

RASHTRIYA KARMAYOGI LARGE SCALE JAN SEVA PROGRAM

CRITERIA FOR NOMINATION OF LEAD TRAINERS

Lead Trainers should be nominated by the leadership of each Ministry/Department/Organisation (MDO) in accordance with the following criteria. This ensures the selected individuals possess the required credibility, commitment, and competence to successfully deliver the Rashtriya Karmayogi Jan Seva Program within their MDOs.

A. Position, Experience & Credibility

- ☐ Should hold the position of Director/Deputy Secretary level within the MDO.
- ☐ Must have at least five years of service remaining before retirement.
- ☐ Is respected by seniors, peers, and juniors for competence and contributions.
- ☐ Maybe:
 - An **existing Master Trainer (MT)** from Phase 1 (only if motivated and willing to undergo the full 5-day training), or
 - A **newly identified personnel** who expresses interest in the program.
- **Retired officers** interested in conducting training may also be nominated. In such cases, the nominating MDO will retain full responsibility and manage any expense reimbursements.
- MDOs may also explore the option of nominating faculty members from their Central Training Institutes (CTIs) or State Training Institutes (STIs).

B. Commitment & Motivation

- ☐ Should be willing to undertake the role of a Lead Trainer.
- ☐ Must be available to attend the full 5-day training program, either in Delhi or another location as designated by the Capacity Building Commission (CBC).

C. Training Competence & Abilities

- ☐ Capable of effectively handling a class, including peers and junior colleagues.
- ☐ Demonstrates high energy levels and alertness throughout the day.
- ☐ Interacts in a respectful and professional manner at all times.
- ☐ Communicates clearly and fluently in both English and Hindi (or a relevant regional language).
- ☐ Comfortable with technology, including basic computer operations and app usage.

Kindly Note:

The nominated officer should be relieved for the full duration of the 5-day Lead Trainer Training, and the subsequent 3-day batches of Master Training that they will conduct within their respective MDOs.
