GOVT. OF NCT OF DELHI
DEPARTMENT OF INFORMATION TECHNOLOGY
9TH LEVEL, B- WING, DELHI SECTT. NEW DELHI

No.F. A-12/15/2015/ADM/17787-7856  Dated :- 03/12/15

To
Principal Secretaries/Secretaries/Head of the Departments
Govt. of NCT of Delhi
Delhi.

Sub:-Inviting nominations for Train The Trainer (TTT) under Capacity Building in e-Governance Phase II - Reg.

Sir,

I am directed to enclose herewith a D.O letter dated 18.11.15, received from Dr. Ajay Kumar, Additional Secretary, Ministry of Communications , and IT, Department of Electronics and Information Technology, Gol, wherein it is stated that the Department of Electronics and Information Technology (DeitY) is organizing a programme “Train The Trainer” (TTT) for e-Governance Project Lifecycle (eGLC), as a part of Capacity Building efforts, under its Digital India Programme, for the period 07th to 19th December 2015 at Hyderabad.

You are requested to kindly nominate the officers for the said programme,

Encl. As Above

Yours faithfully

[Signature]

(Anil Bhola)
Dy. Secretary (IT)
Sub: Inviting nominations for Train The Trainer (TTT) under Capacity Building in e-Governance Phase II– Reg.

Dear Sir,

As part of its Capacity Building efforts under the Digital India programme and for accelerating the implementation of the National e-Governance Plan (NeGP), the Department of Electronics and Information Technology (DeitY), Ministry of Communication & Information Technology (MCIT), Government of India, has taken up number of initiatives for conducting specialized training programmes for the officers of Central and State Governments.

2. The "Capacity Building in e-Governance Phase II" (CB phase II) offers a wide range of training programmes in e-Governance domain for Government officers in Central & State/UT Governments, who are actively involved in the implementation of e-Governance MMPs or other state-level e-Governance initiatives. The National e-Governance Division (NeGD), under DeitY, is implementing the CB phase II programme and the National Institute for Smart Government (NISG) is the executing agency for conducting these programmes. Various training programmes offered under the CB phase II are enclosed in the form of brochure as Annexure I for your reference.

3. The Train the Trainer (TTT) programmes aim to create and enhance a pool of expert trainers whose expertise can be used by the Central and State/UT Governments for their e-Governance training programmes. It also standardizes the delivery of content, ensure that a comprehensive and quality facilitation of e-Governance lifecycle is delivered across the country through multiple training programmes.

4. It is proposed to conduct the first batch of the Train the Trainer (TTT) Programme for e-Governance Project Lifecycle (eGLC) theme from 07th to 19th December 2015. TTT is a two week programme, which aims to enhance the participants' domain knowledge (eGLC) and sharpens the facilitation skills, which will empower them to take up the role as faculty/speakers for e-Governance trainings in their respective departments. The programme will be conducted at Hyderabad. The training programme is completely funded by DeitY (including the travel to the training venue and back). A brochure containing details of TTT is enclosed as Annexure II.
5. You are requested to kindly nominate two persons (preferably those who are already in training institution or would be able to take time off to administer trainings, those officers who are involved in e-Governance project implementation, possess the skill and articulation needed to train others) from your MMP department for this programme, based on the criteria indicated in the programme brochure. Since, the number of participants for the programme is limited to 15, it is possible that only one officer out of the two nominated would be selected for this programme.

6. Interested officers may send their nominations through online on http://trms.nisg.org only. The last date for receipt of the online nominations is 26-November-2015. Further programme details and contact person's information is available in the programme brochure.

Warm regards,

Yours sincerely,

(\[Signature\]

To:

Dr. Vasanthakumar N, IAS
Secretary IT
Government of Delhi

Copy to:

Principal Secretary
Directorate of Training, UTCS

Encl: As above
Train The Trainer

Certificate programme on Recognized Trainer in e-Governance (RTeG)

Digital India initiative has accentuated the need for adequate and relevant capacities at all levels.
The objective is to provide professional resources and training to political and policy level decision
makers for all States/UTs and to build the in-house capacity for implementation of various
e-Governance initiatives.

Background
The core objective of the Capacity Building Scheme
Phase II is to build capacities in Central Line Ministries
and State/UT Line Departments for implementation of
various e-Governance initiatives. This is to enhance the
abilities of the project teams, to have a holistic under-
standing on visualizing, conceiving and delivering
projects

Train The Trainer (TTT) Programmes
The TTT programmes aim to create and enlarge a pool
of expert trainers whose expertise can be used by
Central and States / UTs Governments for their
e-Governance training programmes.
It also standardizes the delivery of content, ensure that
a comprehensive and quality facilitation of
e-Governance lifecycle is delivered across the country
through multiple training programmes.

Programme Objectives
By the end of the Train the Trainer programme, the
participants will be able to:
• Possess expertise in one/two domains of
e-Governance
• Compile (design) a program based on the level of
target audience and the objective of the program
• Deliver centrally designed and developed
e-Governance courses/or any other such courses
as per prescribed methodology
• Evaluate the effectiveness of the training
programmes conducted

Target Participants' profile
• Minimum 10 years of work experience
• Minimum 2 years of e-Governance/IT and Project
Management exposure
• Good communication skills and fluency in native
English (writing and reading)
• Past experience as trainer/faculty is preferable

Target Group
• State ATI Faculty members
• Faculty of National Training Institutes
• Interested CIO alumni
• Retired e-Governance Professionals/Government
officers
• Academicians from University or affiliated colleges
• Members of SeMT
• Employees of NeGD/NISG

Participants’ selection process
Step 1: Screening of Nomination forms and creation of
first shortlist
The nomination form will gather details pertaining to:
• Work experience/ Exposure in e-Governance
domain
• Relevant Academic / work area background specific
to the requirement of a particular training course
(IT / Technology related, Public Policy, Project
Management, e-Governance, Change Management
eetc.)
• Training experience

Batch Size: 15
Step 2: Interaction with the review panel
To ascertain suitability, the participant will be evaluated on:
- Domain knowledge
- Experience and ability to transform experience into learning
- Communication Skills

The final list will be published and participants will be notified.

Certification Process

Certificate of Participation - Awarded at the end of the two-week training programme

Criteria 1: 100% Attendance (20% weightage)
- Performance in class activities
- Contribution towards class discussions, presentations
- Peer interaction

Criteria 2: Successful completion of Final Assessment (40% weightage)
- Score of 70% or more
- Evaluation of domain knowledge
- Pre-Training and post-training assessments

Criteria 3: Evaluation of Facilitation Skills (40% weightage)
- Video recorded teach-back sessions
- Evaluated by Facilitation Skills Expert
- Course Director Feedback and Scores

Logistics
All training arrangements including boarding, lodging and travelling expenses of the participants to reach the training venue and back to Headquarters would be made by NISG.
However, the DA/Per diem allowance (if any), shall be borne by the respective departments/parent organization/ATI

Note: Spouse/family/guests will not be allowed to accompany the participants during any part of the training programme

Certificate of Completion* - Awarded upon completion of 3 training batches with a minimum score of 3.5 out of 5 or over 70% trainer effectiveness score

Criteria:
- Conduct of 3 or more training modules
- Trainer effectiveness score of 70% or above
- Time Limit - 6 months
- Onus lies on the trainer to share the feedback report with NISG/NeGD

Post completion of the certification of RTeG, the certified trainers are expected to:
- Conduct e-Governance related CB training programmes
- Contribute new materials for content to be used in various programmes

* The certification is valid for a fixed period (2 years), post which, the trainers have to get their certification renewed.

For re-certification process visit: http://trms.nisg.org

Programme Duration
Two Weeks, Residential

Programme Dates
TTT Batch I - eGLC Theme
7th - 19th December, 2015

Venue
Hyderabad

Nomination Process: Interested candidates may apply online through http://trms.nisg.org. The duly filled nomination forms along with a copy of approval from the nomination authority should be sent to NISG on or before 30th November, 2015 through the online nomination system only. Nominations in any other form will not be accepted.

* Please visit www.deity.gov.in and www.negd.gov.in for further details on Digital India programme and various e-Governance initiatives

For further queries regarding the training programmes, please contact

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