

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

No.F. A-12/15/2015/Adm/7787-7856

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.**

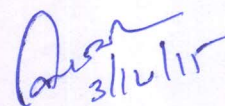
Sir,

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 07<sup>th</sup> to 19<sup>th</sup> December 2015 at Hyderabad.

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

Encl. As Above

Yours faithfully



(Anil Bhola)  
Dy. Secretary (IT)



Dr. Ajay Kumar, IAS  
Additional Secretary  
Tel: 011 24360160  
Fax: 011 24363079  
Email: [ajay@deity.gov.in](mailto:ajay@deity.gov.in)

दस्तावेज संख्या:

क्रमांक पत्र सं : .....

D.O.NO. ....



भारत सरकार  
GOVERNMENT OF INDIA  
संचार और सूचना प्रौद्योगिकी मंत्रालय  
MINISTRY OF COMMUNICATIONS AND IT  
इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी विभाग  
DEPARTMENT OF ELECTRONICS AND  
INFORMATION TECHNOLOGY  
इलेक्ट्रॉनिक्स निफेतन/ELECTRONICS NIKETAN  
6, सी.जी.ओ. कॉम्प्लेक्स / 6, C.G.O. COMPLEX  
नई दिल्ली / New Delhi-110003  
Website : [www.deity.gov.in](http://www.deity.gov.in)

दिनांक/Dated 18.11.15

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

Dear

*Sr. Wasantha Kumar*

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.

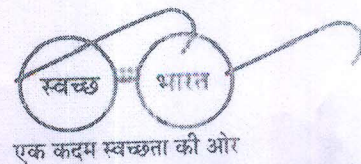
2. The "Capacity Building in e-Governance Phase II" (CB phase II) offers a wide range of training programmes in e-Governance domain for Government officers in Central & State/UT Governments, who are actively involved in the implementation of e-Governance MMPs or other state-level e-Governance initiatives. 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 **07<sup>th</sup> to 19<sup>th</sup> 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**.



ELECTRONICS INDIA  
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एक कदम स्वच्छता की ओर



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,



(Dr. Ajay Kumar)

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 understanding 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

Batch Size : 15

## 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 etc)
- Training experience



## 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	Programme Dates	Venue
 Two Weeks, Residential	 TTT Batch I - eGLC Theme 7 <sup>th</sup> - 19 <sup>th</sup> December, 2015	 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 **30<sup>th</sup> November, 2015** through the online nomination system only. **Nominations in any other form will not be accepted.**

\* Please visit [www.deity.gov.in](http://www.deity.gov.in) and [www.negd.gov.in](http://www.negd.gov.in) for further details on Digital India programme and various e-Governance initiatives



National Institute for  
Smart Government

For further queries regarding the training programmes, please contact

**Mr. Mahesh Edla**

Manager, CBKM, NISG

email: [mahesh.edla@nisg.org](mailto:mahesh.edla@nisg.org)

Mob: +91 9848752523

**Ms. Ruchee Arora**

Manager- CB, NeGD

email: [ruchee.arora@nisg.org](mailto:ruchee.arora@nisg.org)

Mob: +91 9717860962

