

TRAINING PROGRAMS



प्रताप विलास पैलेस – Pratap Vilas Palace

The 2nd Largest Palace in Vadodara

(HQ of National Academy of Indian Railways since January 31st, 1952)



भारतीय रेल राष्ट्रीय अकादमी
National Academy of Indian Railways

MESSAGE



It is a matter of great privilege and pleasure that the National Academy of Indian Railways (NAIR) has issued revised version of Training Brochure.

The Academy as the apex Centralized Training Institute, has taken various remarkable initiatives in improving the training ecosystem, reach and quality.

The booklet enlists the Mandatory, Theme-Based & Customized programs being undertaken by the Academy in areas of Rail Transportation Sector, General Management and Capacity Building.

The revised version is a comprehensive guidebook containing program-wise information and their importance for Executive Training.

Moving on, I hope that NAIR will continuously strive to add value and help foster sterling organizational values in the Railwaymen.

With Best Wishes!

Rakesh Rajpurohit
(Dy. Director General)

TRAINING SYSTEMS & PROFICIENCY

Indian Railways (IR), a 170 years old organisation, with Route Length of more than 68000Km, has 12.13 lakh regular employees. In order to run such a mammoth organisation with defined standards, the training of its Human Resource is vital and inseparable. For this, there are 8 Centralized Training Institutes (CTIs) and 146 Railway Training Institutes on the network.

National Academy of Indian Railways (NAIR), operating since 31-Jan-1952 from the Pratap Vilas Palace campus situated in Vadodara City—the cultural capital of Gujarat state, is the **apex Centralized Training Institute of Indian Railways**. The Academy is a cradle of Leadership. It offers Mandatory, Theme-Based & Customized training programs in the domain of Rail Transportation Sector, General Management and Capacity Building.

Every year, it trains thousands of officers of Indian Railways, executives of Public Sector & Private organisations and foreign nationals. The Academy is headed by Director General.

The training resource of Academy consists of its Modern Infrastructure and well-qualified & experienced Members of Faculties, who are Indian Railways' officers posted under various functional faculties. The Academy is recently given responsibility to conduct training of Nepal Railway and Bangladesh Railway.

Besides training, the Academy is also the Nodal Agency for conducting **Centralized Computer-Based Test (CBT)** to enable promotions in Group-B Railway Services on entire network of Indian Railways. The Academy is a two time winner of prestigious **Golden Peacock National Training Award** in recognition to training practices as a whole.

There are 7 other Centralized Training Institutes, which administratively report to Director General (NAIR). These CTIs offer training in the areas of Railway Signal & Telecom, Civil Engineering, Electrical Engineering, Mechanical Engineering, Transportation & Commercial, Finance & Accounts and Law, Safety & Security.

भारतीय रेल राष्ट्रीय अकादमी



PROFESSORiate

'The Trainers of National Academy of Indian Railways'

Faculty Members/Officers	Role/Logistic
Director General (NAIR)	Administration
Dy. Director General	
Secy. to DG & Prof. (Management Studies)	
Sr. Prof. (Management)	General Management
Sr. Prof. (Management Studies)	
Sr. Prof. (Organizational Behaviour)	
Sr. Prof. (Human Resource Management)	Human Resource Management
Prof. (Relations Management)	
Asst. Prof. (Personnel Management)	
Chief of Faculty (Mechanical)	Mechanical Engineering
Sr. Prof. (Mechanical Engineering)	
Chief of Faculty (Finance)	Finance and Accounts
Sr. Prof. (Finance & Investment)	
Prof. (Accounts)	
Asst. Financial Advisor	
Sr. Prof. (Material Management-Co.)	Materials Management
Sr. Prof. (Material Management)	
Prof. (Inventory Management)	
Sr. Prof. (Civil Engineering)	Civil Engineering
Asst. Executive Engineer (Logistics)	
Sr. Prof. (Signal & Telecom)	Signal and Telecom
Prof. (Signal & Telecom)	
Prof. (Information Technology)	Information and Communication Technology
Prof. (Network Management)	
Sr. Prof. (Electrical Engineering)	Electrical Engineering
Prof. (Electrical Engineering)	
Sr. Prof. (Transportation Management)	Traffic (Transportation and Commercial)
Sr. Prof. (Commercial Management)	
Prof. (Commercial Management)	
Prof. (Safety Management)	
Sr. Prof. (Health Management)	Health Services
Prof. (Health Management)	
Prof. (Rajbhasha)	Official Language
Prof. (Law Management)	Law
Asst. Library & Information Officer	Central Library
PPS to Director General/NAIR	Private Secretary (Gaz.)

MANDATORY TRAINING PROGRAMS (MTP) FOR INDIAN RAILWAYS

A. FOUNDATION PROGRAMS:

Eligibility:

Probationary Officers recruited in Group-A Indian Railways Services and Indian Railways' employees selected in Group-B Railway Services.

Duration:

10-Weeks for Group-A Probationary Officers, 5-Weeks for Group-A Railway Health Services Probationary Officers and 3-Weeks for Group-B Officers.

Content:

Curricula are separate for Group-A and Group-B Foundation Programs. The specially designed modules ensure overall understanding of Indian Railways and Managerial skills. It is done immediately after appointment into Group-A and Group-B Railway Services.

Batch Size:

Up to 70 for Group-B and for Group-A, it is as per appointments.

Assessment:

It is done by holding Module Examinations during the program and Project Allotment. Certificates are issued only after successful completion of the program.

B. INDUCTION PROGRAMS:

Eligibility:

Probationary Officers recruited in Group-A Indian Railways Services and Indian Railways' employees selected in Group-B Railway Services.

Duration:

4-Weeks for Group-A Probationary Officers, 2-Weeks for Group-A Railway Health Services Probationary Officers and 2/3-Weeks for Group-B Officers.

Content:

Curricula are separate for Group-A and Group-B Induction Programs. The specially designed modules ensure deep understanding of functional domains and advanced managerial skills. It is processed after Foundation Program and attaining On-the-Job experience by officers.

Batch Size:

Up to 60 for Group-B and for Group-A, it is as per appointments

Assessment:

It is done by holding Module Examinations during the program and Project Allotment. Certificates are issued only after successful completion of the program.



C. MANAGEMENT DEVELOPMENT PROGRAMS (MDP)

Eligibility:

IR Officers, after attaining required experience of multiple years, before their promotion to Junior Administrative Grade (JAG) in Group-A Railway Services.

Duration: 3-Weeks

Content:

Curriculum is aligned to enhance overall Managerial and Functional skills, followed with Customized Management Module by Indian Institute of Management, Ahmedabad, Gujarat.

Batch Size:

Up to 40 or as per nominations.

Assessment:

It is done by holding Module Examinations during the program and Project Allotment. Certificates are issued only after successful completion of the program.

D. ADVANCED MANAGEMENT PROGRAMS (AMP):

Eligibility:

IR Officers, after attaining required experience of multiple years, before their promotion to Senior Administrative Grade (SAG) in Group-A Railway Services.

Duration: 2-Weeks

Content:

Curriculum is aligned to deeply inculcate Strategic Management Skills, followed with Customized Management Module by Indian Institute of Management, Ahmedabad, Gujarat.

Batch Size:

Up to 30 or as per nominations.

Assessment:

It is done by Project Allotment. Certificates are issued only after successful completion of the program.

E. CENTRALIZED TRAINING TO GROUP-A PROBATIONARY OFFICERS OF INDIAN RAILWAY STORES SERVICES, PERSONNEL SERVICES AND HEALTH SERVICES:

Eligibility:

Group-A Probationary Officers of Indian Railway Stores Services, Personnel Services and Health Services.

Duration: Mandatory 78-Weeks for each service.

Content:

Curriculum is service-specific and includes topics that ensure deep understanding of functional domain, basic understanding of other domains and inculcating Managerial skills. Common Foundation and Induction programs are part of overall training structure.

Batch Size:

As per appointments

Assessment:

It is done by holding Module Examinations during the program and Project Allotment. Certificates are issued only after successful completion of the program.

THEME-BASED TRAINING PROGRAMS (TTP) FOR INDIAN RAILWAYS & OTHERS

Eligibility:

Junior Scale (JS) to Higher Administrative Grade (HAG) Group-A and Group-B Officers of Indian Railways.

Duration:

1-Week (Short Duration) to 6-Week (Long Duration).

Content:

Curriculum is designed and aligned to the level of participants, by including the latest developments in the field of area/domain.

Batch Size:

Up to 30 or as per nominations.

Assessment:

It is done by Project Allotment. Certificates are issued only after successful completion of the program.

Important Areas:

- Information and Communication Technology
- General Management
- Strategic Management
- Leadership
- Materials Management
- Law
- Safety
- Hospital Management
- Project Management
- Government Procurements
- Government Tenders and Contracts
- Business Management
- Human Resource
- Railway Health Services



CUSTOMIZED TRAINING PROGRAMS (CTP) FOR OTHERS

A. CAPACITY BUILDING PROGRAMS IN TRANSPORT DEVELOPMENT:

Eligibility:

Foreign Executives from BIMSTEC/SAARC/Mekong-Ganga Cooperation Countries.

Duration:

Normally 2-Weeks.

Content:

Modules are designed based upon the selected theme of program.

Batch Size:

Up to 30 or as per nominations

Assessment:

It is done by Project Allotment. Certificates are issued after successful completion of the program.

B. OTHER CAPACITY BUILDING PROGRAMS:

Eligibility:

Foreign Executives from Partner Countries under Indian Technical & Economic Cooperation (ITEC) Scheme of Ministry of External Affairs.

Duration:

Normally 1-Week.

Content:

Modules are designed based upon the selected theme of program.

Batch Size:

Up to 30 or as per nominations.

Assessment:

It is done by Project Allotment. Certificates are issued after successful completion of the program.

C. PROGRAMS FOR PUBLIC SECTOR UNDERTAKINGS/PRIVATE COMPANIES:

Eligibility:

Executives of Public Sector Undertakings and Private Companies.

Duration:

Duration is decided as per the requirement.

Content:

Modules are designed based upon the selected theme of program.

Batch Size:

Up to 30 or as per nominations.

Assessment:

It is done by Project Allotment. Certificates are issued after successful completion of the program.

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FACULTY DEVELOPMENT PROGRAMS (FDP) (TRAINING OF TRAINERS)

Eligibility:

Group-A, Group-B and Group-C Faculty Members of Centralized Training Institutes and other Railway Training Institutes.

Duration: 1-Week

Content:

Modules are designed based upon the selected theme of program.

Batch Size:

Up to 30 or as per nominations

Assessment:

It is done by Project Allotment. Certificates are issued after successful completion of the program.

The Academy also facilitates Trainers' Development Programs from time to time for Group-A & Group-B Faculty Members at other listed Institutes under the planner of Department of Personnel & Training, Government of India.

SEMINARS/WORKSHOPS/CONFERENCES/ WEBINARS

Eligibility:

Group-A and Group-B Officers of Indian Railways, Executives of Public Sector Undertakings and Executives of Privates Companies.

Duration: 1 day to 1-week

Themes:

Rail-Based Transportation Systems, Recent Developments, Recent Technologies and other current relevant topics.

Content:

Topics are selected based upon the theme.

Batch Size:

As per nominations.

Assessment:

Participation Certificates are issued.

Resource Pool:

Academics, Industry Experts, Executives of PSUs, Senior Railway Officers

CONTACT FOR TRAINING REQUIREMENTS:

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