

**DPA-II/B-2311/08/2024**  
**Ministry of External Affairs**  
**DPA II Division**

**Jawaharlal Nehru Bhawan, New Delhi**

**23<sup>rd</sup> September 2024**

**SELECTION OF ITEC EXPERT FOR THE POST OF  
ADVISOR TO DG, CIVIL SERVICE COLLEGE, GOVERNMENT OF MAURITIUS**

Government of India is partnering with the Ministry of Public Service, Administrative & Institutional Reforms, Govt. of the Republic of Mauritius in setting up the new Civil Service College (CSC) at Reduit, Mauritius.

**Context** : The project, with 3720 sq.m of built up space comprising of modern training infrastructure in a 9 acre campus, is being designed and developed to cater to the training needs of the civil service of Mauritius across all ministries and departments, public offices, parastatal bodies and government owned enterprises as well as to serve as a center of excellence in public administration in the region. The CSC would develop a training policy for the Government of Mauritius which would include institutional induction training and professional training, in-situ training, distance learning, continuous learning and mid-career training for public officials at inflection points in their careers. The CSC will also function as a think tank and research centre for governance and policy-related issues through institutional linkages with eminent international administrative training institutes.

Given the unique nature of the project and our ongoing bilateral development partnership with the Govt. of Mauritius, it has been decided to deploy an Advisor to the Director General of the CSC. The deployment will be implemented through the ITEC scheme of MEA as an ITEC Expert.

**Job Role :** The Advisor will be involved in the general administration and planning of training programmes of the CSC, though s/he will not be expected to have operational authority. S/he will directly report to the DG of the CSC. S/he may also be called upon to collaborate with the Ministry of Public Service, Administrative and Institutional Reforms on strategic planning and development issues related to capacity building. As an advisor, the selected individual would be required to devise new innovative training courses that will empower employees of the public sector to upgrade their skills, broaden their knowledge and keep them abreast of new techniques and technologies which are fast changing the ways of doing government business in Mauritius. While adding value to training courses already being delivered, the individual will also be required to review and revamp the generic courses of the CSC and to come up with new training programmes to attune them to the development of a strong modern capable, effective and customer-centric public service. S/he will be expected to work on putting in place institutional linkages for development of curriculum and future training activities.

Specific duties would include : advise and support the DG in the overall management; develop a pool of coaches/mentors; support in conducting training needs analysis; conduct of quality assurance in ongoing trainings; conduct trainers' development programmes; development of training material; conduct of pilot training courses/post-training activities and transfer of knowledge; creation of an effective trainee database; and building of institutional linkages.

**Eligibility:** Applications are invited from interested individuals currently working on regular employment basis as senior professor/equivalent academic or non academic designation at eminent training institutions of Gov/State Governments/Central HEI/CTIs at pay levels up to 13-14 in pay-matrix in Gov with excellent English language skills; the individual must possess at least 15 years of direct verifiable experience in conducting

training activities for public servants and at least a master's degree in relevant discipline from a recognized University or Institute. Applicant should be in good health. Individuals close to superannuation may be considered only on exceptional basis. The applicant may also specify if s/he is proficient in any foreign language especially French as it is the official language of Mauritius.

**Duration of assignment:** One year, further renewable for another year depending on assessment of performance and depending on the requirement and based on mutual consent.

**Application process:** Interested applicants from similarly placed training institutions in India may apply by means of a covering letter with a brief state of purpose and copies of their educational qualifications and work experiences. All applications should be accompanied by permission(s) from their respective line ministries (where required) and an undertaking from competent authority in their respective organizations that they would be relieved without delay in case of selection. Since the construction of the project is expected to be completed in the immediate future, the selected individual would be expected to take up his/her assignment within the next 3 months.

Duly authenticated applications along with supporting documents and the annexure are to be submitted in online mode by email to [soitec2@mea.gov.in](mailto:soitec2@mea.gov.in), with cc to [usdp1@mea.gov.in](mailto:usdp1@mea.gov.in) under intimation to the individual's respective controlling authorities, under the subject head "application for the post of Advisor, Civil Service College, Mauritius – name of the individual". The shortlisted candidates shall be conveyed by email and the date, time and venue of the interview in case conducted off-line will be conveyed through email and the applicants will have to make their own arrangements to reach the venue and no TA/DA shall be paid.

Cadre clearance from respective cadre controlling authorities would be formally processed in the case of the person who is selected.

**Last date of Application : 31 October 2024 (1730 hrs)** The applications received after the closing date or without the supporting documents or incomplete are liable to be rejected and no correspondence shall be entertained in this regard.

**Selection process:** Eligible candidates with applications complete in all respects and with permission/undertaking from their controlling/competent authorities would be short-listed by MEA. Thereafter, final selection of a panel of names for consideration by Govt of Mauritius would be done through online/in-person interview.

**Pay and entitlements:** All pay and entitlements of the individual will be as per ITEC norms, which provide for basic pay, compensatory foreign allowances and packaging/transfer passages for self and entitled members of family, children education allowance up to 2 entitled children as applicable in the cases of foreign deputation of GOI employees. The medical fees and furnished accommodation shall be provided by the host Government. During the tenure of deputation, the individual will be governed by the applicable provisions of CCS Conduct Rules, 1964.

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## Annexure

### **APPLICATION PROFORMA FOR SELECTION OF ITEC EXPERT FOR THE POST OF ADVISOR TO DG, CIVIL SERVICE COLLEGE, GOVERNMENT OF MAURITIUS**

- Name & Designation:
- Date of Birth:

- Gender:
- Educational Qualifications:
- Mobile No.:
- E-mail ID:
- Service/Batch:
- Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

Department/ Institution/ Organization	Postheld	From	To	Scaleof Payand basic therein	Natureof duties performed

- Details of current employment:
- Basic Pay, Pay Scale & Grade Pay:

11. Details of courses/training programmes attended, if any:

12. Details of publications, if any:
13. Language known including foreign languages along with copies of certificates:
14. Details of previous ex-cadre deputation, if any:
15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be:
16. Remarks:

(Signature of candidate)

Address:

Date:

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his/her integrity is beyond doubt.

Signature of the  
Head of Department  
(with stamp)