

**Top Priority  
Through E-mail**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
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File No. F.14/2/AR/2016/Pt. file/ 16308-377 Dated: 05/10/18

To,

All HODs  
Govt. of NCT of Delhi

Sub: Requisition for Fellows under CMULF Program

Sir/Madam,

I am directed to refer to Cabinet Decision no. 2553 dated 20.02.2018 vide which the Chief Minister's Urban Leadership Fellows (CMULF) Programme was approved to attract outstanding young men and women Indians, under the age of 35 years, to work in GNCTD for two years. Under the program 20 Fellows & 10 Associate Fellows will be selected from a wide range of academic and professional disciplines and will be emerging leaders in their field. They will have a clear interest in, aptitude for, and commitment to public service.

The fellowship programme will be administered by the Administrative Reforms department, which will also bear the cost of the programme. The Fellows will directly work with the assigned departments (reporting directly to a Secretary or Director-level supervisor) for minimum one-year duration in the formulation of policies, implementation of projects and various initiatives in development, infrastructure and technology sectors.

**Needs Assessment**

To accurately estimate the requirements for the Fellows, and for subsequent oversight of the appointed Fellows, each interested department will appoint a Nodal Officer who will coordinate with the Administrative Reforms department on all aspects of the CMULF programme.

The first step of this process will be an accurate needs assessment exercise to be carried out by the Nodal Officers, in consultation with the Heads of Department and Ministers, to determine the number of Fellows required along with specific project descriptions for each request. The needs



assessment form on the following page is required to be filled out by each department (one form for each project) and should be submitted to the Administrative Reforms department no later than **12 Oct 2018 (Friday)**.

Each department is requested to depute a Nodal Officers who will fill the following form to accurately assess the needs for Fellows for 2018-20, starting Nov-dec 2018. The department must fill a separate form for each specific project that is assigned to the Fellow. The form has been divided into three broad sections.

### **I. Department Details**

- Name of Department
- Nodal Officer (Name and designation)
- Supervising Officer for this project (Name and designation)

### **II. Project Details**

- Project Name
- Brief Description of the Project
- Duration of the Project: 1 year or 2 year (only two options)
- Number of fellows required
- Tasks to be assigned
- Expected outcomes/goals
- Key success indicators

### **III. Fellow Details**

1. What is your preference for the Fellow's academic qualification and work experience for this project:
  - Entry level: Bachelors with 0-4 year of work experience or Masters with 0-2 year of work experience
  - Entry level plus: Masters with 2-5 year of work experience or Bachelors with more than 4 year work-experience
  - Mid-career: Masters with more than 5 year work-experience
2. Do you have a preferred professional qualification for the Fellow for this project:
  - Engineering
  - IT
  - Social Sciences/Economics/Public Policy
  - Law
  - Commerce





- Others, Please Specify: \_\_\_\_\_  
 No preference

3. Please mark the primary domain that you expect the Fellow to work in during the Fellowship period:

- Project Implementation/Management  
 Community Outreach  
 Policy Analysis and Writing  
 Research, Monitoring and Evaluation  
 IT projects  
 Others, Please Specify: \_\_\_\_\_

4. Language Proficiency Desired:

**English**  Beginner  Advanced  Proficient

**Hindi**  Beginner  Advanced  Proficient

You are accordingly requested to forward the requisition of Fellow(s)/Associate Fellow(s) for your department, in above format at the earliest and not later than 12 Oct 2018 (Friday), please.

Yours faithfully,



**(Ram Avatar Meena)**  
**Dy. Director (AR)**  
**PH: 23392726**