

**GOVERNMENT OF PAKISTAN
CIVIL SERVICE REFORMS UNIT
(ESTABLISHMENT DIVISION)**

**APPLICATION FORM
FOR
EXECUTIVE LEADERSHIP DEVELOPMENT PROGRAM
(ELDP)**

2007

Please read the instructions and criteria carefully before filling in the Application Form. You are also encouraged to consult ELDP alumni before filling the application.

GENERAL INSTRUCTIONS

EXECUTIVE DEVELOPMENT PROGRAM (EDP)

The Government of Pakistan contracted a loan (US\$ 55 Million) from the World Bank in 2004, under Public Sector Capacity Building Project (PSCBP) in order to implement its agenda of Good Governance. Establishment Division was allocated the largest amount (US\$ 25 Million) under PSCBP, for carrying out professional development of civil servants, strengthening of FPSC, establishment of National School of Public Policy, revamping the training institutions i.e. National Institutes of Public. The investment on civil servants has been considered inevitable to upgrade and develop public sector human resources so that they are able to cope with the emerging national and global challenges, strengthen the government institutions by filling the capacity vacuum, implement long term civil service reforms and create enabling environment for achieving high degree of efficiency and effectiveness in the public sector.

2. Executive Leadership Development Program is an integral component of PSCBP. It has been designed for the Senior Civil Servants occupying leadership positions at the Federal, Provincial and District level. The training program has been structured to expose the senior officers with the new emerging realities, challenge their existing values and attitudes and equip them with the necessary knowledge and skills in order to find solutions to the pressing national issues. The executive training program consists of five week duration and is expected to be conducted at the Kennedy School of Government, Massachusetts, Boston, USA. So far, 144 officers have completed ELDP training at KSG.

ELIGIBILITY CRITERIA FOR APPLICATION

3. Following is the eligibility criteria for applying to the EDP. An applicant must: -
- a. Be a Civil Servant belonging to any Occupational Group, working in BS 20 or 21, technical/specialist cadre or ex-cadre employee, having experience in policy making and policy implementation at the Federal, Provincial and District level.
 - b. Be a Senior Officer working in BS 20 or 21 at the Pakistan Administrative Staff College (PASC), Civil Service Academy (CSA), or National Institutes of Public Administration (NIsPA)
 - c. Fulfill the following age criteria as of *September 1, 2007*.
 - (1) For BS-20 equal or less than 55 years and
 - (2) For BS-21 equal or less than 56 years.

- d. Not have attended any training program from Public Sector Capacity Building Program or any other organization or province specific capacity building program during the past two years – A certificate as well as undertaking has to be submitted in this regard.
 - e. Hold a permanent post with the Federal or Provincial Government or at the District level.
 - f. Not be on deputation to a donor or international agency.
 - g. Not be on long leave from the government. (Equal or more than one year)
 - h. Not involved in an inquiry or disciplinary action against him.
 - i. Have adequate exposure and understanding of the national issues.
 - j. Excellent command on English and communication skills
 - k. Computer literate
 - l. Be in good mental and physical health.
5. The following categories would be given preference subject to suitability: -
- a. Female applicants
 - b. Applicants from smaller provinces
 - c. Applicants from minorities.
 - d. Applicants, who have completed Pakistan Administrative Staff College or NDC provided they fulfill the minimum threshold fixed by the Selection Board.
 - e. 5 seats would be reserved for those who are interested to serve in the training institutes i.e. PASC, NIsPA, CSA or Specialized Training Institutes for atleast 2-3 years. The officer has to submit an undertaking in this regard.
6. The Government of Pakistan will cover the following training expenditures related to the selected officers: -
- a. Economy class return air ticket (The air ticket would be provided by the CSRU)
 - b. Tuition Fee, cost of basic medical insurance; boarding and lodging. (CSRU will transmit the cost to the KSG for making necessary arrangements for the officers)
 - c. Admissible DA (To be paid to the individual officer).
7. The scholarship does not cover:
- a. Expenses for the officer's family;
 - b. Additional travel for re-routing the air travel;
 - c. Educational equipment such as computers
 - d. Medical treatment.

SELECTION CRITERIA

8. The selection criteria include, inter alia, the following: -
 - a. Very good service record over the last five years, as reflected in the ACRs / PERs of the officer and exhibiting potential for promotion.
 - b. Certificate that no disciplinary action is pending or being considered against the applicant.
 - c. Those applicants, who have completed Pakistan Administrative Staff College or NDC would be given preference provided they fulfill the threshold fixed by the Selection Board.
 - d. Experience in implementation oversight and policy formulation positions.
 - e. Statement of purpose - Two page write up highlighting the following: -
 - (1) In which areas you feel that you lack capacity?
 - (2) What kind of training is required to fill the capacity Gap?
 - (3) Training expectations and how ELDP may be helpful to fill the Deficiency Gap?
 - f. An Essay consisting of 500 word on any one of the topics: -
 - (1) Current stature of Civil Services in Pakistan and proposals to improve them
 - (2) How Rule of Law and Democratic Values may be promoted in Pakistan
 - (3) Being Secretary of a Ministry / Division / Provincial Department, what leadership role you are expected to play to improve the working of your organization. Also indicate the constraints, if any.
 - (4) Evaluate District Government experience in Pakistan. What are the challenges and how to overcome them.
 - (5) As head of a Public Sector Training Institution, what measures you will like to take to improve the efficacy of training.
 - g. Application Form
 - h. A two page brief on the Project you would like to discuss and refine during training program. The project must relate to your current assignment.
 - i. Female officers and officers belonging to provincial services and backward areas i.e. Balochistan, FATA/NA and AJK, having leadership potential, would be given preference.

- j. 5 seats have been reserved for those officers who are interested to serve in the training institutions i.e. PASC, NIsPA, CSA or specialized training institutes for atleast 2-3 years. The applicant has to submit an undertaking in this regard.

CHECK LIST FOR APPLICATION

9. The applicant must submit the following documents, otherwise, the application would be excluded from the selection process: -

- a. Application on the prescribed form.
- b. Statement of Purpose as indicated at para-8 (e) above.
- c. Two page essay on any one of the topics mentioned at para-8 (f) above
- d. Two page brief on a project related to your organization as indicated at para-8 (h).
- e. NOC / Release certificate from the parent / administrative department – must be signed by an officer of BS-20 or above.
- f. ACR grading for the past five years
- g. Certificate of No Disciplinary action pending or being considered against him.
- h. Copy of the Notification for promotion in BS-20 or 21.
- i. Undertaking that s/he will serve for 2-3 years in a training institute allocated by the Establishment Division (only for those who apply against the reserved seats for training institutes)
- j. A Passport Size Photograph

10. Complete Application alongwith the abovementioned documents must reach at the following address by **October 10, 2007** at **1500 hours**. Incomplete or unsigned applications or applications received after the due date would not be entertained. *Advance copies of applications may be sent directly to the CSRU, however, no application would be processed for final selection unless official nomination is received.* For updated information or any modification in the program, you are urged to visit CSRU's website frequently. It is expected that the selection process would be completed by end October 2007 and the name of selected officers would be published at the website of CSRU.

**Director General,
Civil Service Reforms Unit (Establishment Division)
Block-B, II Floor, Benevolent Fund Building,
Islamabad.**

Phone : 051-9252164

Fax : 051-9252349

Email : info@csru.gov.pk

Web: www.csru.gov.pk

APPLICATION FORM

PLEASE TYPE OR PRINT ALL RESPONSES LEGIBLY

I. PERSONAL INFORMATION

1. Name:		2. Gender:	Male:	Female:
3. Father's Name:		4. Domicile		
5. Address:				
(a) Office:		(b) Home:		
Phone & mobile:		Phone & mobile:		
Fax:		Fax:		
Email:		Email:		
6. Occupational Group:		7. Pay Scale:		
8. Date of Birth:		9. Date of Retirement:		
10. Year of Joining Service:		11. Year of Joining Present Service:		
12. Present Posting:		13. Date of Present Posting:		
14. Have you attended Staff College / NDC? Year and Course.				
15. EDUCATION: (Please use additional sheet, if required)				
Degree	Subject	Institution	Year	Grade
Ph.D.				
M.A. / M.Sc.				
Professional Degree				
Others				
16. Computer Skills:				

17. **TRAINING:** List all trainings, seminars, workshops, short or long, attended during the past 5 years. (Use additional sheet, if required)

a. In-Country Training

b. Foreign Training

19. How earlier trainings (internal and external) have been helpful to enhance your capacity? Give specific examples. (Maximum 200 word)

20. Do you consider you have developed any specialization / professional competence in your career? Indicate your specialization.

21. Provide a summary of your professional achievements and projects undertaken, that demonstrate your competence. (Maximum 200 word)

22. Community Service, Hobbies and other relevant activities. (Maximum 200 word)

23. Describe your most significant professional achievements and your reasons for viewing it as such. (Maximum 200 word)

Certificate

I certify that:

- a. the information provided in my application is accurate, complete and honestly presented;
- b. I understand and agree that my offer of training will be rescinded and I would be ready to face disciplinary action, if any misrepresentation or material omission in the information provided in this application is discovered at a later date;
- c. Any difference in the interpretation of advertisement or instructions related to the application, I would consider the decision of CSRU (Establishment Division) as final.
- d. I promise to provide all information required by CSRU and KSG during as well as after completion of training.

Name: _____

Date: _____

Signatures: _____

EMPLOYER CERTIFICATE

(This certificated must be signed by an officer of BS-20 or above)

Certified that Mr. _____ is working as _____ for the past _____ Months/years. He is a permanent Civil Servant and belongs to _____ Service Group.

2. The Administrative Ministry/Division/Provincial Government/Organization agrees with the objectives of the training and would be ready to spare the officer upon his/her selection for the training program.

Name: _____

Official Stamp. _____

Date: _____