

Name : Colonel Mayank Chaubey (Retired)

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Total yrs of experience – 29 years

Strengths:

- Excellent communication & Interpersonal skills, Team builder, Hard working and result oriented performer.

Current Profile:

- Foreign Service Institute, Ministry of External Affairs – Consultant since May 2019
- Evaluator & Guide for M.B.A aspirants with the College of Materials Management, Rani Durgawati University, Jabalpur

ROLE & RESPONSIBILITIES IN MANAGEMENT OF TRAINING ESTABLISHMENT : AGGREGATE OF 8 YEARS

Director/Course Coordinator at the Foreign Service Institute (FSI), Ministry of External Affairs, Government of India, for the past over five years until now.

INDIAN FOREIGN SERVICE OFFICERS' TRAINING MANAGEMENT (2014 - 2015)

- Management of training involving devising the course curriculum, planning, arranging & organizing training, visits, including local, outstation & foreign of Indian Foreign Service Officer Trainees & liaison with various think-tanks and training institutions

MANAGEMENT OF TRAINING OF FOREIGN SERVICE OFFICERS OF OTHER NATIONS (2015 – till date)

- Managing training for foreign diplomats including plan visits, both local & outstation & liaison with various think-tanks and training institutions

MANAGING TRAINING OF OFFICIALS OF INDIAN FOREIGN SERVICE (2015 – till date)

- Planning and execution of training of approx 7000 attache' and below level officials of the Ministry of External Affairs which entails Induction Course on joining of service, Mandatory Training Programme for training to be posted to missions abroad, Promotion related training, Technical training on accounts and visa issues, Testing the proficiency of the trainees on typing etc.

MANAGING TRAINING OF CHILDREN OF INDIAN DIASPORA (2015 – till date)

MANAGEMENT OF TRAINING OF STUDENTS FROM ASEAN NATIONS (2015 – till date)

AS FACULTY took lectures on

- Soft Power as means of effective diplomacy
- India's South East Asia Outreach – the way ahead
- India's Culture, Land and its People
- Communication Skills, Gender Issues, Stress Management

INTERNATIONAL INSTITUTIONAL LINKAGES (2014 – till date) - Instrumental in drafting, helping negotiate and conclusion of Memoranda of Understanding (MoUs) between the FSI and training establishment of various foreign countries.

Instructor Class 'A' (Appointment as instructor having gained working experience of more than 12 years and fit to impart training to mid to senior level officers) for three years in the College of Materials Management (CMM), Jabalpur, an autonomous institute affiliated to Rani Durgawati University, Jabalpur (MP).

DIRECTING STAFF CO-ORDINATOR of a Faculty for Education of Combat Related Stores and the Faculty of Higher Ordnance Management (FOHOM). Plan, coordinate, execute and follow-up the training being imparted to the Senior Level Officers (both of Indian Army as well as those from friendly foreign countries) on :-

- Personnel Management, Stress Management, Conflict Management, Supply Chain Management
- Human Resources Management & Materials Management.

PLANNING OF GUIDED STUDY TOURS Trainees guided on training to various defence installations, production facilities, warehousing facilities as well as research organizations.

TRAINING OF TRAINERS IN THE INDIAN ARMY - Trained 180 trainers over a period of 3 years (2006 to 2009)

VISITING FACULTY (Invited Lectures) - 3rd Party Logistics, College of Defence Management, Secunderabad (conducting training for Officers of all arms and services as well as of the Navy and Air Force), 2009.

EDITOR : The Materials Manager : A professional journal of the Army Ordnance Corps for 3 yrs.

PANELIST

- Of Guides and Evaluators for candidates desirous of pursuing MBA course at the College of Materials Management, Jabalpur.
- For selection of candidates for award of Instructional Grading. (Instructional grading is granted only to those officers who meet the desired benchmark of the highest levels.)

RESPONSIBILITIES HANDLED IN MANAGERIAL CAPACITY (ARMY INSTALLATIONS)

- **As a Junior Manager**, assisted in commanding a body of troops comprising of more than a 100 soldiers for one year as also commanded them for two months in hostile, high altitude terrain on the border in 1990-91. Responsible for training and all other facets of administration, including provision of food supplies, clothing and maintenance of high standards of morale.
- **Company Commander Military Establishment (HR Manager)** in a Combat store holding Depot for a period of three years, from 1997-2000, responsible for administration and training of around 500 men.
- **Administrative Officer (HR Head)** of a Combat store holding Depot from 2000 to 2002, responsible for training and administration of around 200 combatant soldiers and 300 civilian employees.
- **Station Staff Officer** and officiating as Administrative Commandant of a Military Station, for three years, with the responsibilities of
 - management of approximately 10,000 acres of land, administration of troops spread out in five districts of Maharashtra as also civilian officers and workmen.
 - Instrumental in establishment of two polyclinics under the Ex-servicemen Contributory Health Scheme at two separate cities, recruitment of officers in charge, medical specialists, gynecologists, medical and dental officers as well as allied staff for polyclinics.
- **Administrative Officer (HR Head)** of a Central Ordnance Depot (COD) for a period of two years (2010 to 2012), responsible for
 - recruitment of staff,
 - administration of a workforce of more than 2000 civilian employees Including planning of pay and allowances, periodical training, promotions & all documentation right from enrolment to superannuation, maintenance of discipline, conducive work environment, harmonious industrial relations
 - Administration of over a 1000 combatants encompassing training, payment, promotion & maintenance of morale
 - Achieving an accident free record (while commanding a vehicle fleet of 150 vehicles.)
- **Commanding** a combat store holding unit for 2 years (2012 to 2014), operationally designed to handle 3000 metric tonnes of combat stores, involving Pay, promotion, training, provision of supplies & clothing for men & upkeep of all types of equipment in order to ensure war readiness.
 - Interaction with Armed Forces of friendly foreign countries to assist them in joint training ventures with Indian Army

WORKSHOPS ATTENDED (2014 – till date)

- All-India workshop on “Gender Sensitive Governance” at the Lal Bahadur Shastri National Academy of Administration, Mussoorie, representing the Foreign Service Institute.
- Strategic Gaming Exercises on Indo-Pacific at the United Services Institute of India
- Strategic Gaming Exercises on Security in Af-Pak Region at the United Services Institute of India

AWARDED

- Instructional Grading in the Automated Data Processing (SAP) Course
- Instructional Grading in the Senior Management Officers Course.

PUBLICATIONS:

1. India – Africa : Moving Forward, Kenyan Daily, The Star, 22 June 2017
2. Lean Six Sigma – De-mystified, The Materials Manager, College of Materials Management, Jabalpur, 2008
3. Lean Six Sigma, Journal for the Indian Institute of Materials Management, New Delhi, 2009

SUPER SPECIALIZATION IN HANDLING OF AMMUNITION

- Qualified in Advance Materials Management (Armament & Ammunition) Course
- Qualified in Higher Munitions Course
- Qualified in Improvised Explosive Devices Course
- Team Leader in Clearance of Unexploded Ordnance (UXO) at 2 Post Blast sites
- Defect investigation of Ammunition and suggesting remedial measures.

PERSONAL DETAILS

Age : 51 years

Qualification :- M.B.A (Materials Management), M.Sc (Munitions Technology), B.Sc