



Government of India
Ministry of Communications
Department of Telecommunications
National Communications Academy- Finance
Mehrauli Gurgaon Road, Ghitori, New Delhi-110047

14-14/NICF/IT/TDP/2024

Date:01.12.2025

To,

All Central Ministries/Departments of the Government of India
Heads of Departments, All Attached/Subordinate Offices
Chief Secretaries of all States/Union Territories
All Central/National/State Training Institutions
All Public Sector Undertakings/Training Institutes/Training Centers

Subject: Five-day Management of Training (MOT-2025-26/01) course scheduled to be conducted at NCA - F from 19.01.2026 to 23.01.2026.

Sir/Madam,

I am directed to state that National Communications Academy – Finance (erstwhile NICF), a ‘**Survotkrisht**’ Central Training Institute under the Ministry of Communications, will be conducting a one-week “**Management of Training (MOT)**” course from **19.01.2026 to 23.01.2026**. Kindly check the link https://tdponline.dopt.gov.in/TDP_Cal.aspx for detailed courses being conducted by NCA-F.

2. MOT course aims to train training managers for the implementation of training Policy in Ministries/Departments/Organizations. A Brief Course Information sheet on the MOT course is given in Annexure I. The course is sponsored by the Department of Personnel and Training, and no course fee is to be paid by the participants.

3. This course on **Management of Training (MOT)** will be conducted at NCA-F in Offline Mode.

4. The MOT course is residential, and participants will have to stay in the NCA-F hostel. The food and lodging would be provided at NCA-F to the participants nominated for the training. The participating officer shall not be eligible to claim reimbursement towards lodging/boarding and food for the duration of the course.

5. The designed course capacity for the MOT course is 16 participants. Hence, only those officers/faculties who are associated with the training institute or a similar setup and involved in

the activities related to imparting training may be nominated for this course. The nominations for MOT will be confirmed/indicated separately, depending upon the number of nominations received from eligible candidates, vis-à-vis course capacity.

6. Nomination/Registration form for this course may be filled out and sent through email on aaoit.nicf@gov.in. The format of the registration form is attached as Annexure II to this circular. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying.

7. Only such officials should be nominated who can attend the programme on a whole-time basis. While making nominations, the level and type of participants, as indicated in Annexure I, may kindly be borne in mind. An officer who has already attended this course should not be nominated. Nominations of eligible officers, complete in all respects, should reach to undersigned by 12th January, 2026, positively.

8. Only such officials, whose nominations are accepted for this training course by the NCA-F, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of the acceptance by this institute. The acceptance of the nomination will be intimated through email to the participants, and no separate communication by post will be issued.

Enclosure:

1. Annexure I
2. Annexure II

Yours faithfully,

Amarnath Ojha
Course Director
NCA-F
New Delhi

Annexure I**Design of Training**

Title	Management of Training (MOT)
Course Code	MOT-2025-26/01
Course Capacity	16
Course Duration	19 Jan 2026 to 25 23 Jan 2026 (5 Days Course)
Eligibility	Training Managers / Officers involved in the training activities from Government Departments, attached offices, subordinate offices, autonomous bodies, and public sector undertakings. No previous exposure to training is required. It is, however, expected that after completion of the workshop, the participants on their return will be involved with the training function.
Aim of the Course	The course aims to train managers for the implementation of training Policy in Ministries/Departments/Organizations.
Course Methodology	The course consists of a distance learning phase wherein participants are sent some training-related documents with the concept of the Systematic Approach to Training and National Training Policy. This is followed by a one-week (5 working days) workshop wherein participants will be provided learning opportunities which will include activities concerned with the application of concepts, practice, issues, and management of training function in an organization / Government Department.
Course Fee	The course is sponsored by the Department of Personnel and Training, and no course fee is to be paid by the sponsors
Hostel Facilities	The Course is Residential. NCA-F provides modest hostel facilities on a single occupancy basis.
Nomination form to be sent to	Amarnath Ojha, Director(TPR) and Course Director National Communication Academy –Finance, Near Pillar No.152, MG Road, Ghitorni, New Delhi - 110047 Email: nicf.moc@gov.in, aaoit.nicf@gov.in Contact Details: Ankit Arora, AAO and Course Coordinator Mob No.8899096340

MANAGEMENT OF TRAINING COURSE (MOT)

Introduction

The Management of Training Course for the training managers has been designed to facilitate close linkages between training and performance at the workplace, through the establishment of a training function in Government Departments, attached offices, subordinate offices, autonomous bodies, and Public Sector Units. The course will contribute to the development of the training function by defining the concept, clarifying the role of the training manager, and equipping him/her with the necessary knowledge and skills to facilitate systematic linkages between performance problems and training.

Aim

The Course aims to train managers for the implementation of training Policy in Ministries/Departments/Organizations.

Designed For

The MoT course is designed for Training Managers / Officers involved in the training activities from Government Departments, attached offices, subordinate offices, autonomous bodies, and public sector undertakings. No previous exposure to training is required. It is, however, expected that after completion of the workshop, the participants on their return will be involved with the training function.

Style of the Course

The course consists of a distance learning phase wherein participants are sent some training-related documents with the concept of the Systematic Approach to Training and National Training Policy. This is followed by a one-week (5 working days) workshop wherein participants will be provided learning opportunities which will include activities concerned with the application of concepts, practice, issues, and management of training function in an organization / Government Department.

The workshop is based on an intensive series of individual and team activities. This requires full-time commitment for the full five days, including some evening study. We therefore assume that course participants will be either residential or within easy commuting distance.

A comprehensive set of handouts and performance aids, including checklists and flow charts, will be provided. These are intended to provide participants with information needed during the workshop and provide ready reference material for performing their role of training manager in the training function. The performance aids will help in completing their individual project, and also assist in developing competence for effective performance of their role by facilitating transfer of learning in their own work situation.

Objectives

By the end of the course, participants will be able to:

1. Describe the four stages of systematic training.
2. Describe salient features of adult learning.
3. Describe the training function and the Role of the Training manager.
4. Describe salient features of the National Training Policy and its implications.
5. Identify organizational and individual training needs.
6. Segregate training and non-training interventions.

7. Enumerate steps involved in the process of conducting TNA, design, development, implementation, and evaluation of the training.
8. Frame the “Terms of Reference”(TOR) for the conduct of TNA Study, design, development, implementation, and evaluation of the training programme, and review the outcomes with concerned agencies/authorities.
9. Prepare implementation schedules for in-house training activities.
10. Describe the importance of ethics in effective performance.

Project

On completion of the workshop, participants will be required to complete an agreed individual project for submission to the Course Coordinator. The completed project will be assessed by the course tutor, who will assess its technical merit based on laid-down parameters. On successful completion of the project, the participants will be awarded a certificate recognized by the Government of India from the Institute where they have attended the workshop.

Annexure II**Registration form**

To,

The Director General
National Communications Academy – Finance
New Delhi – 110047

Course Title.....

From..... to

Madam/Sir,

On my having been nominated for the above course by the Competent Authority, my details are as below: -

1. Name :
2. Father's Name:
3. Designation :
4. Organisation Name:
5. Date of Birth :
6. Gender : Male/Female
7. Whether belong to SC/ST/OBC/GEN :

8.	(Service/Cadre)	(Grade/Rank)	(Grade/Scale of Pay)	(Pay Band)

9. (Complete Address):

Official	Residential

10. Contact Details: Email ID: Mobile No.:

Signature of Participant

Countersigned by Sponsoring Authority