

PROFESSIONAL DEVELOPMENT PROGRAM**2.1 Objectives**

2.1.1. The purpose of Professional Development Program (PDP), is to develop a qualified and professional civil service, which is responsive to the needs of the people, willing to embrace change and able to come up with fresh, innovative and creative ideas and solutions in decision making. Simultaneously, it is considered that the civil servants are enough qualified and professionally trained that they are able to cope confidently with national and global challenges.

2.1.2. It has been envisaged that after getting higher education alongwith exposure of the working environment in the developed countries, the officers will serve in their respective organizations. The enhanced knowledge and the skills learned by the officers will help in building capacity of the public sector organizations over the period of time. The process will also have ripple effect as the officers will share knowledge with their peers / colleagues and, therefore, help to spread best practices.

2.2 Training Targets

2.2.1 Establishment Division's PSCBP estimates 300 officers to be trained under PDP. PC-I provides the following schedule for PDP training: -

Table 2.1 Training Schedule of PDP (PC-I)

Sl. No	Training Schedule	Cohort Size
1.	JULY 2004	20
2.	JANUARY 2005	30
3.	JULY 2005	75
4.	JANUARY 2006	25
5.	JULY 2006	50
6.	JANUARY 2007	25
7.	JULY 2007	50
8.	JANUARY 2008	25
Total		300

2.3 Selection Schedule and Procedure

2.3.1 Keeping in view the operational difficulties, the training schedule was reviewed by the Selection / Management Committee of PDP. The officers are selected once in a year. The actual PDP selection schedule is given below: -

Table 2.2: Actual Training Schedule

Sl. No.	Cohort / date	Size
1	1 st – July - August 2004	109
2	2 nd – July – August 2005	69
3	3 rd – July – August 2006	63
4	4 th – July – August 2007	86
Total		327

2.3.2 The PDP selection process has evolved over the period of time. It was provided in the PC-I that the officers would be selected for scholarship through a screening test conducted by LUMS. Subsequently, it was considered that the screening test would be expensive and time consuming, as the officers have to fulfill the university admission criteria by taking English proficiency tests i.e. TOFEL or IELTS etc. and Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT). Therefore, the screening test was quashed.

2.3.3 CSRU has improved the overall administration of the program by rectifying the mistakes / difficulties confronted during the operation. The feedback provided by the officers has also helped to improve the program. All possible efforts have been made to make the PDP selection process open, transparent and merit oriented. Advertisement is placed in the leading national and regional newspapers for inviting applications. At the same time, a copy of the advertisement is also sent to the Chief Secretaries of the Provinces for official information. Copies of the applications form and the list of universities alongwith guideline courses are made available at the website of CSRU. The application package clearly states criteria used for the shortlisting and selection of the candidates. No application is entertained after the cut off date. The advertisement clearly states that the officers who fulfill the laid down criteria should start the process of getting admission in the relevant universities.

2.3.4. After initial shortlisting the officers are issued a letter and advised to submit a copy of unconditional admission to CSRU by a specific date. Final decision is made by a Selection / Management Committee. The names of selected candidates are placed at the CSRU website. The Selection / Management Committee of the PDP consist of the following: -

a. Advisor to the Prime Minister for Finance	Chairman
b. Secretary Establishment	Member
c. Rector, NSPP	Member
d. Director General, CSRU	Member
e. Additional Secretary, Establishment Division	Member
f. Additional Secretary, Finance Division	Member
g. Additional Secretary, Economic Affairs	Member
h. Joint Secretary (Training) Establishment Division	Member

2.4 Training Need Assessment of the Ministries / Divisions / Provincial Departments

2.4.1 The effectiveness of any capacity building training program depends upon identification of relevant degree programs based upon comprehensive Training Need Analysis (TNA). Cognizant of the fact, CSRU wrote letters to all the Federal and Provincial organizations to conduct Training Need Assessment (TNA) and recommend relevant courses / training programs for the officers. Unfortunately, the response was very lukewarm. CSRU either did not receive any response or a delayed response, which was carrying recommendations of a few names for sending them abroad on training, instead of identifying the relevant training fields / areas. To address this flaw, CSRU prepared a list of top ranking universities alongwith relevant degree programs and linked it with the sectoral needs. CSRU is mindful that the list of universities and guideline courses is not a substitute for TNA, however, it has helped to align the degree programs to the sectoral needs. It is urged that all Ministries / Divisions and Provincial Governments should conduct TNA and develop a comprehensive training plan for the officers and staff in the future.

2.5 Eligibility Criteria

2.5.1 CSRU has developed a comprehensive PDP selection criteria based upon the existing training policies as well as parameters specified in the PC-I of Establishment Division's PSCBP. Salient points of selection criteria are highlighted below: -

2.5.2 The applicant is expected to: -

- a. Hold a master degree or 16 year education (MBBS, BE etc.)
- b. Fulfill the following age criteria at the closing date of application: -
 - (1) For BS-17 Officers 33 years
 - (2) For BS-18 Officers 40 Years
 - (3) For BS-19 Officers 45 Years.
- c. Have at least 5 years experience in BS-17 or above.
- d. Be a Civil Servant or Technical / Specialist Cadre or Ex-Cadre. (Officers belonging to autonomous bodies, corporations, regulatory bodies, Education, health, judiciary and not involved in public policy making and implementation are ineligible for the program)
- e. Hold a permanent post with the Federal or Provincial Government or at the District level.
- f. Furnish an undertaking on a legal paper that she/he will serve the government for a period of at least 5 years after training.
- g. Not enrolled and pursuing a degree program at the time of application and not getting funds from the government of Pakistan or any other source, scholarship etc.
- h. Not got a foreign degree during the past 5 years.
- i. Not be currently on deputation to a donor or international agency.
- j. Not be on long leave from the government. (Equal or more than one year)
- k. Not be involved in an inquiry or disciplinary action.
- l. Be in good mental and physical health.

2.5.3 The following categories of applicants have been accorded preference: -

- a. Applicants from backward Province / Areas i.e. Balochistan, AJK, NA, FATA,
- b. Applicants from minorities.
- c. Female applicants

2.6 List of Universities

2.6.1 Based upon the experience of the previous cohort, each time CSRU has updated and redrawn the list of universities / degree programs for the next cohort. While compiling the list of universities, overall ranking of the university and strength of the particular department has been kept in view. List of universities and the guideline courses, which were available to the 2007 applicants, is placed at **Annexure – I**.

2.7 List of Degrees

2.7.1 The degree programs have also been revised and updated through in-house research as well as by the assistance of the World Bank. The administrative departments have also suggested training courses to CSRU for their officers. Over the period of time the degree programs have been linked with the grade and the occupational groups. This compartmentalization, though arbitrary and subjective, has helped to overcome the deficiency of TNA and bridged the gap between the training programs and the organizational requirements. List of Degrees is also show at **Annexure – I**.