No. T-13017/4/2025-LTDP
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)
3rd Floor Block-IV, Old JNU Campus,
New Mehrauli Road, New Delhi-110067,
Dated: 13th May, 2025

To

1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. All the Cadre Controlling Authorities
5. Directors General/Directors of Central & State Training Institutes

Sub: Long Term Domestic Training Programme "Public Human Resources Management" (PHRM) - by XLRI Xavier School of Management, Jamshedpur – 2025-26

Sir/Madam,

It is hereby informed that **XLRI Xavier School of Management, Jamshedpur** in collaboration with this Department is offering a Long Term Domestic Programme "Public Human Resources Management" (PHRM) from **July 28th, 2025**. **PHRM** is designed as a 1-year hybrid programme and will be carried out at XLRI Campus.

Course pedagogy:

2. The PHRM has been conceptualized as an officer friendly domestic training programme on Public Human Resource Management without any international component. This provides the advantage of minimal dislocation of officers from their workplaces and allows them to continue with their current assignment/posting during the duration of the course. The program shall consist of three modules, each of 60 hours duration, to be delivered via a hybrid model with two domestic residencies involving intensive classroom sessions, distance and e- learning modules, and multiple online preparatory and follow up sessions. Drawing upon the more than 25 years of experience of XLRI in delivering hybrid programs, the PHRM program will use the latest technological tools to bridge the distance without compromising on the program delivery.

3. The programme structure is as under:

- **The Duration of the PHRM Programme is one year.**
- Of the total 180 hours of classroom teaching, 150 hours will be held online and the rest on campus (XLRI Jamshedpur and/or XLRI Jhajjar NCR).
- Online Classes will be held on Sundays, with typical class hours from 10 AM to 1 PM. On some Sundays, there might be an extra session from 2 PM to 3:30 PM.
- All the online sessions will be live and interactive.
- Every module will feature guest speakers from relevant subjects.
- There will be an exam at the end of each module. Participants who successfully complete all the three modules, all the exams at the end of each module, and a capstone project will be given a program completing certificate during the graduation ceremony to be held at the end of the program.
- Each participant will be required to work on a capstone project on Public Policy under the guidance of one of the faculty members involved in the program. The output of the project will preferably be in terms of policy insights (working paper) but can be in other forms based on the mutual consent of the faculty advisor.
- The Graduation ceremony will be held on the campus of XLRI Jamshedpur.

4. The programme is open to officers belonging to All India Services (Indian Administrative Service, Indian Police Service and Indian Forest Service), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and Central Training Institutes (CTIs) and also Officers of the State Civil Services (Group 'A') subject to the eligibility conditions as enclosed.

5. Details of the **'Terms and Conditions'** of the programme, application form and other documents are enclosed with this letter. Further details with regard to this programme may be ascertained from Dr. Kalyan Bhaskar, Program Director, Public Human Resources Management (PHRM), XLRI Jamshedpur- 831001 via email on phrm@xlri.ac.in and kalyanb@xlri.ac.in. and websites of DoP&T, Training Division's website *http://dopttrg.nic.in/*

6. There will be an exam at the end of each module. Participants (nominated officers) who successfully complete a) all the three modules, b) all the exams at the end of each module, and c) a capstone project, will be given a program completing certificate during the graduation ceremony to be held after the end of the program in XLRI Jamshedpur. Each participant (nominated officer) will be required to work on a capstone project on public policy under the guidance of one of the faculty members involved in the program. The output of the project will preferably be in terms of policy insights (working paper) but can be in other forms based on the mutual consent of the faculty advisor. The public policy

issue can be identified in consultation with the respective ministries and departments to which the participants are attached to.

7. Nominations of suitable officers in the prescribed pro-forma may please be sent to this Department through their Cadre Controlling Authorities so as to reach us on or before **June 15th, 2025**. Nominations received after this date will not be considered. The nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be called for interview/discussion by XLRI. The discussion will be on a virtual platform and the date and time will be intimated to the officers by XLRI. In order to save time, the officers are permitted to send an 'Advance Copy' of their applications directly to this office and XLRI via email to phrm@xlri.ac.in and xlead_office@xlri.ac.in. The officers will also be called for discussion based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by the Cadre Controlling Authorities along with Vigilance Clearance and approval of Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

8. All Ministries/ Departments/ State Governments/ UTs/ CCAs etc. are advised to give wide publicity to the programme, upload this circular on their websites for the information of all concerned and encourage the officers to apply.

Yours faithfully,

Encl: Terms and conditions

Uma Magesh

(Uma Magesh)
Under Secretary to the Government of India
Telephone: 011-26706310

Copy to:

1. The Comptroller and Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. The Election Commission of India, New Delhi
4. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Deputy Director General (Training), Department of Telecom, Sanchar Bhavan, New Delhi
7. Director (Training), Railway Board, Rail Bhavan, New Delhi
8. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
9. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
10. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
11. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, New Delhi
13. Dr. Kalyan Bhaskar, Program Director, Public Human Resources Management (PHRM) Program, at XLRI Jamshedpur – 831001 with request to consider applications received on or before June 15th, 2025.
14. Shri Clarence Toppo, Corporate Program Department, International Centre, XLRI, C.H. Area (East), Jamshedpur – 831001.
15. NIC, Training Division, for uploading the notification on DoP&T website *(https://dopt.gov.in/)* and Training Division's *(http://dopttrg.nic.in/)* webpage.

Uma Magesh

(Uma Magesh)
Under Secretary to the Government of India
Telephone: 011-26706310

1st One-year Programme in Public Human Resources Management (PHRM) at XLRI-Xavier School of Management – Jamshedpur/ Jhajjar (Delhi NCR)

The 1st One-year Programme in Public Human Resources Management (PHRM) at XLRI-Xavier School of Management – Jamshedpur/ Jhajjar (Delhi NCR) will commence from July 28th 2025. Unlike the other existing Long Term Domestic Programmes of this Department, which have full time components of institutional attachment, the PHRM has been conceptualized as an officer friendly domestic training programme on Public Human Resource Management without any international component. This provides the advantage of minimal dislocation of officers from their workplaces and allows them to continue with their current assignment/posting during the duration of the course. The program shall consist of three modules, each of 60 hours duration, to be delivered via a hybrid model with two domestic residencies involving intensive classroom sessions, distance and e-learning modules, and multiple online preparatory and follow up sessions. Drawing upon the more than 25 years of experience of XLRI in delivering hybrid programs, the PHRM program will use the latest technological tools to bridge the distance without compromising on the program delivery.

There will be an exam at the end of each module. Participants (nominated officers) who successfully complete a) all the three modules, b) all the exams at the end of each module, and c) a capstone project, will be given a program completing certificate during the graduation ceremony to be held after the end of the program in XLRI Jamshedpur. Each participant (nominated officer) will be required to work on a capstone project on the intersection of public policy and human resources management under the guidance of one of the faculty members involved in the program. The output of the project will preferably be in terms of policy insights (working paper) but can be in other forms based on the mutual consent of the faculty advisor. The project topic can be identified in consultation with the respective ministries and departments to which the participants are attached to.

2. Eligibility:

The programme is open to officers of All India Services (IAS, IPS & IFoS), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and also officers of the State Civil Services (Group 'A') subject to the following eligibility conditions:

Length of service	Officers should have completed 5 years of Group 'A' service as on commencement of the programme.
Age	The officers should have at least five years remaining service after completion of the programme.
Earlier Training	The officers should not have undergone a training Programme of 12-weeks or more duration in India during a period of 5 years preceding the date of commencement of this Programme. Further, the officer should not have undergone a Programme of training abroad of more than 2-weeks in preceding 2-years, more than one month in preceding 3-years or more than six months in the preceding 5-years.

3. **Course Fees**:

(a) The course fee for the programme is **Rs. 2.50 Lakh** (Rupee Two Lakh Fifty Thousand Only) **+ Goods & Service Tax (GST)** as per applicable rates per participant. The fee is inclusive of classroom and online sessions, study material, boarding and lodging for the duration of residency. The nomination for the programme and payment of course fee shall be made by the Cadre Controlling Authorities [*for example, DoP&T for IAS, Central Secretariat Service (CSS) and Central Secretariat Stenographers' Service (CSSS) Officers, MHA for IPS officers, MOEF for IFoS officers etc.*]. In case an officer is posted in an office outside his/her cadre establishment, the nomination may be done by that office in consultation with his/her Cadre Controlling Authority.

(b) The Program fee [Rs. 2.50 Lakhs (Rs. Two Lakhs and Fifty Thousand Only)] plus Goods & Service Tax (GST) as per applicable rates need to be paid in full at the time of joining the program or/and in any case within 30 days of commencement of program.

4. **Programme structure**

a. **Duration:** The Duration of the PHRM Programme is one year.

b. **Programme Design:**

- Of the total 180 hours of classroom teaching, 150 hours will be held online and the rest on campus (XLRI Jamshedpur and XLRI Jhajjar- Delhi NCR). There may be additional hours of engagement including the online interactions and remedial sessions (if required).

- The online sessions will typically be conducted on Sundays, with tentative class hours from 10 AM to 1 PM. On some occasions, there might be additional sessions conducted in the second half of the day. All the online sessions will be live and interactive. Participants may be provided with access to the recorded sessions for a certain duration.

c. **Programme Modules:** There will be three modules, each of 60 hours in the program. The modules will focus on a) foundations of public human resources management, b) core of public HRM, and c) emerging issues in public HRM. Topics to be covered in these modules include managing individual and group behaviour in organizations, stakeholder management in public policy, labour relations and contract management, HR planning, performance management, balanced scorecard, recruitment, selection, training and development, change management, effective communication, AI (Artificial Intelligence) applications in HR, and managing stress and employee wellbeing.

Within these modules, there will be multiple sessions using different pedagogical approaches including, but not limited to, case studies, role plays, lectures, simulations, experiential learning, and audio-visual aids.

In case any participant is unable to attend or complete a module, the program offers the flexibility to complete that module with the next batch. The modalities for the same will be decided in mutual consultation between the participant, the concerned ministry or the department the participant is attached to, DoPT, and XLRI.

- Capstone Project: Each student will work on a capstone project under the guidance of a faculty advisor. The output of the project can be in terms of a policy insights (working paper) or any other format mutually deemed fit by the participant, the faculty advisor, and/or the concerned ministry or department to which the participant is attached to.

- There may be guest lectures, workshops, and field trips during the residencies to provide diverse perspective for the participants

- XLRI's programs emphasize high academic rigour and "no exception" policy. The participant must complete all modules and obtain a passing grade in each of the modules and overall, to be eligible to graduate from the program.

- A participant missing out on any module, component or a significant part thereof will have to complete the program with the next batch seeking a leave of absence after mandatorily attending the first term.

- The graduation ceremony will be held in the middle of 2026 at XLRI Jamshedpur.

5. **Programme Schedule** *(Tentative)*

Residency	**Start Date**	**End Date**	**Module/Location**
First Online Interaction (Preparatory)	July 13,2025	-	Online
Residency 1	July 28, 2025	July 29, 2025	Jamshedpur
Second Online Interaction (Follow-up)	November 12, 2025		Online
Residency 2	December 1, 2025	December 2, 2025	Jhajjar (Delhi NCR)
Third Online Interaction (Follow-up)	February 8, 2026	-	Online
Graduation Ceremony	Mid-2026	-	Jamshedpur

6. **Hostel Facilities**

XLRI will provide rent-free furnished residential accommodation in the Institute to the participants and will arrange a boarding facility, which is included in the course fee.

7. **Conditions for officers admitted to the programme:**

In case of officers, sponsored by the Government of India/State Governments for this programme, the entire period of absence from duty on account of residencies/travel will be treated as on duty under FR 9(6)(b)(i).

8. **Selection procedure and forwarding of nominations**

(i) The Cadre Controlling Authority (CCA) should recommend names of only those Group 'A' officers who are likely to stay with the CCA for some more time.

(ii) Officers on deputation to Government of India under the Central Staffing Scheme must have completed at least **two years** of their tenure on central deputation on the date of this notification to become eligible to apply for this programme. It may be noted that in respect of Officers appointed under the 'Central Staffing Scheme', 'NOC' from the Office of Establishment Officer, DOPT should be obtained before forwarding their applications/nominations for the Long Term Domestic Programme.

(iii) The faculty members of the State ATIs who have completed at least **three years** on the date of starting of the program are also eligible to apply for the programme. However, those faculty members who belong to State Civil Services need not necessarily fulfill this condition. The selected faculty members, however, would be required to stay in the ATI for next three years after completion of the programme.

9. **Forwarding of nominations**

(i) Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre Controlling Authority before sending the nominations to DoP&T.

(ii) Copy of the application form and other documents are attached. The same may also be obtained by sending an email to phrm@xlri.ac.in or xlead@xlri.ac.in or by logging on to *DoP&T, Training Division's website http://dopttrg.nic.in/xlri.html.* Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers (who are clear from vigilance angle) along with complete information in **Part- B** of the Application Pro-forma so as to reach us on or before **June 15th, 2025.**

(iii) Nominations received after the due date will not be considered.

(iv) In order to save time, the officers are permitted to send an Advance Copy of the application to Dr. Kalyan Bhaskar and Dr. M G Jomon, Programme Directors, Public Human Resources Management (PHRM) Programme, XLRI Jamshedpur – 831001 via email on phrm@xlri.ac.in and kalyanb@xlri.ac.in.

(v) The nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be called for interview/discussion by XLRI. The discussion will be on a virtual platform and the date and time will be intimated to the officers by XLRI. In order to save time, the officers are permitted to send an **Advance Copy** of the application directly to this office. The officers will also be called for discussion based

on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by their Cadre Controlling Authorities and approval of the Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

10. **Bond to be executed by the officer**:

Before joining the programme, the officer is required to execute a Bond to the extent that "in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the programme or failing to complete the programme, or quitting the service at any time within a period of FIVE (5) years after completing the programme, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred by the Government for the training programme i.e. all monies paid to him/her or expended on his/her account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the Government/agency concerned together with interest thereon from the date of demand at Government rates for the time being in force on Government loans".

*****

XLRI LEADERSHIP EDUCATION AND DEVELOPMENT (XLEAD) XLRI, C.H. Area (East), Jamshedpur - 831001 Phone No – 0657-665-3338/3329/3330 Website: www.xlri.ac.in	Department of Personnel & Training (DoPT), Government of India Block- IV, 3rd Floor, Old JNU Campus New Mehrauli Road, New Delhi- 110067 Phone No: 011-26706310, Fax No: 011-26106314, Website: http://dopttrg.gov.in/

Application Form

1st Batch of Public Human Resources Management (PHRM) Program

Key Program Dates	**Commencement: 28th July 2025** **Last Date for Receiving Application: 15th June 2025**

FOR GOVERNMENT SPONSORED CANDIDATES

Please fill in all details in BLOCK/ CAPITAL LETTERS ONLY

1. PERSONAL DETAILS

Title: First Name:	Middle Name:	Last Name:
Gender: Male/Female/Third Gender	Date of Birth (DD/MM/YY):	
Date of Superannuation (DD/MM/YY):	Age (in years) as on 1st July 2025:	
Email (Official):	Email (Personal):	
Mobile:	Religion:	Caste category: General/OBC/SC/ST
Department/Ministry:		
Designation:		
Equivalent rank in Government of India:		
Level in Pay Matrix as per 7th CPC/Grade Pay with Pay Band:		
Service cadre with year of allotment:		
Length of service in Group-A:		
Are you presently on deputation to Government of India: Yes/No If yes, please provide details (from which cadre, state and date, date of completion of tenure etc.):		

Current Communication Address (along with telephone details):		
City:	Pin:	State:

2. ACADEMIC RECORD	
Highest academic qualification: Doctorate/Post-Graduate/Graduate/Others	Highest degree obtained:
University/Institution:	
Year of joining the program: Year of completing the program:	Grade/Division/CGPA/Percentage:
Other degrees/diplomas obtained (Degree/Diploma 1):	
University/Institution:	
Year of joining the program: Year of completing the program:	Grade/Division/CGPA/Percentage:
Other degrees/diplomas obtained (Degree/Diploma 2):	
University/Institution:	
Year of joining the program: Year of completing the program:	Grade/Division/CGPA/Percentage:
Intermediate (Class XII) Board:	Year of completion: Grade/Division/CGPA/Percentage:
Matriculation (Class X) Board:	Year of completion: Grade/Division/CGPA/Percentage:
Details of any other academic diploma or certifications awarded:	

3. WORK EXPERIENCE DETAILS						
Sr. No.	**Post Held**	**Department/ Organization**	**Tenure**		**Pay Scale**	**Nature of Responsibility**
			From	**To**		
1						

2						
3						
4						
5						
6						
7						

4. DETAILS OF TRAINING PROGRAMS* ATTENDED (In India or Abroad)

*: Minimum duration of the program must be two weeks

Kindly refer to 'Earlier Training' caption under para 2 of Terms & Conditions

Sr. No.	Name of Training Program	Name of the Institution	Venue of the Training Program	Year	Duration (in days)
1					
2					
3					
4					
5					
6					
7					

Additional Information

1) Kindly indicate the reasons for your interest in the program. Kindly keep your response brief.

   Your response:

2) If you have identified any public policy area or topic, with the approval of your concerned Ministry/Department/Government etc., for the capstone project component of the program, kindly provide details.

   Your response:

3) Briefly describe your salient job responsibilities and key achievements at your workplace.

Your response:

4) If you wish to provide any other relevant information, kindly do so.

Your response:

Instructions:

1) The application form is to be sent through the Cadre Controlling Authority (CCA). Please ensure that the form is routed through the CCA so as to reach DoPT (Training Division) latest by June 15th, 2025.
2) The application envelope should be superscripted as "Application Form for Public Human Resource Management Program".

3) However, the participant may kindly send the advance copy of the filled-in application form directly a) via email to phrm@xlri.ac.in and xlead_office@xlri.ac.in, or b) via post to Shri Clarence Toppo, Corporate Program Department, International Centre, XLRI, C.H. Area (East), Jamshedpur- 831001.

Declaration:

I certify that the information given in this application form is true and correct to the best of my knowledge. I agree to abide by the decision of the authorities regarding my selection into the program.

Date:_____ **Signature:**_____

PART - B

(For the use of the Cadre Controlling Authority only)

Name of Applicant:_____

1. Is there any vigilance case pending or contemplated against the officer? (put √)	Yes		No	

2. Is there any standing adverse entry against the officer? (put √)	Yes		No	
If YES, please give details:				

3. Is the applicant's overall ACR grading "Very Good"? (put √)	Yes		No	

4. Whether cadre clearance has been obtained? (put √)	Yes		No	
(For officers, who would be completing their deputation tenures prior to joining the PHRM? In such cases, clearance of the State Government/Parent department has to be obtained)				
Has the candidate been offered a central deputation also?	Yes		No	

If selected, will the candidate be released for the Programme?	Yes		No	

Cadre Controlling Authority:

Name of the Cadre Controlling Authority (Ministry/Department)			
Contact Person			
Designation			
Address			
		PIN	
Telephone No.			
Fax No.			
E-mail ID			

Place:

Date:

(Signature of the

Cadre Controlling Authority)

File No. _____

Office Seal (Compulsory)

Format of Bond to be executed by a Government Servant before proceeding for 1st Public Human Resource Management (PHRM) of XLRI Xavier School of Management, Jamshedpur

KNOW ALL MEN BY THESE PRESENTS THAT I, _____, resident of _____, at present employed as _____ in the Ministry/Department_____, do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the 'Government') on demand, 'all charges and expenses' that shall or may have been incurred by the Government for my PHRM programme by XLRI Jamshedpur i.e. all monies paid to me or expended on my account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the govt./agency concerned, etc. being conducted by XLRI Jamshedpur together with interest thereon from the date of demand at Government rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between the attorney and the client.

WHEREAS I, _____, am being deputed for PHRM programme by XLRI Jamshedpur.

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such conditions as written hereunder:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the PHRM programme, OR failing to complete the programme, OR quitting the service at any time within a period of FIVE (5) years or before superannuation, whichever is earlier,after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

The Government of India has agreed to bear the stamp duty payable on this bond.

Signed and delivered this the _____ day of _____ month of the year 2025.

Signed and delivered by _____ (Name and Designation)

In the presence of _____ and _____

Witnessess: 1. _____

2._____

ACCEPTED

On behalf of the President of India by the Cadre Controlling Authority

(Authorized Signatory) *[Office Seal Compulsory]*