

**Ministry of Defence**  
**D(GS.II)**

**Subject - 64<sup>th</sup> NDC Course at National Defence College commencing from January 2024.**

The 64<sup>th</sup> NDC Course at National Defence College, New Delhi is scheduled to commence from January 2024. The duration of the course is 47 weeks. A few seats at the NDC Course are earmarked for the Civilian Officers belonging to various Ministries/Departments.

2. The broad objective of the NDC Course is to provide a holistic view of contemporary economic and political scenarios and related aspects with particular emphasis on security issues. A better understanding among professionals drawn from different disciplines in the country having divergent backgrounds and value is yet another objective of the course. Visits to important military stations and frontier posts and some foreign countries form integral part of the course curriculum.

3. Qualification Requirements for the selection of officers to be nominated for the course are as under:-

- a) IAS/IPS/IFS officers having not less than 14 years of completed service.
- b) Officers of other Central Civil Services of the rank of Director/Senior Deputy Secretary of a Central Ministry or equivalent who are likely to reach policy making level of Joint Secretary or equivalent having not less than 16 years of completed services.
- c) Below 54 years of age as on 01.01.2024, with sound physical and mental health.
- d) Excellent record of past performance.
- e) Clearance from Vigilance and disciplinary angle.

4. The officers should not have undergone a training programme of **12 weeks or more duration in India during a period of 5 years** preceding the date of commencement of this course. Further, the officer should not have undergone a programme of **training abroad of more than 2 weeks in preceding 2 years, more than 1 month in the preceding 3 years or more than 6 months in preceding 5 years.**

5. **Course Fees\*:**

The details of course fees are given below:-

(a)	Tuition fees	Rs. 2,10,000/-
(b)	Internal and Foreign Tours	Approx. Rs. 20,00,000/- (per officer) which includes Cost of <b>Two Foreign Tours and Five Internal Tours</b> which they must submit as per of their Budget Support from respective paying office prior to joining NDC.

\* The individual expenses such as expenditure incurred on messing charges are not covered under the payments(Rs.22,10,000/-) made to NDC i.e. Tuition fees and tour charges.

6. **Cadre clearance, Vigilance Clearance** and photocopies of last 5 years Annual Performance Appraisal Reports (**APARs**) of the nominated officers, **duly attested** by an officer not below the level of Under Secretary may be sent along with the nominations. **Original APARs should not be sent.**

7. The officer selected for the NDC Course will be required to execute a 'Bond' prior to his/her joining the NDC Course and submit the same to his/her Cadre Controlling Authority stating that he/she would serve the Government for a period of five years and he/she would be willing to work in Ministry of Home Affairs, Ministry of Defence, Ministry of External Affairs, NSCS and other security-related organizations on completion of the Course, or to repay the total expenses incurred on the NDC Course in the event of his/her resignation, voluntary retirement or quitting the NDC Course without completing it.

8. The Officers applying for nomination to this course should not be allowed to apply for deputation to other Ministries/Departments/Organizations.

9. In case an officer is selected, it will be mandatory to join the course.

10. Nominations of suitable officers **in the proforma enclosed at Annexure "A"** together with the documents mentioned in Para 6 above may please be sent to the **Under Secretary (GS-II), Ministry of Defence, D(GS-II), Room No. 112, 'B' Wing, Sena Bhawan, New Delhi-110011, Tele: 23012225** and **Email ID: [raghunandan.singh@nic.in](mailto:raghunandan.singh@nic.in)** on or before **31<sup>st</sup> August, 2023**. Nomination received after this date may not be considered.

  
(Mathias Tuti)

Under Secretary to the Government of India  
Tele: - 2301 2225

To

**Addressees As per list attached at Annexure 'B'**

MoD I. D. No. 4/8/NDC/2023-D(GS-II)

Dated 06.07.2023

Copy to: - 1. Secretary, NDC - with request to publish this circular on the website of the National Defence College.

2. MoD(NIC) through D(IT) - With request to publish this circular on the website of the Ministry of Defence.

3. JS (Training), DoP&T - With the request to upload this circular in their website (under heading 'What's New').

4. All Chief Secretaries, through Resident Commissioner.

**64<sup>th</sup> NDC Course to be conducted at National Defence College, New Delhi from  
January 2024**

**PART-A**

(To be filled by the nominated officer)

1.	Name of the Officer (in CAPITAL letters)	
2.	Present post and the Date since when held	
3.	Office Address, Telephone/ Fax Number	
4.	E-mail ID of the Officer	
5.	Date of Birth	
6.	Age as on 01 <sup>st</sup> January, 2024	
7.	Date of Retirement	
8.	Service/Cadre to which belongs (with Year of allotment)	
9.	Date of Entry into Service	
10.	Educational Qualifications	
11.	Address, Telephone/Mobile Number and E-mail ID of the Officer for communication	

12. Particulars of the posts held by the officer during last five years.

S. No.	Post held	Dates of holding the post	Pay Scale	Nature of Duties

13. Details in-service training programs/course attended during last ten years  
(In India and abroad)

S. No.	Name of the course / training programme	Year	Name of the place and institution	Duration (in weeks)

14(a)	Is the officer presently on deputation to the Government of India?	
14(b)	If yes, the date of the commencement of the deputation	
14(c)	The date of completion of tenure	
14(d)	Whether this is the first deputation of the officer to the Centre?	
15	Please indicate why the officer intends to attend the NDC Course.	

Dated:

(Signature of the Officer)

**PART-B**

(To be filled by the Sponsoring Authority)

1.	Name of the Ministry/Department in which the recommended officer is serving	
2.	Number of slots, if any, availed by the Ministry/Department in the NDC Course during the preceding three years i.e. 2021, 2022 and 2023.	
3.	Number of officers being nominated for the 2024 course	
4.	APAR status/performance of the nominee during the last five years (Please attach attested photocopies of the last five years Annual Performance Appraisal Reports of the officer)	
5.	Whether cadre clearance has been obtained? If so, please enclose the same	
6.	Whether the nominee officer is clear from vigilance and disciplinary angle	
7.	Will the nominee's future duties render his/her participation in the NDC meaningful? If so, in what manner?	
8.	List of enclosures attached with the application	

Dated:

(Signature, Name, Designation,  
Telephone Number and Fax Number  
of sponsoring Authority)



**List of Addresses**

<b>S. No.</b>	<b>Service</b>	<b>Concerned Officer</b>
1.	IAS	Joint Secretary, Training Division, Deptt. Of Personnel & Training, Old JNU Campus, Block IV, Fourth Floor, New Mehrauli Road, New Delhi - 110 067
2.	IFS	Joint Secretary(Adm), Ministry of External Affairs, South Block, New Delhi-110011.
3.	IPS/CPO/BSF	Joint Secretary(Police), Ministry of Home Affairs, North Block, New Delhi-110001.
4.	Railways	Secretary, Railway Board, Rail Bhawan, New Delhi-110003.
5.	P & T	Joint Secretary(ADM), Deptt. of Posts, Dak Bhavan, New Delhi-110001
6.	Telecom	Joint Secretary(Adm), Deptt. Of Telecom, Sanchar Bhawan, New Delhi-110001
7.	IA&AS	Asstt. Comptroller & Auditor General(P), Officer of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi - 110 002
8.	IDAS	Controller General of Defence Accounts, Ulan Bata Road, Palam, Delhi Cantt.-110010.
9.	IOFS	Joint Secretary (Personnel & Coordination), Department of Defence Production, 184-A, South Block, New Delhi-110011.
10.	DGQA HQ	Director (Policy Plg & Training), DGQA, G Block, New Delhi-110011.
11.	IDES	Director General, Defence Estates, Raksha Sampada Bhavan, Palam Road, Delhi Cantt. - 110 10.
12.	DRDO	O/o Director General (HR), DRDO HQrs, 'B' Block, DRDO Bhawan, Rajaji Marg, New Delhi-110011.
13.	CSS	CS-1, Division DoPT, Lok Nayak Bhawan, New Delhi-110003.
14.	ISS	Joint Secretary(A), Ministry of Statistics & Programme Implementation, Khrushid Lal Bhawan, Janpath, New Delhi - 110001.

15.	AFHQ	O/o Joint Secretary & CAO (Ground to 3 <sup>rd</sup> Floor), Defence Offices Complex, 'A' Block, Africa Avenue, Near SN Bus Depot, New Delhi-110023.
16.	INAS	Director, Civilian Personnel, SC&A Section, Naval Headquarter. 102, D-II Wing, Sena Bhavan, New Delhi.
17.	BRDB	Secretary, Border Roads Development Board, Sena Bhavan, New Delhi.
18.	Customs	Member (Personnel), Central Board of Excise & Customs, Deptt. of Revenue, North Block, New Delhi-110001.
19.	Income Tax	Member (Personnel), Central Board of Direct Taxes, Deptt. of Revenue, North Block, New Delhi-110001.
20.	ICAS	Controller General of Accounts, Ministry of Finance, Deptt. Of Expenditure, 714, C Wing, Lok Nayak Bhavan, New Delhi-110003.
21.	Deptt. Of Electronics	Joint Secretary (Adm), Deptt. Of Electronics, 6, CGO Complex, Lodhi Road, New Delhi - 110 003.
22.	MES	Engineer-in-Chief, Army Headquarter, Kashmir House, New Delhi-110011.
23.	Coast Guard Headquarters	Director, MPR&T, Coast Guard Headquarters, National Stadium Complex, New Delhi-110001.
24.	Indian Forest Service	Director (IFoS), Ministry of Environment & Forests, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi - 110 003.
25.	Indian Information Service(IIS)	Joint Secretary (P&A), Ministry of Information & Broadcasting, Shastri Bhavan, New Delhi-110003.
26.	Indian Economic Service	Adviser, (IES), Department of Economic Affairs, Room No. 51 E, Ministry of Finance, North Block, New Delhi-110001.
27.	Cabinet Secretariat	Additional Secretary, Cabinet Secretariat, Room No. 7, Bikaner House (Annexe), Shahjahan Road, New Delhi-110011.

### List of Addressees of PSUs

1. Chairman,  
Hindustan Aeronautics Limited,  
15/1, Cubbon Road,  
Bangalore - 560 001.
2. Chairman & Managing Director,  
Bharat Electronics Limited,  
116/2, Trade Centre,  
Bangalore - 560 045.
3. Chairman & Managing Director,  
Bharat Earth Movers Limited,  
Unity Building, J. C. Road,  
Bangalore - 560 027.
4. Chairman & Managing Director,  
Mazagaon Dock Limited,  
Mumbai - 400 010.
5. Chairman & Managing Director,  
Garden Reach Shipbuilders & Engineers Limited,  
43/46, Garden Reach Road,  
Kolkata - 700 024.
6. Chairman & Managing Director,  
Goa Shipyard Limited,  
Vasco-da-Gama,  
Goa - 403 802.
7. Chairman & Managing Director,  
Bharat Dynamic Limited,  
P. O. Kanchanbagh,  
Hyderabad - 500 058.
8. Chairman & Managing Director,  
Mishra Dhatu Nigam Limited,  
P. O. Kanchanbagh,  
Hyderabad - 500 058.