THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT

ANNOUNCEMENT OF SHORT COURSES UNDER INDIAN TECHNICAL AND ECONOMIC COOPERATION (ITEC) AND SPECIAL COMMONWEALTH AFRICA ASSISTANCE PROGRAMME (SCAAP) 2010/2011

Applications are invited from qualified Tanzanians from the Public Sector to apply for the following Short Courses tenable in INDIA for the year 2010/2011.**Eligibility requirements**: Relevant copies of Academic certificates, letter of approval from the employer, age range of 25 – 45 years of age, Certification of English language proficiency administered by Tanzania Public Service College for Dar es Salaam applicants, applicants from the Regions/Districts to submit English Language Proficiency from recognized Institution/Authority, Medical check up certificate obtained from recognized Hospital.

Note: Application forms are obtained from the President's Office, Public Service Management, Human Resources Development Division, Room No. 017 Ground Floor, Applicants from the Regions/Districts are highly encouraged to apply, the deadline for all the courses/applications is 30th April, 2010 to allow ample lead time for re-submission to Indian High Commission 3 months before commencement of the courses,

previous successive applicants **are not advised to apply,** incomplete applications will not be processed and applicants who will not be informed should consider themselves unsuccessful,

INTERNATIONAL CENTRE FOR INFORMATION SYSTEM AND AUDIT (ICISA)

Course ID No	Training Institute	Name of the Course	Qualifications Required	Duration/ Weeks	Start Date	Finish Date
1.	International Centre for Information Systems and Audit (ICISA)	Financial and Regulatory Audit	Participants should have at least 5 years experience in respective Supreme Audit Institution and should have dealt with audits in the area for which they are being nominated; participants from government departments other than the SAI with requisite experience can be considered if vacancies exist; Middle to Senior level Audit Institutions and other government departments.	4 weeks	22.11.2010	17.12.2010
2.	International Centre for Information Systems and Audit (ICISA)	Special programme in Audit Quality Management (for Senior Audit Manager)	Senior level Audit Managers from Supreme Audit Institutions and other Government Department.	2 weeks	21.02.2011	04.03.2011
INDIAN INSTITUTE OF MANAGEMENT (A)						
3.	Indian Institute of Management (A)	Post Graduate Course in Public Management and Policy (PGP – PMP)	Graduate in any discipline with 7years experience in a Managerial/ Executive or Administrative position. Must qualify GMAT and IIM interview.	52 weeks	01.02.2011	31.01.2012
CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING						
4.	Centre For Development of	Specialized Programme on e-Governance	2 years technical course or graduate in any stream after 12 years of schooling knowledge	12 weeks	18.10.2010	07.01.2011

Course ID No	Training Institute	Name of the Course	Qualifications Required	Duration/ Weeks	Start Date	Finish Date
	Advanced Computing	Application Development	of any programming language is desirable			
5.	Centre For Development of Advanced Computing	Broadband Technologies and Future Trends	Graduate / Diploma with relevant experience	6 weeks	23.08.2010	01.10.2010
6.	Teri (The Energy & Resources Institute)	Renewable Energy and Energy Efficiency	Graduate in any discipline; preferably Post Graduate; work experience – 2 years	3 weeks	03.01.2011	21.01.2011
7.	Centre For Development of Advanced Computing	Advanced course in Telemedicine and Medical Informatics	Hospital Administration/Paramedical staffs/Pharmacists/Graduate in Medical Science with some working knowledge of computers Preferably from Government/Public health care institutions/Universities or other academic institutions/Health and Telecom Ministries	4 weeks	27.12.2010	21.01.2011
8.	Centre For Development Of Advanced Computing	Specialized Programme on Reducing Cyber Crime through knowledge Exchange and Capacity Building	2 years technical course or graduate with knowledge of windows operating system, preferably familiarity with its administration though not essential, and understanding of networking concepts	8 weeks	02.08.2010	24.09.2010
INDIAN ISTITUTE OF REMOTE SENSING						
9.	Indian Institute of Remote Sensing	Short Course on Remote Sensing with special emphasis on Digital Image Processing	Post graduate degree in natural science, graduate in any engineering discipline, or graduate in natural sciences with sufficient knowledge of mathematics /statistics at high school level	8 weeks	03.01.2011	25.02.2011
ADMINISTRATIVE STAFF COLLEGE OF INDIA						
10.	Administrative staff college of India	General Management Programme for Senior Executives Session-115	Managers at the upper Middle and Senior Management levels with high growth potential who are likely to take up higher business	4 weeks	07.06.2010	02.07.2010

Course ID No	Training Institute	Name of the Course	Qualifications Required	Duration/ Weeks	Start Date	Finish Date
			responsibilities The Programme is relevant and beneficial to both the Public and Private sector organizations-nationally and internationally			
11.	Administrative staff college of India	General Management Programme for Senior Executive: Session-116	Managers at the upper Middle and Senior Management levels with high growth potential who are likely to take up higher business responsibilities The Programme is relevant and beneficial to both the Public and Private sector organizations-nationally and internationally	4 weeks	10.01.2010	04.02.2011
INSTITUTE OF APPLIED MANPOWER RESEARCH						
12.	Institute of applied Manpower research	International Training Programme on Global Human Resource Management	Bachelor's Degree or equivalent	4 weeks	01.06.2010	30.06.2010
13.	Institute of applied manpower research	International Training Programme in Human Resource Planning and Development	Bachelor's Degree or equivalent	8 weeks	12.07.2010	03.09.2010
14.	Institute of applied manpower research	International Training Programme in Manpower Research	Bachelor's Degree or equivalent	8 weeks	25.10.2010	24.12.2010
15.	Institute of applied manpower research	Advanced Diploma Course in Human Resource Planning and Development	Bachelor's Degree or equivalent	39 weeks	01.02.2011	31.10.2011
16.	Institute of applied manpower research	Master's Degree in Human Resource Planning and Development	Bachelor's Degree or equivalent	1 year (52 weeks)	01.02.2011	31.01.2012
17.	Indian Institute of	Post Graduate Course in	Graduate in any discipline with 7 years	52 weeks		

Course ID No	Training Institute	Name of the Course	Qualifications Required	Duration/ Weeks	Start Date	Finish Date
	Management (A)	Public Management and Policy (PGP –PMP)	experience in a Managerial/Executive or Administrative position. Must qualify GMAT and IIM interview.			
			INTERNATIONAL MANAGEMENT INSTITUTE			
18.	International Management Institute	Executive Post Graduate Diploma in Management	Post degree with 5 years or more full-time experience	52 weeks in India* *plus 13 weeks project in home country	29.03.2011 (course work in India) 02.04.2012 (project in home country)	30.03.2012 (course work in India) 30.06.2012 (project in home country
			ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA			
19.	Entrepreneurship Development Institute of India	Business Development Service Providers for Micro Enterprise and Micro Finance	Graduation with basic knowledge of English	6 weeks	16.08.2010	24.09.2010
20.	Entrepreneurship Development Institute of India	Industrial & Infrastructure Project Preparation & Appraisal	Graduation with basic knowledge of English	6 weeks	21.02.2011	31.03.2011
			NATIONAL INSTITUTE ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT			
21.	National Institute Entrepreneurship And Small Business Development	Human Resource Development and Entrepreneurship Education Training (HRD-EE)	'A' Level or Equivalent; Adequate knowledge of English is necessary for effective participation	8 weeks	30.8.2010	22.10.2010
22.	National Institute Entrepreneurship And Small	Business Advisor's Training (BAT)	'A' Level or Equivalent; Adequate knowledge of English is necessary for effective participation	8 weeks	04.10.2010	26.11.2010

Course ID No	Training Institute	Name of the Course	Qualifications Required	Duration/ Weeks	Start Date	Finish Date
	Business Development					
23	National Institute Entrepreneurship And Small Business Development	Trainers Training on Entrepreneurship and promotion of Income Generation Activities (TT-EPIGA)	'A' Level or Equivalent; Adequate knowledge of English is necessary for effective participation	8 weeks	01.12.2010	25.01.2011
NATIONAL INSTITUTE MICRO SMALL AND MEDIUM ENTERPRISES						
24.	National Institute Micro Small And Medium Enterprises	Empowerment of women through Enterprises (EWE)	Graduation with 3 years experience or Diploma with 5 years experience or certificate with 7 years experience	8 weeks	15.11.2010	07.01.2011
25.	National Institute Micro Small And Medium Enterprises	SMEs Financing: Approaches and Strategies (SMEFAS)	Graduation with 3 years experience or Diploma with 5 years experience or certificate with 7 years experience	8 weeks	15.11.2010	07.01.2011
26.	National Institute Micro Small And Medium Enterprises	Total Quality Management & ISO 9001:2001/14001:2004/BS 7799&Six Sigma (TQM)	Graduation with 3 years experience or Diploma with 5 years experience or certificate with 7 years experience	8 weeks	15.11.2010	07.01.2011
27.	National Institute Micro Small And Medium Enterprises	Planning and Promotion of Agro and Food Enterprises (PAFE)	Graduation with 3 years experience or Diploma with 5 years experience or certificate with 7 years experience	8 weeks	15.11.2010	07.01.2011
28.	National Institute Micro Small And Medium Enterprises	Promotion of Financial Markets (PFM)	Graduation with 3 years experience or Diploma with 5 years experience or certificate with 7 years experience	8 weeks	24.01.2011	18.03.2011
NATIONAL INSTITUTE OF RURAL DEVELOPMENT						
29.	National Institute of Rural	Planning, Monitoring and Evaluation or Rural	Senior level development functionaries directly concerned with planning and implementation of	4 weeks	12.07.2010	08.08.2010

Course ID No	Training Institute	Name of the Course	Qualifications Required	Duration/ Weeks	Start Date	Finish Date
	Development	Development Programme	poverty reduction and rural development projects			
30.	National Institute of Rural Development	Strategies and Programme for Poverty Alleviation in Rural Areas	Senior Government Officials dealing with Poverty Alleviation programmes, representatives from reputed NGOs working in the areas of poverty reduction	4 weeks	02.08.2010	29.08.2010
31.	National Institute of Rural Development	Management of Rural Drinking Water and Sanitation Projects	Graduate with working experience in Drinking Water and Sanitation Projects	4 weeks	20.09.2010	17.10.2010
32.	National Institute of Rural Development	Rural Development Management and Good Governance	Government Officials and elected/nominated representatives.	4 weeks	04.10.2010	31.10.2010
33.	National Institute of Rural Development	Participatory Rural Development	Graduation with good communication skills, minimum 5 years of experience	6 weeks	01.11.2010	12.12.2010
34.	National Institute of Rural Development	Natural Resources Management for Sustainable Rural Livelihood	Senior and Middle level policy makers, administrators, entrepreneurs, bankers, academics, scientists and executives of corporate sector	4 weeks	15.11.2010	12.12.2010
35.	National Institute of Rural Development	HRD for Development Professionals	Graduate with social sciences background should be fluent in English	4 weeks	15.11.2010	12.12.2010
36.	National Institute of Rural Development	Strategies for Sustainable Agriculture and Rural Development	Middle and senior level policy makers	4 weeks	10.01.2011	06.02.2011
37.	National Institute of Rural Development	Planning for Poverty Reduction and Sustainable Development	Senior level development functionaries directly concerned with planning and implementation of poverty reduction and rural development projects in developing countries, managers of rural development programmes	4 weeks	28.02.2011	27.03.2011
BUREAU OF PARLIAMENTARY STUDIES AND TRAINING						
38.	Bureau of	Parliamentary Internship	Senior Parliamentary Officials	4 weeks	03.11.2010	03.12.2010

Course ID No	Training Institute	Name of the Course	Qualifications Required	Duration/ Weeks	Start Date	Finish Date
	Parliamentary Studies And Training	Programme (PIP)				
39.	Bureau of Parliamentary Studies And Training	International Training Programme in Legislative Drafting (LD)	Senior Parliamentary/Government Officials, must be law Graduate	4 weeks	11.01.2011	11.01.2011
40.	Human Settlement Management Institute	Planning and Management of Inclusive Sustainable Cities	Engineers, Architects, Town Planners, Landscape Architects, Urban Designers, Community Development Professionals, Health workers, Sociologists, Legal Experts, etc.	8 weeks	17.01.2011	11.03.2010
INDIAN INSTITUTE OF MASS COMMUNICATION						
41.	Indian Institute of Mass Communication	Diploma course in Development Journalism for Non-aligned and other Developing Countries	Graduate in any discipline with minimum 5 years experience in Media with the ability to comprehend, Converse and write in English & age below 45 years.	4 months	01.08.2010	30.11.2010
NATIONAL CRIME RECORDS BUREAU						
42.	National Crime Records Bureau	Information Technology in Law Enforcement	Middle level officers, 5 years of service Familiar with Computers ability to Read, Write & Speak English	12 weeks	03.01.2011	25.03.2011
43.	National Crime Records Bureau	Advanced Fingerprint Science & Computers	Middle level officers, 5 years experience in Processing Fingerprints, ability to Read, Write & Speak English	12 weeks	03.01.2011	25.03.2011
NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION (BUREAU OF INDIAN STANDARS)						
44.	National Institute of Training for Standardization (Bureau of Indian Standars)	International Training Programme on Standardization and Quality assurance	Post-Graduate in any discipline or Graduate in Engineering or Technology	8 weeks	11.10.2010	03.12.2010

Course ID No	Training Institute	Name of the Course	Qualifications Required	Duration/ Weeks	Start Date	Finish Date
45.	National Institute of Training for Standardization (Bureau of Indian Standards)	International Training Programme on Laboratory Quality management System as per ISO/IEC 17025	Post-Graduate in any discipline or Graduate in Engineering or Technology	3 weeks	10.01.2011	28.01.2011
NATIONAL INSTITUTE OF TECHNICAL TEACHER TRAINING AND RESEARCH						
46.	National Institute of Technical Teacher Training And Research	Advanced Certificate Course on “Curriculum Design and Instructional Materials Development	Degree or Diploma in engineering/technology or in any vocational field	8 weeks	04.08.2010	28.09.2010
47.	National Institute of Technical Teacher Training And Research	Certificate Course on “Sustainable Development and Environmental Management”	Degree or Diploma in engineering/technology or in any vocational field	8 weeks	20.10.2010	14.12.2010
48.	National Institute of Technical Teacher Training And Research	Advanced certificate course on “Human Resource Development”	Degree in Arts/Science/Commerce/Engineering/MBA	8 weeks	19.01.2011	15.03.2011
49.	National Institute of Technical Teacher Training And Research	International Diploma in Education Planning and Administration (IDEPA-XXVII)	Education Officers working at the national, provincial, district or institutional level, heads of educational institutions (school, college), regional and district education departments, functionaries working in the University system teacher-training colleges are eligible for this programme	12 weeks in India (Total: 6 months) phase II from 01.05.2010 to 31.07.2010 in home	01.02.2011	30.04.2011
V.V. GIRI NATIONAL LABOUR INSTITUTE						
50.	V.V. Giri National	International Training	Senior and middle level functionaries from	3 weeks	06.09.2010	24.09.2010

Course ID No	Training Institute	Name of the Course	Qualifications Required	Duration/ Weeks	Start Date	Finish Date
	Labour Institute	Programme on Prevention of HIV/AIDS in the world of work	Government, Trade Unions, Employers Organisations and Industries who are involved with health issues			
51.	V.V. Giri National Labour Institute	International Training Programme on Leadership Development	Officials from Government Department, Institutions, Representatives from Employee/Employer's Organisations, Executives from industrial and service sector and other official connected with Administrative work etc	3 weeks	04.10.2010	22.10.2010
52.	V.V. Giri National Labour Institute	International Training Programme on Labour & Employment Relations in a Global Economy	Senior and Middle Level Functionaries from Government, Employer's Associations, Trade Unions and Institutions involved with labour and social policy. Participants must also have a working knowledge of English	3 weeks	08.11.2010	26.11.2010
53.	V.V. Giri National Labour Institute	International Training programme on Managing Development and Social Security Measures	Government Officials , Representatives of Civil Society Organisations, Officials from employer's/employees organisations, institutions and industries, service sector/NGOs etc	3 weeks	06.12.2010	23.12.2010
54.	V.V. Giri National Labour Institute	International Training Programme on Gender Issues in Labour	Researchers from Universities/colleges/research institutions and professionals in government organisations pursuing/intending to pursue their interest in labour research and policy	3 weeks	01.03.2011	18.03.2011
CENTRAL INSTITUTE OF RURAL ELECTRIFICATION						
55.	Central Institute of Rural Electrification	Finance, Management and Account System for Power Companies	Diploma /Degree (in Engineering/Finance/Accounting,) working in power / Energy Department of Ministries, Electrical Engineering Department of Universities etc	8 weeks	06.09.2010	29.10.2010
56.	Central Institute of Rural	Decentralised Distributed Generation and Rural	Diploma / Degree (in Electrical Engineering), working in power/Energy Departments of	8 weeks	24.01.2011	18.03.2011

Course ID No	Training Institute	Name of the Course	Qualifications Required	Duration/ Weeks	Start Date	Finish Date
	Electrification	Power Distribution Management	Ministries, Electrical Engineering Department of Universities etc			
			FLUID CONTROL RESEARCH INSTITUTE			
57.	Fluid Control Research Institute	Oil and Gas Flow measurement and Control Techniques &Standards	Diploma/Degree in Petroleum/Instrumentation/ electrical/Mechanical, chemical/industrial engineering & working in process industries, oil & gas industry and related fields	12 weeks	02.08.2010	30.10.2010
58.	Fluid Control Research Institute	Advanced Management Practices & Technology Management in process Plants & Engineering Industries/service organizations and Modern Management in Government and Public Administration	Managers /supervisors in process Plants, Refineries, Petrochemical industries, Power Plants, Flow Product Manufacturing and allied Engineering Industries	6 weeks	20.11.2010	05.01.2011
			INDIAN INSTITUTE OF PRODUCTION MANAGEMENT			
59.	Indian Institute of Production Management	Industrial Electronics & Instrumentation	Degree/Diploma holders in Mechanical/Electrical Engineering with around 5/10 years of experience respectively in industries in maintenance related activities	10 weeks	04.10.2010	10.12.2010
60.	Indian Institute of Production Management	Management Development	Degree / Diploma holders in Engineering and Post-graduate/Graduates in science / Arts with around 5/10 years of experience in any functional area in organisations and those who are recently promoted to management position will find the programme very useful	10 weeks	10.01.2011	18.03.2011

Course ID No	Training Institute	Name of the Course	Qualifications Required	Duration/ Weeks	Start Date	Finish Date
NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH						
61.	National Institute of Pharmaceutical Education & Research	Advanced Analytical Techniques: Basic Principles & Application for Quality Assessment of Drugs and Pharmaceuticals for Exports	Bachelor's degree in Pharmacy or equivalent or B.Sc. with 5 years experience in relevant field	2 weeks	18.10.2010	30.10.2010
TERI (THE ENERGY & RESOURCES INSTITUTE)						
62.	Teri (The Energy & Resources Institute)	Designing and implementing solar based livelihood project for rural communities	Graduates in any discipline. Work Experience-2 years	3 weeks	06.09.2010	24.09.2010
63.	Teri (The Energy & Resources Institute)	Decentralised Energy Solutions – Planning and Implementation	Graduates in any discipline. Work Experience-2 years	3 weeks	22.11.2010	10.12.2010
64.	Teri (The Energy & Resources Institute)	Trade and Sustainable Development-Issues for developing countries. (Title of the course has been shortened)	Graduates in any discipline. Work Experience-2 years	3 weeks	22.11.2010	11.12.2010
UTL TECHNOLOGIES LTD						
65.	UTL Technologies LTD	Certificate Course in network Security	Graduate /Engineers/ Diploma holders in Electronics/ Electrical/ Computer Science/ Telecom/ Instrumentation or equivalent. Even graduate in arts and commerce with prior computer knowledge can also apply.	8 weeks	08.11.2010	01.01.2011

Course ID No	Training Institute	Name of the Course	Qualifications Required	Duration/ Weeks	Start Date	Finish Date
			Participant should have a good knowledge of Computer Networking and O.S, Officials of IT Departments of all Ministries and people responsible for network maintenance of all department of Universities and companies.			

GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS
INDIAN TECHNICAL AND ECONOMIC COOPERATION (ITEC) AND
SPECIAL COMMONWEALTH ASSISTANCE FOR AFRICA PROGRAMME (SCAAP)
(Application for the courses fully funded by the Ministry of External Affairs, Government of India)

Please read instructions carefully before applying

APPLICATION FORM

3 x 4 cm

PART- I

Nationality: _____ Name of Course: _____

Institute :_____ Commencing :
From _____ (DD/MM/YYYY) to _____ (DD/MM/YYYY)

1. Personal Particulars

Name(s): _____

Surname: _____

Sex (tick one): MALE / FEMALE

Marital Status: _____

Date of Birth: _____

Date - Month - Year

Passport No.:- _____ Date & Place of issue :- _____ Valid till :_____

Address:	Office	Res.
Tel Nos.		
Mobile/Cell :		
Fax :		
E-mail :		

Special dietary needs, if any : _____

Person(s) to be notified in case of Emergency

	Official Contact	Personal / Family Contact
Name : Address: Tel Nos: Mobile /Cell : Fax: E-mail:		

Educational Qualification/(s)

Degree / Diploma / Certificates	Year	Name of Educational Institute
1 2 3 4		

Professional Qualification(s), if any:

Professional Qualification (s)	Year	Name of Institute
1 2 3 4		

2. Details of Employment/Profession (current & previous)

Name of Employer / Department / Company	Position	Period	Description of Work

Are you an employee of: (Mark appropriate box)

a. Government ☐ b. Semi-government/Parastatal ☐

c. Private company ☐ d. Self-employed ☐ e. Others ☐

Details of present employer :

Name / address : _____

_____

Tel. No. : _____

E-mail :

3. Have you ever attended a course sponsored by the Government of India? (Mark one)

YES	NO

(i) If answer to 3 is yes, details of the Course _____

4. Details of Course(s) attended, if any, outside your country:

Country	Course Details & Duration	Year	Sponsor/Programme

5. Please describe in your own words (about 100 words):
(a) qualification/experience in the related to the course applied for; &
(b) reason (s) for applying for this training course.

6. Certification of English language proficiency (by Indian Mission/Designated Authority)

	Good	Basic	Remarks
Spoken			
Written			

Mother tongue / Native language: _____ / Other language(s), if any :_____

English Language test administered by: _____

Tel. Number : _____

Name & Address : _____
_____
_____
_____

E-mail : _____

Signature with date :
_____

MEDICAL REPORT

(To be certified by a doctor/hospital on the panel of the Indian Mission, UN Mission, if any or as designated by Indian Mission)

(i) Name of Applicant:
(ii) Age:
(iii) Sex: (Male / Female)
(iv) Height (cm):
(v) Weight (kg):
(vi) Blood Group:
(vii)Blood Pressure:

1. Is the person examined in good health at present ?	
2. Is the person examined physically and mentally able to carry out intensive training away from home?	
3. Is the person free of infectious diseases (HIV/AIDS, tuberculosis, trachoma, skin diseases etc), Yellow fever certificate (in case of people coming from that region or as laid out in WHO Regulations).	
4. Does the person examined has any medical condition or defect which might require treatment during the course ?	
5. List of any observed abnormalities indicated in the chest X ray.	

I certify that the applicant is medically fit to undertake a training course in India.

Name of Doctor/Physician:_____

Registration No.: _____

Address of Clinic / Hospital: _____

and City / Town : _____

Telephone: _____

E mail: _____

Signature of Doctor/Physician: _____ Date: _____

Seal of Clinic/Hospital: _____

UNDERTAKING BY THE APPLICANT

I, _____
(Name, Middle name, Family name)

of (country)_____ certify that information provided by me in this form is true, complete and correct.

I also certify that :-

(i) I have read the course brochure and that I am aware of the course contents and living conditions in India *.

(ii) I have sufficient knowledge of English to participate in the training programme.

(iii) I am medically fit to participate in the Course and have submitted a medical certificate from the designated doctor.

(iv) I have not attended any programme previously sponsored by Government of India.

(v) I have not applied for or am not required to attend any other training course/conference/meeting etc. during the period of the course applied for.

If accepted for the ITEC / SCAAP training programme, I undertake to:

(a) Comply with the instructions and abide by Rules, Regulations and guidelines as may be stipulated by both the nominating and sponsoring Governments in respect of the training;
(b) Follow the full and complete course of study or training and abide by the Rules of the University/Institution/ Establishment in which I undertake to study or undergo training;
(c) Submit periodic assessments / tests conducted by the Institute (progress report which may be prescribed);
(d) Refrain from engaging in political activity, or any form of employment for profit or gain;
(e) Return to my home country at the end of the course of study or training;
(f) I also fully undertake that if I am granted a training award, it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.

For lady participants:- I confirm that I will not travel to India to attend the Course I have applied for if I am in the family way.

Date:

Place: (SIGNATURE OF THE APPLICANT)

Name: _____

* Details of the course are on the website of the Institute or can be obtained from them by e-mail.

PART – II

To be completed by the authorized official of the

Nominating Government/Employer

I, _____ on behalf of the Government

of_____ certify that:

(a) I have examined the educational, professional and other certificates quoted by the nominee in Part – I of this form and I am satisfied that they are authentic and relate to the nominee.

(b) I have gone through the medical certificates and X-ray reports produced by the nominee which state that he/she is medically fit and free from any infectious disease such as HIV/AIDS and Yellow Fever and that having regard to his/her physical and mental history there is no reason to indicate that the nominee is other than fit to undertake the journey to India and to undergo training in India.

(c) The nominee has adequate knowledge of spoken and written English to enable him to follow the course of training for which he/she is being nominated.

(d) The nominee has not availed of ITEC/SCAAP training facilities earlier in India.

I nominate Mr./Mrs./Miss_____ on behalf of the

Government of_____/as employer.

Name of Nominating Authority:
Designation:
Address:
Date:
Place:

Signature
(With seal)

Name and Designation
(in block letters)

IMPORTANT NOTICE

- **Please read the form carefully. The application will be automatically rejected if any column is inaccurate, incomplete or blank.**
- **Declaration by the candidate and the recommendations from employer, if any, are compulsory pre-requisites.**
- **Working knowledge of the English language is a pre-requisite. For English language and language related courses, basic knowledge of English is required.**
- **Candidates who leave the course midway for personal reasons without prior permission of the Ministry of External Affairs or remain absent from the programme without sufficient reasons are expected to refund the cost of training and airfare to Government of India.**
- **Female candidates are hereby advised that they should not travel to India to attend the course applied for in case they are in family way.**

Some Guidelines

Who can apply

- Employees and officials in Government, Private and Public Sector, Parastatals, Universities, Chambers of Commerce and Industry
- Having 5 years minimum work experience
- Applicants who are between the age group of 25 to 45 years.
- Who are medically fit.

How to apply

- Applications must be submitted in the prescribed ITEC/SCAAP Form to the nodal Government Department/Agency of your country designated to nominate candidates.
- The nodal Department/Agency will in turn forward the applications to the Embassy/High Commission of India.

Eligibility criteria for admission to courses

- Must have the required academic qualifications as laid down by the Institute for the selected Course.
- Must have working knowledge of English to follow the Course.

Scholarship

Government of India will bear the following expenses for the selected candidate:

- Return international airfare by excursion/ economy class
- Course fees
- Accommodation – hostel(depending on availability, it could be on single or sharing basis) or hotel in case of non-availability of hostel accommodation.
- Living Allowance @ Rs. 10,000 per month. Candidates are, among other things, expected to meet the expenditure for their meals from this amount.

General Information

- Applications must reach the Indian Embassy/High Commission no later than 3 months before the commencement of the Course.

- Upon selection, the Embassy/High Commission of India will inform the concerned nodal Department/Agency who will in turn inform the applicant.
- Selected candidates are required to fully familiarize themselves regarding living conditions in India and the Institutes through the websites of the concerned Institute.
- Decision for grant of scholarship rests solely with the Ministry of External Affairs, Government of India.