

North Block, New Delhi,
Dated the 24th July, 2024.

TRAINING CIRCULAR

Subject:- **In-person** Singapore-Jordan Asia Middle East Dialogue (AMED) Training Programme on "**Robotic Process Automation for Leaders**" from 24th to 28th November, 2024 in Amman, Jordan.

The Republic of Singapore has invited nominations for **In-person** Singapore-Jordan Asia Middle East Dialogue (AMED) Training Programme on "**Robotic Process Automation for Leaders**" from 24th to 28th November, 2024 in Amman, Jordan under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are intending to use Robotic Process Automation (RPA) as a solution to improve their agency's work processes. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **Three**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored by Government of Singapore and the Government of Jordan under the Singapore-Jordan Asia-Middle East Dialogue (AMED) Training Programme**, who will provide course fees, including trainers' fees, course materials and training venue. **The nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fares, accommodation and other local and incidental expenses.** An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format (**Annex-III**).

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

- (i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/sjordanrpa2024>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- (ii) DEA's proforma - duly countersigned by competent authority (**Annex-IV**).

5. **Application Form complete in all respects alongwith check-list reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 06.09.2024 positively at the following address:-**

Ms. Charu Vijay,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 236, North Block, New Delhi-110001.
Ph:- 011 - 2309 5233,
Email- charu.vijay@nic.in
chourasia.anil@nic.in

6. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website www.finmin.nic.in under the link "Foreign Training Programmes" [<https://mofapp.nic.in/training/default.aspx>].



(Charu Vijay)

Under Secretary to the Govt. of India

1. Joint Secretary (Admn.), Ministry of Electronics & Information Technology, Electronics Niketan, 6 CGO Complex, New Delhi.
2. Joint Secretary (Admn.), Ministry of Science and Technology, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110 016.
3. Joint Secretary (Admn.), Deptt. Of Personnel & Training, North Block, New Delhi.
4. Joint Secertary (Admn.), D/o Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi.
5. Joint Secretary (Admn.), Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi.
6. Joint Secretary (Admn.), Deptt. Of Revenue, North Block, New Delhi.
7. Joint Secretay (Admn.), M/o Skill Development & Entrepreneurship, Shram Shakti Bhavan, Rafi Marg, New Delhi.
8. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
9. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE
[<https://mofapp.nic.in/training/default.aspx>].

भारत सरकार
वित्त मंत्रालय
आर्थिक कार्य विभाग
(बीपीसी एंड टी अनुभाग)

नॉर्थ ब्लॉक, नई दिल्ली,
दिनांक 24 जुलाई, 2024.

प्रशिक्षण परिपत्र

विषय : 24 से 28 नवंबर, 2024 तक अम्मान, जॉर्डन में "नेताओं के लिए रोबोटिक प्रोसेस ऑटोमेशन" पर सिंगापुर-जॉर्डन एशिया मध्य पूर्व संवाद (AMED) प्रशिक्षण कार्यक्रम ।

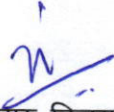
सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत 24 से 28 नवंबर, 2024 तक अम्मान, जॉर्डन में "नेताओं के लिए रोबोटिक प्रोसेस ऑटोमेशन" पर सिंगापुर-जॉर्डन एशिया मध्य पूर्व संवाद (AMED) प्रशिक्षण कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। कार्यक्रम मध्य से वरिष्ठ स्तर के सरकारी अधिकारियों के लिए है जो अपनी एजेंसी की कार्य प्रक्रियाओं को बेहतर बनाने के लिए एक समाधान के रूप में रोबोटिक प्रोसेस ऑटोमेशन (आरपीए) का उपयोग करने का इरादा रखते हैं । पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या तीन है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।
3. पाठ्यक्रम सिंगापुर सरकार द्वारा प्रायोजित है, जो आवास, स्थानीय परिवहन, चिकित्सा बीमा और दैनिक भत्ता प्रदान करेगा। नामांकित अभ्यर्थियों या उसके नामांकन प्राधिकारी को राउंड ट्रिप हवाई किराया और यात्रा संबंधी अन्य खर्चों का खर्च वहन करना होगा। यदि वे निर्धारित प्रारूप में (अनुलग्नक III) यात्रा वहन करने के लिए सहमत हैं तो प्रतिभागी या उसके मंत्रालय/विभाग/राज्य सरकार को इस आशय का एक वचन पत्र देना होगा।
4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूरा किया जाना चाहिए और प्रतिभागी तथा नामांकनकर्ता मंत्रालय/विभाग के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:
 - (i) प्रायोजक सरकार के आवेदन को ऑनलाइन भरा जाना है (<https://go.gov.sg/sgjordanrpa2024> पर उपलब्ध)। एससीपी को ऑनलाइन अभ्यर्थी द्वारा प्रस्तुत आवेदन की मुद्रित प्रति अन्य प्रपत्रों के साथ डीईए को भेजी जाए।
 - (ii) डीईए का प्रोफार्मा-सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-IV)।

5. चेक-लिस्ट के साथ सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र जैसा भी मामला हो, के माध्यम से इस विभाग को 06.09.2024 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

सुश्री चारु विजय,
अवर सचिव (बीपीसीएंडटी),
आर्थिक कार्य विभाग, वित्त मंत्रालय,
कमरा नं 236, नॉर्थ ब्लॉक, नई दिल्ली -110001
फोन:- 011 - 2309 5233,
ईमेल- charu.vijay@nic.in
chourasia.anil@nic.in

6. अपूर्ण आवेदनों और अंतिम तिथि के बाद प्राप्त नामांकनों पर विचार नहीं किया जाएगा। इसका कड़ाई से अनुपालन किया जाए ताकि बाद में निराशा न हो। अभ्यर्थियों को सलाह दी जाती है कि वे अपने आवेदनों के संबंध में अपने प्रशासनिक विभागों के माध्यम से समय पर कार्रवाई करें और ऊपर निर्दिष्ट प्रपत्रों में मांगी गई पूर्ण जानकारी भेजें। विभिन्न अल्पकालिक प्रशिक्षण कार्यक्रमों का विवरण नियमित रूप से वित्त मंत्रालय की वेबसाइट www.finmin.nic.in पर "विदेशी प्रशिक्षण कार्यक्रम" [<https://mofapp.nic.in/training/default.aspx>] लिंक के तहत अपलोड किया जाता है।


(चारु विजय)

अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन), इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय, इलेक्ट्रॉनिक्स निकेतन, 6 सीजीओ कॉम्प्लेक्स, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन), विज्ञान और प्रौद्योगिकी मंत्रालय, विज्ञान और प्रौद्योगिकी विभाग, प्रौद्योगिकी भवन, नई महरौली रोड, नई दिल्ली-110 016.
3. संयुक्त सचिव (प्रशासन), विभाग कार्मिक एवं प्रशिक्षण विभाग, नॉर्थ ब्लॉक, नई दिल्ली।
4. संयुक्त सचिव (प्रशासन), प्रशासनिक सुधार और लोक शिकायत विभाग, सरदार पटेल भवन, नई दिल्ली।
5. संयुक्त सचिव (प्रशासन), वित्तीय सेवा विभाग, जीवन दीप बिल्डिंग, संसद मार्ग, नई दिल्ली।
6. संयुक्त सचिव (प्रशासन), विभाग राजस्व विभाग, नॉर्थ ब्लॉक, नई दिल्ली।
7. संयुक्त सचिव (प्रशासन), कौशल विकास और उद्यमिता मंत्रालय, श्रम शक्ति भवन, रफी मार्ग, नई दिल्ली।
8. भारत सरकार के सभी मंत्रालयों/विभागों के संयुक्त सचिव (प्रशासन)।
9. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा
[<https://mofapp.nic.in/training/default.aspx>]

ROBOTIC PROCESS AUTOMATION FOR LEADERS

24 TO 28 NOVEMBER 2024

Jointly Sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

VOCATIONAL TRAINING CORPORATION, JORDAN

under the

**SINGAPORE – JORDAN
ASIA-MIDDLE EAST DIALOGUE (AMED) TRAINING PROGRAMME**

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, over 150,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Ministry of Foreign Affairs, Singapore.

Vocational Training Corporation, Jordan

The Vocational Training Corporation was established in (1976) with the aim of expanding the preparation of the trained workforce and organizing the labor market. It started its work in 1977. The VTC provides its services to all citizens at all levels of education from the principle of continuous education and lifelong learning. Whether that is vocational preparation programs at their various levels, or programs to upgrade the efficiency of workers practicing in the labor market and the VTC also provides training and consulting services in the field of occupational safety and health to reduce accidents in work sites. The VTC provides training of trainers and supervisors in the behavioral and administrative aspects, and developing the work of small and medium enterprises.

Vocational training is an urgent necessity to meet the needs of the labor market of technicians. Human education and training have received sufficient attention from the Jordanian state since its inception, and this has been evident in the Letters of Assignment to successive governments, in Throne Speeches and in discussion papers of His Majesty King Abdullah II bin Al Hussein.

Civil Service College, Singapore

Civil Service College (CSC) is the central learning institution for the Singapore Public Service. It plays a pivotal role in nurturing and developing people for a first-class Public Service. As a Statutory Board under the Prime Minister's Office, we endeavour to be the heart of learning excellence and development for the Singapore Public Service.

CSC offers a comprehensive suite of programmes that build strategic capability in the public service, focusing particularly on core areas in public governance, leadership, public administration and management. We work closely with central government and public sector agencies to embed values, communicate public sector directions, and manage change in individuals and organisations.

CSC partners public and private sector organisations as well as academia and international government agencies to exchange best practices and experiences in leadership, policy development, public administration and public reforms.

Course Objectives

Robotic Process Automation (RPA) has gained traction in the public service as a means to automate high volumes of repetitive and manual work processes. This course will share Singapore's experience in implementing RPA in public agencies and equip participants with foundational skills and knowledge for successful RPA implementation.

Course Outline

This course topics will include, but not be limited to, the following:

- Introduction to RPA, its key features, functions, capabilities, risks and challenges
- Suitable work processes for automation and using RPA to complement process improvement methodologies
- Organisational factors for successful RPA implementation
- End-to-end RPA implementation approach
- Build an RPA bot using UiPath
- Case studies of how RPA is implemented in Singapore Public Service

Methodology

This course will be conducted through lectures and discussions and will include group discussions, sharing sessions, case studies, experiential activities, and other learning methodologies.

Course Duration and Venue

This course will be conducted from 24 to 28 November 2024 at the AMED Regional Vocational Training Centre in Amman, Jordan.

Address: VTC Headquarter Building
Postal Code: 925837 Amman 11190 Jordan
Vocational Training Corporation VTC,
Ubayd Bin Aows St 39, Amman

Invited Countries

Africa, Asia and the Middle East.

Application Information

Applicants should be:

- Mid- to senior-level government officials intending to use RPA as a solution to improve their agency's work processes.
- Nominated by their government.
- Proficient in written and spoken English.
- In good health.
- Prepared to participate actively in the programme.

Terms of Award

This course is sponsored by the Government of Singapore and the Government of Jordan.

The Governments of Singapore and Jordan will bear the following expenses for successful applicants, thereafter, known as "participants", during the course in Jordan.

These expenses include:

- Course fees, including trainers' fees, course materials and training venue.

Note:

- The nominating government will be responsible for its participants' round-trip airfares, accommodation, and other local and incidental costs.
- Participants are to bear their personal expenses.
- As insurance will not be provided, participants are strongly advised to purchase comprehensive travel insurance which includes medical evacuation in the event of any unexpected emergencies.

Regulations

Participants are required to comply with the following:

- Strictly observe course schedules and not miss any course sessions.
- Carry out instructions and abide by conditions as may be stipulated by the nominating government or the Governments of Singapore and Jordan with respect to the course.
- Not to engage in political activities, or any form of employment for profit or gain while in Jordan.
- Discontinue the course, in the event that they fall seriously ill and are considered unable to continue the course or have committed an improper act.
- Return to their respective home countries upon completion of the course.

Application Procedure

(Closing date for nomination: **13 September 2024**)

The Governments of Singapore and Jordan are pleased to invite the respective National Focal Points for Technical Assistance to nominate up to **three (3)** suitable candidates for consideration.

Selection of candidates for the limited number of training awards will be based on merit. The Governments of Singapore and Jordan seek the understanding of the respective National Focal Points for Technical Assistance in the event that their nominee is not selected.

All nominations are to be submitted **online at <https://go.gov.sg/sjordanrpa2024> by Friday, 13 September 2024**. All applications must also be **endorsed** by the respective National Focal Point for Technical Assistance.

Note:

- Applications must be completed in full. Incomplete application forms will not be considered. Please contact MFA_SCP@mfa.gov.sg if you encounter technical issues during application.
- Please refrain from making telephone and email inquiries on the status of your applications while your application is being processed.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The National Focal Point will also be informed directly or through Singapore's diplomatic representation in the nominating country.

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- Facebook: www.facebook.com/SCPFriends

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SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempted from the provisions of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. Etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nomination to DEA.

HOW TO APPLY**3. Filling up of application forms:-**

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) **In case of training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearance:-

Once the nomination forwarded by DEA to the sponsoring Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviation:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme.

DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of Birth			3. Male/Female	
4. Educational Qualifications			5. Date of Entry into Govt. Service	
6. Service to which Officer belongs			7. Date of Regular appointment	
8. Details of Posts held during the last five years (starting from present) :				
S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work
9. Name of training programme applied for and its relevance to the candidate				
10. Papers etc, if any, published by the candidate				
11. Details of Foreign Training Programmes attended during the last two years :				
S.No.	Dates & Duration Of Training	Subject/title of training	Name of the Training Institution	Source of funding
Signature of the candidate:				
Office Phone : Mobile No. :				
E-mail :				
<u>CERTIFICATE</u>				
Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)				

To be filled only in case the Training Programme is not fully sponsored

PART-A

UNDERTAKING

This is to certify that in the event of selection, Ministry/ Department/ State Government of _____ undertakes to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) in respect of Shri/Ms. _____ Designation _____ working in this Department/ Ministry/ State Government for attending Training Programme/Course on _____ sponsored by _____ from _____ to _____.

Signature of Competent Authority

Name

Designation

(SEAL)

-----OR-----

PART- B

UNDERTAKING FOR SELF FINANCING

This is to certify that in the event of my selection, I _____ holding the post of _____ in the Ministry/Department/State Government of _____ undertake to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) for attending Training Programme/Course on _____ sponsored by _____ from _____ to _____.

This issues with the approval of the Competent Authority.

(Signature of the candidate)
Name, Designation (With seal)

Countersigned by:

Signature of Competent Authority
Name, Designation (With seal)

CHECK LIST

Sl. No.	Required Documents	YES/NO
1.	MTCP Application Form/ JICA Application Form / Online Submitted Singapore Application Form alongwith supervisor endorsement	
2.	Complete DEA Proforma alongwith Vigilance Clearance	
3.	Whether Application has been recommended/ nominated by Line Ministry/Department/State Government	
4.	Whether undertaking by Ministry/Department is given for bearing the air fare for the travel where training is not fully funded.	