)**

Certified that particulars furnished by Sh/Smt/Ms.....have been verified and found to be correct and that no disciplinary proceedings are either pending or being contemplated against him/her. It is also certified that the integrity of the candidate is bonafide.

Signature & Designation  
of the competent forwarding authority  
with telephone no, email & office seal

Date:  
Place:

\* Applicable for serving Government Officers