



**HP INSTITUTE OF PUBLIC ADMINISTRATION,
FAIRLAWNS, SHIMLA-12.**

Web : www.himachal.gov.in/hipa email: hipa-hp@nic.in

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Request for Empanelment of Trainers

H P Institute of Public Administration, Shimla intends to empanel Professionals/Resource Persons/In Service and Retired Officers & officials/Consultants/Institutions/NGOs/Organizations for imparting training in the disciplines of Governance, Administration, Development, Information Technology, Decentralized Planning & Development, Project Monitoring and Management, Office Procedure and Rules, Quality Assurance, Training & Capacity Building, Rural Development, Panchayati Raj etc. The empanelment will be made after an evaluation of the applications so received of the applicants on the basis of internal assessment by the Institute. The desirous candidates/ Institutions/NGOs/Organizations with proven track record and experience in the respective fields may apply with their complete CV and experience in the relevant field.

The services of the empanelled trainers will be utilized by this Institute for providing training as and when required by the Institute for which Honorarium will be paid on the rates prescribed by government from time to time. This is not a notice for employment in any manner either on regular or contract basis nor does this scheme promise any regular or even contract employment in the Institute or under the State government at any time in future. Those empanelled shall have no claim whatsoever on any regular or contractual or casual job opportunity that may arise in this Institute or under the State government or its agencies ever in future. The disciplines/subjects and details can be read at our website www.himachal.gov.in/hipa

The last date for receiving applications is 16th August, 2011.

**Director,
HP Institute of Public Administration,
Fairlawns, Shimla-171012.**

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The disciplines/subjects in which the Trainers are to empanelled are as under:

1. Governance,
2. Administration,
3. Development,
4. Information Technology & E-Governance
5. Decentralised Planning & Development,
6. Project Monitoring and Management,
7. Office Procedure and Rules,
8. Quality Assurance, Training & Capacity Building,
9. Consumer Rights
10. Stress Management
11. Ethics & Values
12. Outsourcing in Govt.
13. Cyber Crimes
14. Urban Planning, Management & Development
15. Prevention of Corruption Act
16. Rural Development,
17. Panchayati Raj
18. Wage Employment Programmes/ NREGS
19. Rural Water Supply, Sanitation and Housing

20. Self Employment
21. Watershed Development
22. Training & Capacity Building
23. Finance & Accounts
24. Civil Engineering in Rural Development context
25. Engineering with specialization in information and communication technology
26. Gender studies, Gender in Development & Gender mainstreaming
27. Rural Development
28. Social Audit
29. Grievance Redressal
30. Social Mobilization
31. Right to Information Act
32. Right to Education Act
33. Agriculture
34. Animal Husbandry
35. Fisheries
36. Forests
37. Environment
38. Industries
39. Project Management
40. Monitoring & Evaluation
41. Decentralized District Planning
42. Horticulture
43. Information, Education & Communication Material development
44. Public health
45. Transparency & Accountability
46. Panchayati Raj
47. Micro, Small & Medium Enterprise Development
48. Rural Technologies
49. Natural Resources Management
50. Disaster Management
51. Human Rights
52. Human Development
53. Human Resource Development
54. Social Responsibility & Accountability
55. Research Methodology
56. Case Studies
57. Data Mining & Management
58. Policy Formulations
59. Administrative Research
60. Rural Marketing
61. NREGA
62. PMGSY
63. TSC

64. NRDWP
65. IWMP
66. IAY
67. NSAP
68. SGSY/NRLM
69. PURA
70. BPL Census
71. Land Management & Administration
72. Citizen's Charter & Grievance Redressal
73. Geographical Information System (GIS)
74. Service Delivery
75. Office Management & e-office
76. Finance, Accounts & Audit
77. Leadership, Organizational Behaviour & Interpersonal Skills
78. Weaker Sections, Minorities, Women, Children & Disabled
79. Innovations in Rural Development
80. Communication & Presentation Skills

How to Apply:

The desirous candidates/Institutions/NGOs/Organizations with proven track record, complete CV and experience in the respective fields may apply online by registering themselves on Guest Faculty Database on HIPA website: <http://admis.hp.nic.in/hiparpm> **OR** may send applications on email address: dir.hipa@hp.gov.in **OR** by post on the address mentioned below in an envelope with clearly mentioned, **“APPLICATION FOR EMPANELMENT OF TRAINER”**

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**Director,
HP Institute of Public Administration,
Fairlawns, Shimla-171012.**