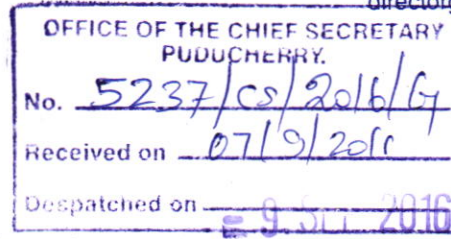




**Administrative Staff
College of India**
Leadership through Learning

Dr (Mrs) Paramita Dasgupta, Ph.D (JNU)
Director General (I/c)

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29/08/2016

Dear Sir,

**Senior Level Appointments in
Centre for Innovations in Public Systems, Hyderabad**

1. Greetings from the **Centre for Innovations in Public Systems (CIPS)**!

2. I am writing this in my ex-officio capacity as the Head of the Steering Committee of CIPS. As you may be aware, **CIPS** was set up in 2010 at the Administrative Staff College of India (ASCI), Hyderabad, with funding from the Government of India. The mission of CIPS is to help create a climate and nurture a culture for accelerating and diffusing innovation in public systems.

3. Thus, **CIPS** focuses on catalysing innovative changes and providing assistance to the State / UT Governments in developing policies for promoting an innovative culture for transforming creative ideas into sustainable practices at the local level. The attached "Concept Note and Guidelines for Setting up of CIPS" has details, *inter alia*, on the mandate, mission, objectives, functions and governance aspects of CIPS.

Currently, CIPS has a vacancy each for the positions of Additional Director and Joint Director. The detailed advertisement is available on the website of CIPS (www.cips.org.in). I am attaching a copy of it for your perusal and ready reference.

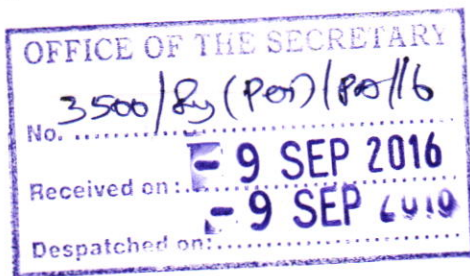
5. I am writing this to request you to:

- Bring the vacancies to the notice of the officers serving in your State / UT; and/or
- Suggest the names of suitable/interested personnel, if possible

6. The closing date for receipt of applications is 16/09/2016.

7. I shall be thankful for your kind cooperation and help.

Regards.



Yours truly,

P. Dasgupta
(Paramita Dasgupta)

Encl. a.a.

Shri. Manoj Parida, IAS
Chief Secretary to the Govt of Puducherry
Chief Secretariat, Goubert Avenue, Puducherry -605 001
Phone No: 0413-2334145
Fax No: 0413 - 2337575
Email id: cs.pon@nic.in , cs-pondicherry@nic.in

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USC (Per)
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Centre for Innovations in Public Systems, Hyderabad

Position: Additional Director

Mode of Recruitment:

- (a) Deputation from the Central / State / UT Government
- (b) By interview of shortlisted candidates

Qualifications & Experience:

1. An Officer from the All India Services [IAS, IPS, IFS] (or) Group-A Central Services.
2. An Officer at the level of Joint Secretary or Director (the latter with about 15 years of experience) in the Central Government or equivalent in the State / UT Government

Job Description:

- 1) To strategise, along with the Director, on expanding the scale and scope of CIPS activities
- 2) To assist the Director in defining what constitutes an innovation/best practice and to evolve a scientific basis for innovations (to be) identified by CIPS
- 3) To network with institutions at the State, National and International level (e.g. Training Institutes, NGOs) and enlist their support for spreading awareness about the innovations all over the country
- 4) To coordinate and communicate with the States and UTs for identifying innovations
- 5) To organize periodic surveys at the field level on innovations
- 6) To ensure systematic dissemination of the innovations documented by CIPS
- 7) To engage with senior level functionaries in the respective States and UTs on innovations taking place and facilitate replication of successful models from one State to others
- 8) To facilitate handholding of States and UTs for accepting and replicating good practices of other States
- 9) To organize diagnostic and analytical studies on ecosystems that help or hinder innovations
- 10) To facilitate periodic benchmarking of the activities of CIPS using established frameworks as applicable to its nature of activities
- 11) To guide, coordinate and supervise the work of the reporting officers and assume responsibility for their performance
- 12) To ensure sound planning and timely execution of work programs
- 13) To perform the duties of the Director in his/her absence.
- 14) To perform any other duties and responsibilities assigned from time to time by the Director of CIPS and/or the Head of the Steering Committee of CIPS.