

File No. 13020/1/2022-IES  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(IES Cadre)

Room No. 59, North Block,  
New Delhi, Dated: 05.12.2023

OFFICE MEMORANDUM

**Subject: Inviting applications for participation in Long Term Masters Programme with Lee Kuan Yew (LKY) School of Public Policy, National University of Singapore (NUS), Singapore for the academic year 2024-25-reg.**

The IES Cadre intends to nominate upto 2 IES officers for a one-year Masters in Public Administration (MPA) Programme which is fully funded by means of scholarship by the Lee Kuan Yew (LKY) School of Public Policy, National University of Singapore (NUS), Singapore for the academic year 2024-25.

2. This one year Masters in Public Administration (MPA) Programme, is intended for mid-level professionals and focuses on imbibing the following relevant skills in the participants:

- i) The ability to critically review research and the tools to develop detailed policy responses to multidimensional issues and situations.*
- ii) Aims to develop skills in leadership, creative thinking and problem solving through economic analysis using big data, official statistics and case studies related to public policy.*
- iii) Access and insight into Singapore's institutions and corresponding practices in the field of policy-making and implementation.*
- iv) Learning from International best practices by undergoing a Governance Study Project (GSP), which provides an opportunity for applied learning via the preparation and presentation of research policy reports on public policy issues.*

3. Given that the moratorium on funding for foreign training programmes is persisting, it is clarified that the selected candidates will be provided scholarship by the Lee Kuan Yew (LKY) School of Public Policy, National University of Singapore (NUS), Singapore (as per enclosed letter at **Annexure II**). The IES Cadre will **not** bear the tuition fee or any travel costs. The selected officer(s) will be treated as on official duty for the entire period and will be paid the Salary (Pay and other allowances) by the Ministry /Department/Organisation where the officer(s) is posted.

4. Guidelines for selection of officers for the instant training programme are at **Annexure I**. Screening of the applications and final selection of officers shall be done by a Standing Selection Committee chaired by the Chief Economic Adviser, Ministry of Finance. The decision of the Committee shall be binding and final. The shortlisted applications would be forwarded to LKY School of Public Policy for final selection. The decision on the final selection of the officers for the programme rests with LKY School of Public Policy.

5. It may be noted that in the event of selection/nomination, political clearance/visa note etc. shall be obtained by the Ministry/Department/Organization where the officer is posted. The 'Deputation Order' shall also be issued by the Ministry/Department/Organization concerned.

6. Administration/Establishment Division of the participating Ministries/Departments/Organizations may forward the application of eligible and interested officers **in the prescribed format (with complete**

documents as prescribed in Annexure III and IV) to Ms. Aishwarya Menon, Deputy Director, IES Cadre physically i.e. to Room No. 59, North Block, Department of Economic Affairs or send it via e-mail to [aishwarya.menon@gov.in](mailto:aishwarya.menon@gov.in) and [esha.swaroop@gov.in](mailto:esha.swaroop@gov.in) latest by 20.12.2023.

7. This issues with the approval of the competent authority.

*Esha*

(Esha Swaroop)  
Assistant Director (IES)  
Tele: 23095219

To,

1. Additional Secretary (Administration), Department of Expenditure, North Block, New Delhi- 110001
2. Adviser (Administration), Department of Economic Affairs, North Block, New Delhi-110001
3. Joint Secretary (Administration/Establishment), Department of Financial Services, 3<sup>rd</sup> Floor, Jeevan Deep Building, Sansad Marg, New Delhi- 110001
4. Joint Secretary (Administration/Establishment), D/o Investment and Public Asset Management (DIPAM), Room No 528, 5th Floor Block No. 14 CGO Complex, Lodhi Road, New Delhi-110003
5. Joint Secretary (Administration/Establishment), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi-110004
6. Joint Secretary (Administration/Establishment), Ministry of Corporate Affairs, A Wing, Shastri Bhawan, Rajendra Prasad Road, New Delhi - 110001
7. Joint Secretary (Administration/Establishment), D/o Agriculture & Farmers Welfare, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
8. Joint Secretary (Administration/Establishment), M/o Cooperation, Atal Akshay Urja Bhawan, CGO Complex, Lodhi Road, Behind NIA Building, New Delhi – 110003
9. Adviser (Administration), DES, M/o Agriculture & Farmers Welfare, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
10. Adviser, Commission for Agricultural Costs & Prices, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
11. Joint Secretary (Administration/Establishment), Department of Fisheries, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
12. Joint Secretary (Administration/Establishment), Department of Rural Development, Krishi Bhawan, New Delhi-110001
13. Joint Secretary (Administration/Establishment), Department of Land Resources, Nirman Bhawan, New Delhi – 110011
14. Joint Secretary (Administration/Establishment), Department of Consumer Affairs, Krishi Bhawan, New Delhi-110001
15. Joint Secretary (Administration/Establishment), Department of Food & Public Distribution, Krishi Bhawan, New Delhi-110001
16. Joint Secretary (Administration/Establishment), Ministry of Road Transport & Highways, Transport Bhawan, 1, Parliament Street, New Delhi-110001
17. Joint Secretary (Administration/Establishment), Ministry of Ports, Shipping and Waterways, Transport Bhawan, New Delhi-110001
18. Joint Secretary (Administration/Establishment), Ministry of Housing & Urban Affairs, Nirman Bhawan, C-Wing, Rajpath Area, Central Secretariat, New Delhi – 110011
19. Director General, National Building Organisation, Nirman Bhawan, New Delhi – 110011
20. Joint Secretary (Administration/Establishment), M/o Labour & Employment, Shram Shakti Bhawan, Rafi Marg New Delhi-110001
21. Director General, Labour Bureau, SCO 28-31, Sector 17-A, Chandigarh – 160017
22. Joint Secretary (Administration/Establishment), Department for Promotion of Industry and Internal Trade (DPIIT), Udyog Bhawan, New Delhi – 110011
23. Economic Adviser (Admin), O/o Economic Adviser, Department for Promotion of Industry and Internal Trade (DPIIT), Udyog Bhawan, New Delhi – 110011

24. Joint Secretary (Administration/Establishment), Department of Commerce, Vanijya Bhawan, 16, Akbar Rd, Sunehri Bagh Road Area, Motilal Nehru Marg Area, New Delhi, 110001
25. Director General, DGCIS, D/o Commerce, 565, Anandapur, Ward No. 108 Sector- 1, Plot No. 22, ECADP, Kolkata, West Bengal-700107
26. Joint Secretary (Administration/Establishment), M/o Micro, Small and Medium Enterprises (MSME), Udyog Bhawan, Rafi Marg, New Delhi – 110011
27. Development Commissioner, O/o DC (MSME), A-Wing, 7th Floor, Nirman Bhawan, New Delhi-110001
28. Joint Secretary (Administration/Establishment), Department of Water Resources, River Development & Ganga Rejuvenation, Ministry of Jal Shakti, Shram Shakti Bhawan, Rafi Marg, New Delhi- 110001
29. Joint Secretary (Administration/Establishment), Department of Drinking Water and Sanitation, C Wing, 4th Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex Lodhi Road, New Delhi-110003
30. Joint Secretary (Administration/Establishment), NITI Aayog, Sansad Marg, New Delhi-110001
31. Director General, Development Monitoring and Evaluation Office (DMEO), NITI Aayog, Parliament Street, Sansad Marg, New Delhi-110001
32. Joint Secretary (Administration/Establishment), Department of Telecommunications, Sanchar Bhawan 20, Ashoka Road, New Delhi-110001
33. Joint Secretary (Administration/Establishment), Ministry of Electronics & Information Technology, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi-110003
34. Joint Secretary (Administration/Establishment), Ministry of Power, Rafi Marg, Shram Shakti Bhawan, New Delhi-110001
35. Joint Secretary (Administration/Establishment), Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi-110001
36. Joint Secretary (Administration/Establishment), Ministry of Textile, Udyog Bhawan, New Delhi – 110011
37. Jute Commissioner, O/o Jute Commissioner, CGO Complex, 3rd MSO Building 4th Floor, DF Block, Salt Lake City, Bidhannagar, Kolkata, West Bengal 700064
38. Textile Commissioner, O/o DC (Handicrafts), Ministry of Textiles, Nishta Bhavan, New CGO Bldg. 48, Vitthalaldas Thackersey Marg, New Marine Lines, Mumbai, Maharashtra 400020
39. Joint Secretary (Administration/Establishment), Ministry of Railways, 256-A, Raisina Road, Rajpath Area, Central Secretariat, New Delhi-110001
40. Joint Secretary (Administration/Establishment), Department of Higher Education, Shastri Bhawan, New Delhi-110001
41. Joint Secretary (Administration/Establishment), Department of School Education & Literacy, Shastri Bhawan, New Delhi-110001
42. Joint Secretary (Administration/Establishment), Ministry of Women & Child Development, Shastri Bhawan, New Delhi-110001
43. Joint Secretary (Administration/Establishment), Ministry of Health & Family Welfare, Nirman Bhawan, Maulana Azad Road, New Delhi – 110011
44. Joint Secretary (Administration/Establishment), M/o Steel, Udyog Bhawan, New Delhi-110001
45. Joint Secretary (Administration/Establishment), D/o Chemicals & Petrochemicals, A-Wing, Shastri Bhawan, New Delhi-110001
46. Joint Secretary (Administration/Establishment), D/o Fertilizer, Shastri Bhawan, New Delhi-110001
47. Joint Secretary (Administration/Establishment), D/o Pharmaceutical, Shastri Bhawan, New Delhi-110001
48. Joint Secretary (Administration/Establishment), National Pharmaceutical Pricing Authority (NPPA), YMCA Cultural Center Building, 1, Jai Singh Marg, New Delhi, Delhi 110001
49. Joint Secretary (Administration/Establishment), M/o Environment & Forests, Jor Bagh, Lodhi Colony, New Delhi, Delhi 110003
50. Joint Secretary (Administration/Establishment), Ministry of DoNER, Maulana Azad Road, Man Singh Road Area, New Delhi-110011
51. Joint Secretary (Administration/Establishment), 1<sup>st</sup> Floor, North Eastern Council Secretariat, Nongrim Hills, Shillong-793003



52. Joint Secretary (Administration/Establishment), Ministry of Information & Broadcasting, 6<sup>th</sup> Floor, A-wing, Shastri Bhawan, New Delhi-110001
53. Joint Secretary (Administration/Establishment), Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi-110001
54. Joint Secretary (Administration/Establishment), Ministry of Tribal Affairs, Rajpath Area, Central Secretariat, New Delhi, Delhi 110001
55. Joint Secretary (Administration/Establishment), Ministry of Coal, Shastri Bhawan, New Delhi-110001
56. Joint Secretary (Administration), D/o Public Enterprises, Lodi Road, CGO Complex, New Delhi, Delhi-110003
57. Joint Secretary (Administration/Establishment), Ministry of Heavy Industries, Udyog Bhawan, New Delhi – 110011
58. Joint Secretary (Administration/Establishment), Ministry of Tourism, Transport Bhawan, 1 Parliament Street, New Delhi - 110011
59. Joint Secretary (Administration/Establishment), Ministry of Civil Aviation, New, Safdarjung Airport Area, Satya Sadan, New Delhi, Delhi 110021
60. Joint Secretary (Administration/Establishment), Ministry of Mines, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
61. Joint Secretary (Administration/Establishment), Ministry of Panchayati Raj, 11th Floor, J.P. Building, Kasturba Gandhi Marg, Connaught Place, Delhi -110001
62. Joint Secretary (Administration/Establishment), Ministry of External Affairs, Patiala House, New Delhi-110001
63. Joint Secretary (Administration/Establishment), Ministry of New & Renewable Energy, CGO Complex, Lodhi Road, New Delhi - 110003
64. Joint Secretary (Administration/Establishment), Department of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, Khelgaon, New Delhi-110049
65. Joint Secretary (Administration/Establishment), Ministry of Skill Development & Entrepreneurship, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
66. Joint Secretary (Administration), Economic Advisory Council to the Prime Minister, NITI Bhawan, Parliament Street, New Delhi-110001
67. Joint Secretary (Administration/Establishment), Ministry of Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003

**Copy also to:**

All IES Officers via email

**Guidelines approved for the Training Programme:**

- i) **Minimum Service Requirement:** The officer should have completed a minimum of five years of service before applying for the one-year Master in Public Administration Programme (MPA).
- ii) Upper age limit as on 1st July 2024: 48 years
- iii) The officer should be holding a Cadre post (not on deputation of any type) at the time of submission of the application.
- iv) **Number of Training programmes attended:**
  - (a) The officer should not have attended more than 2 training programmes sponsored by IES Cadre in the last 3 years.
  - (b) The officer should not have attended any long-term Training programme sponsored by the IES Cadre in their career.
- v) **Departmental Enquiry/vigilance cases:** The Officer should not have any departmental proceedings/vigilance cases pending or contemplated against him/her.
- vi) **APAR grading:** The Officer should have 'very good' grading in their APAR for the last five years with at least three outstanding entries and no adverse entries.
- vii) **Debarment:**
  - a) If an officer does not attend the course or withdraws his/her request at any stage after getting nominated for a course, he/she will be debarred as per provisions. The debarment will be for two financial years for not attending a short-term training programme and for three financial years for not attending a long-term training programme.
  - b) The officers who drop out with less than three weeks remaining for the commencement of the programme on the ground of official exigencies shall be automatically debarred from any foreign training for a period of five years.
- viii) **Undertaking:**
  - a) An officer has to give an Undertaking that in case of any false information furnished by him/her in the application form, the full scholarship extended for their training would be recovered from them with penal interest and action under CCS (CCA) Rules/other relevant rules will be initiated against them.
  - b) Officers nominated for Long Term programmes shall be required to execute a bond, before the commencement of the course, to continue to serve the Government for a period of five years after completion of the course.
- ix) **Feedback:**
  - a) It shall be mandatory for the officers attending long term and short term programmes to give their feedback about the programme attended. The officers who do not submit feedback, after undergoing a foreign training programme, may be restricted in future from applying for any Training Programme being sponsored by the IES Cadre.
  - b) The officers nominated for long term courses shall submit a report/ case study/ theme paper related to their programme and shall be available as guest faculty for two financial years for providing training to IES officers.

22 November 2023

**Dr. Anuradha Guru**  
*Economic Adviser*  
**Ministry of Finance**  
Department of Economic Affairs  
Room No 34-A  
North Block  
New Delhi, India, 110001

Dear Dr Anuradha Guru,

**THE LEE KUAN YEW SCHOOL OF PUBLIC POLICY – SCHOLARSHIP OPPORTUNITIES FOR MASTER IN PUBLIC ADMINISTRATION (MPA) PROGRAMME**

We thank you for accepting our invitation to nominate promising candidates to read our postgraduate programmes at the Lee Kuan Yew School of Public Policy.

The School has a noble mission: to educate and inspire current and future generations of leaders and raise the standards of governance in Asia, improve the lives of its people, and contribute to the region's transformation. As a result, we can also confidently say that the LKY School is one of the most highly-regarded public policy school in Asia and the world.

In the face of highly qualified candidates, we endeavour to identify individuals who display academic ability, leadership potential and a passion for public service. On this basis, we are delighted to extend Scholarship offers to eligible candidates from the Ministry of Finance. We look forward to witnessing them make significant contributions during their time at the School and beyond.

**About the Master in Public Administration Programme;**

The one-year full-time MPA programme prepares students for senior management roles in the public sector. It provides an intensive, interdisciplinary course of study for professionals who wish to work on increasingly complex issues shaping national, regional, and global policies and projects.

The MPA aims to equip future leaders of organisations, government institutions, and agencies with the necessary skills to take on the public sector leadership mantle. Over the course of the programme, participants will be exposed to valuable skills and knowledge used by researchers, public managers, leaders, and policy practitioners. Applicants can look forward to developing their national and international network and boosting their leadership and management capabilities.

**Eligibility Criteria;**

- Applicants should have a minimum of 5 years of working experience and attain a mid-level managerial position. They aspire to management roles and demonstrate commitment towards public service. Proficiency in written and spoken English is a must;
- A good honours degree with at least an average grade of B or equivalent.

#### About the LKY School Merit-Based Scholarship;

- A monthly maintenance allowance of S\$1,800 – tenable from the official arrival date to the programme's official end date. The official arrival and end dates will be advised later;
- A one-time book and settling in allowance of S\$1000;
- Tuition fees, health insurance, examination, and other approved fees – tenable from the official arrival date to the official end date of programme. The official arrival and end dates will be advised later;
- Cost of travel on an economy class by the most direct route from home country to Singapore on award of the Scholarship of up to \$700;
- Cost of travel on an economy class by the most direct route from Singapore to home country on graduation of up to \$700

#### Application and required documents;

- Completed online application: <https://inetapps.nus.edu.sg/gda2/Home.aspx>
- Degree scrolls and academic transcript (including grading description)
- Curriculum vitae or Resume
- TOEFL / IELTS (*Applicants with qualifications attained in English-medium institutions in Australia, Canada, India, Ireland, New Zealand, Philippines, Singapore, the UK or the US are exempted from providing test score*)
- GRE / GMAT (optional)
- 2 essays covering the following:

##### Essay 1 (600 words)

- a) What is the most urgent challenge facing your organization, community or nation today? Explain your answer.
- b) Tell us something that you have read or seen that offers a solution to the challenge that you have identified in.

##### Essay 2 (400 words)

What are your personal and/or professional goals and how do you think the programme can help you in achieving your goals?

- 2 letters of references - Can be professional and/or academic. 1 professional and 1 academic references, preferred.

#### Nomination information and deadline;

- We are pleased to extend the application deadline to **8 December 2023** for MPA programme.
- To apply, we request MOF to provide the school with the following details of the candidates:
  - Full Name
  - Designations
  - Email address

When you have prepared a list of nominees, please send the list to **Laiza Malit, Assistant Head of Regions**, at [laiza.malit@nus.edu.sg](mailto:laiza.malit@nus.edu.sg).

Thank you in advance for your help and support for this important mission to prepare your talented staff for future leadership positions. We are confident that their time with the Lee Kuan Yew School of Public Policy will make a real positive difference when they resume their careers upon graduation.

With best wishes,

Yours sincerely,



Celeste Ho (Ms)  
Deputy Director, Academic Affairs  
Lee Kuan Yew School of Public Policy

Encl: Programme Brochures



**Application Form**

1. Name of the applicant (Dr./Mr./Miss/Mrs.):
2. Batch/Year of entry into IES:
3. Date of superannuation:
4. Ministry/Department where currently working:
5. Designation:
6. Official Passport No.
7. Mailing Address:
  - (i) Office
  - (ii) Residence
  - (iii) E-mail
8. Telephone No.
  - (i) Office
  - (ii) Residence
  - (iii) Mobile
9. Details of previous published research papers, if any. Attach separate sheet.
10. Whether attended any long-term/short-term training programme for more than two weeks abroad in the last 2 years?
11. Whether attended any Conferences/Workshops/Seminars abroad for more than two weeks during the last two years.
12. Relevance of course to the Officer in their present and future assignments (maximum 500 words). Attach on a separate sheet.
13. I hereby declare that all particulars given by me in this application are correct.

Name \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_ Place \_\_\_\_\_

---

Recommendation of IES Cadre

Name \_\_\_\_\_

Date \_\_\_\_\_ Signature of Cadre Controlling Authority \_\_\_\_\_

Following documents may be **forwarded along with the application latest by 20.12.2023:**

- i. Degree scrolls and academic transcript (including grading description)
- ii. Curriculum vitae or Resume
- iii. **2 essays** covering the following:
  - Essay 1 (600 words)**
    - a) What is the most urgent challenge facing your organization, community or nation today? Explain your answer.
    - b) Tell us something that you have read or seen that offers a solution to the challenge that you have identified in.
  - Essay 2 (400 words)**

What are your personal and/or professional goals and how do you think the programme can help you in achieving your goals?
- iv. 2 letters of references - Can be professional and/or academic. 1 professional and 1 academic references, preferred.