

# TRAINING FOR STATE CIVIL SERVICES

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- ▶ Training means the process 'to train' an animal or human being for a specific purpose.
- ▶ **Michael Jucius** defines training as "a process by which the aptitudes, skills and abilities of employees to perform specific jobs, are increased". According to **Flippo**- "Training is the act of increasing the knowledge and skills of an employee for doing a particular job".
- ▶ Training enhances three aspects-
  - Knowledge
  - Skill
  - Attitude

# INTRODUCTION

- ▶ The concept of welfare/administrative/ democratic modern state requires well trained, committed and responsive civil servants.
- ▶ Today's work environment requires employees to be skilled in performing complex tasks in an efficient, cost-effective, and safe manner. Training (a performance improvement tool) is needed when employees are not performing up to a certain standard or at an expected level of performance. The difference between actual the actual level of job performance and the expected level of job performance indicates a need for training. The identification of training needs is the first step in a uniform method of instructional design. ( Popularly known as TNA ).

CONTD.-

- ▶ Adaptability
- ▶ Analytical Skills
- ▶ Action Orientation
- ▶ Job Knowledge/Acumen
- ▶ Coaching/Employee Development
- ▶ Communication
- ▶ Customer Focus and Public Relations
- ▶ Decision Making
- ▶ Fiscal Management
- ▶ Global Perspective
- ▶ Innovation
- ▶ Interpersonal Skills
- ▶ Leadership

## ASPECTS OR OBJECTIVES ACHIEVED BY THE TRAINING

- ▶ Establishing Objectives of the Service and Organization
- ▶ Risk Management
- ▶ Persuasion and Influence
- ▶ Planning
- ▶ Problem Solving
- ▶ Project Management
- ▶ Results Orientation
- ▶ Self-Management
- ▶ Teamwork
- ▶ Technology

CONTD.-

- ▶ There are so many types of training . Some of these are-
- ▶ Pre Service training
- ▶ Induction training
- ▶ Orientation training
- ▶ On-the -job training
- ▶ In -service training
- ▶ Refresher training
- ▶ Professional or Vocational training
- ▶ Vestibule/circular/technical/soft skill training etc---

## TYPES OF TRAINING

There are so many tools and techniques used for training. Some popular and widely used tools are-

- ▶ Instructor-led classroom training or lecture method.
- ▶ Interactive methods.
- ▶ Hands-on training.
- ▶ Computer-based and e-learning training or online tools.
- ▶ Video training.
- ▶ Coaching and mentoring.
- ▶ Demonstration .
- ▶ Simulation.
- ▶ Role play .
- ▶ Analysis of a Case Study.
- ▶ Problem solving, buzz, group work or group discussion.

# TOOLS AND TECHNIQUES

- ▶ In Rajasthan there are about 100 types of state departmental services.
- ▶ Some are professional in nature like- Medical and Health, School Education, Agriculture, Engineering etc. where pre - trained persons are recruited.
- ▶ Some services like RAS, RPS or RAcS are working on post-recruited training process.
- ▶ State government provides basic or fundamental and on0the – job training to the newly recruited employees through its various institutes.

## TRAINING FOR STATE CIVIL SERVICES

## 2. प्रशासन

- हरिश्चन्द्र माथुर राजस्थान राज्य लोक प्रशासन संस्थान, जयपुर।
- उपर्युक्त संस्थान के क्षेत्रीय केन्द्र—जोधपुर, उदयपुर, कोटा तथा बीकानेर।

## 3. ग्रामीण विकास एवं पंचायती राज

- इन्दिरा गाँधी पंचायती राज एवं ग्रामीण विकास संस्थान, जयपुर।  
(राज्य ग्रामीण विकास संस्थान)
- विकास अध्ययन संस्थान, जयपुर।
- ग्राम सेवक प्रशिक्षण केन्द्र, मण्डोर।
- पंचायत प्रशिक्षण केन्द्र, अजमेर।
- पंचायत प्रशिक्षण केन्द्र, डूँगरपुर।

## 4. गृह

- राजस्थान पुलिस अकादमी, जयपुर।
- गृह रक्षा प्रशिक्षण केन्द्र, जयपुर, उदयपुर तथा सवाई माधोपुर।
- पुलिस प्रशिक्षण स्कूल, किशनगढ़, जोधपुर एवं खैरवाड़ा।
- कारागार प्रशिक्षण केन्द्र, अजमेर।
- राजस्थान पुलिस प्रशिक्षण केन्द्र, जोधपुर।
- पुलिस मोटर ड्राइविंग स्कूल, बीकानेर।
- संयुक्त केन्द्रीय प्रशिक्षण संस्थान (नागरिक सुरक्षा एवं होम गार्ड्स), जयपुर।

## 5. राजस्व

- राजस्व अनुसंधान तथा प्रशिक्षण संस्थान, अजमेर।
- सर्वउद्देशीय राजस्व प्रशिक्षणालय, टोंक।
- पटवार प्रशिक्षण शाला—टोंक, देवखेड़ा (अलवर), देबारी (उदयपुर), कोटा, जोधपुर, राजसिंहपुर (श्री गंगानगर)

# SOME TRAINING INSTITUTES IN RAJASTHAN

- ▶ Harish Chander Mathur Rajasthan State Institute of Public Administration ( HCMRIPA ) is the premier institute which imparts training to most of the state civil services.
  - ▶ Induction Training( institutional ) for RAS officers is divided in three phases-
  - ▶ Foundation training phase- I = 8 weeks
  - ▶ Field or practical training = 39 weeks
  - ▶ Institutional training – Phase-II= 5 weeks
- ( please go through my book '*Bharat mein Rajya Prashasan*' for detail study).

## TRAINING FOR RAS OFFICERS