

Internal Memo
Administration Division

To : All Heads of the Divisions

From : Additional Secretary (Admin)

Subjects : **ITEC; Training Slots under the Indian Technical & Economic Cooperation (ITEC) Scholarship Scheme of the Ministry of External Affairs, Government of India for the year 2024-2025 in India (Short- term) List -III**

Priority : Most Urgent


Date : 18/02/2025

File Ref : MWCA/02/05/21/30/FT/C/01

This has reference to the letter no **TA/ITEC/INDIA/GEN/2025** dated **28/01/2025** received from the DG/ERD requesting nominations from the eligible Government Officials for the above mentioned Programme. (Copy is attached)

02. It would be appreciated to receive nominations along with requested details and documents from your end to the **Administration Division on or before 24th February 2025.**

03. Please note that the applications receiving after the deadline will not be entertained.


M.H.G. Bandara
Additional Secretary (Admin)
For Secretary

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வெள்துறை அமைச்சு (3 වැනි මහල), කැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව
நதி, திட்டமிடல் மற்றும் பொருளாதார அபிவிருத்தி அமைச்சு
செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை
Ministry of Finance, Planning and Economic Development
The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka



Website: www.erd.gov.lk

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எனது இல
My No

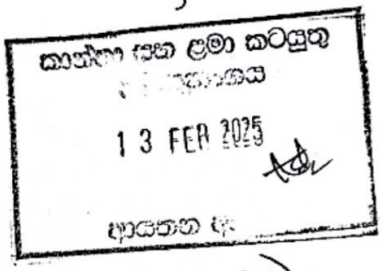
TA/ITEC/INDIA/GEN/2025

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திகதி
Date

28/01/2025

- Secretary to the President / Presidential Secretariat
- Secretary to the Prime Minister / Prime Minister's Office
- Secretary to the Cabinet / Cabinet Office
- Secretary / General to the Parliament
- Secretaries / All Ministries
- Auditor General / National Audit Office
- Chairmen / All Independent Commissions
- Chief Secretaries / All Provincial Councils
- District Secretaries / All Districts



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Attn: Officer In-Charge Foreign Trainings

Dear Sir/Madam

ITEC: Training Slots under the Indian Technical & Economic Cooperation (ITEC) Scholarship Scheme of the Ministry of External Affairs, Government of India for the Year 2024-2025 in India (Short-Term) – List - III

The Government of India has invited nominations from eligible government-sector officials from Sri Lanka for the above programmes to be held in India. A list of training programmes is enclosed as Annex 1. Further details on each programme can be downloaded from <https://www.itecgoi.in/meaportal/registerApplicant>.

We would highly appreciate, if you could instruct the relevant officials to circulate the relevant programmes among the Departments/ Divisions/ Institutes and Provincial / District administration under your purview and submit most suitable nominations to the Department of External Resources (ERD) along with following documents as soon as possible;

- Nomination Letter (from the relevant Ministry)
- Two sets of duly filled Application Form (printouts of the online application)
- Duly filled ERD Form (can be downloaded from www.erd.gov.lk)
- A copy of Passport (with minimum 6-month validity period)

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பணிப்பாளர் நாயகம்
Director General

94-11-2484693

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அலுவலகம்
Office

94-11-2484500
94-11-2484600

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தொலை நகல்
Fax

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Maximum 02 seats are available for each programme and final selection will only be made by the Government of India. The applicants are strongly advised to study the programme details and apply only for the programme relevant to his/her present duties, as the priority will be given to such officials during the screening process done by the High Commission of India.

Please note that the following procedures will be applied when submitting applications for the ITEC Programs:

1. Applicants are strongly encouraged to register to the interested programme as early as possible using the following link and to submit the required documents before the deadline to the Department of External Resources.

<https://www.itecgoi.in/meaportal/registerApplicant>

It may kindly be noted that, the candidates are required to fill the ITEC application form carefully and not to leave any column incomplete/ blank or furnish incorrect information. Incomplete applications will automatically be rejected.

2. The **first five (05) applications** will be processed on a "first come, first serve" basis considering the relevancy of the applicant to the programme. Once the first five applications are forwarded to the High Commission of India (HCI) in Sri Lanka, applications will be closed for that particular program as the HCI has requested only 3 - 4 applications for each program. Moreover, if a ministry /agency sends more than 01 (one) nomination for a particular programme, the order of the nominations is considered as the order that the nominees are listed in their letter and in such instance, the entire list of nominees from a single ministry may not be considered for further process due to limited availability of foreign training opportunities.
3. According to the High Commission of India, **once an ITEC Programme is offered, the recipient is ineligible for any other ITEC Programme.** Further, the candidates should be in the **age group of 25-45 years** and have a working experience of **Five (05) years** and also should have working knowledge of English to follow the ITEC course.

Government of India will provide the following facilities to participants for in person programmes;

- Return Air Ticket (Economy Class) from Colombo to Training Institute in India
- Course fees
- Accommodation- Hostel/ Hotel
- Medical expenses (only in case of medical emergency during their training in India)
- Approved study tours (including places of historical importance)

Your attention to the details mentioned above and early response would be greatly appreciated.

Yours faithfully


Chandrika K. Senanayake
Deputy Director / Technical Assistance
for Director General

ANNEX 1-INDIA

(LIST -III)

NO.	COURSE NO	COURSE NAME	DURATION		STATUS
01	TA/ITEC/INDIA/S/182	ROBOTICS	03-Mar-2025	08-Mar-2025	INVITE
02	TA/ITEC/INDIA/S/183	ADVANCED COURSE IN ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING IN PACKAGING INDUSTRY	03-Mar-2025	13-Mar-2025	INVITE
03	TA/ITEC/INDIA/S/184	URBAN MOBILITY	04-Mar-2025	09-Mar-2025	INVITE
04	TA/ITEC/INDIA/S/185	PROGRESS TO PROFICIENCY - ITERATION VI	05-Mar-2025	01-Apr-2025	INVITE
05	TA/ITEC/INDIA/S/186	EMERGENCY MEDICAL TECHNICIAN TRAINING	06-Mar-2025	26-Mar-2025	INVITE
06	TA/ITEC/INDIA/S/187	INTERNATIONAL PROGRAMME ON INCLUSIVE BANKING AND FINANC	10-Mar-2025	14-Mar-2025	INVITE
07	TA/ITEC/INDIA/S/188	INDUSTRIAL AND ELECTRONICS WASTE RECYCLING AND MANAGEMENT	10-Mar-2025	15-Mar-2025	INVITE
08	TA/ITEC/INDIA/S/189	CERTIFICATE COURSE IN BRAIN BEHAVIOURAL COGNITIVE NEUROSCIENCE ITERATION - I	10-Mar-2025	21-Mar-2025	INVITE
09	TA/ITEC/INDIA/S/190	FUTURE OF WORK AND TECHNOLOGY	10-Mar-2025	28-Mar-2025	INVITE
10	TA/ITEC/INDIA/S/191	ENTREPRENEURIAL MANAGEMENT IN SPANISH	12-Mar-2025	25-Mar-2025	INVITE
11	TA/ITEC/INDIA/S/192	RIGHT TO ADEQUATE HOUSING IN THE CONTEXT OF HABITAT III NEW URBAN AGENDA - POLICIES, PLANNING AND PRACTICE	12-Mar-2025	25-Mar-2025	INVITE
12	TA/ITEC/INDIA/S/193	DATA ANALYTICS USING POWER-BI, TABLEAU AND ADVANCE EXCEL IN GOVERNMENT SECTOR	17-Mar-2025	28-Mar-2025	INVITE
13	TA/ITEC/INDIA/S/194	SPECIALIZED TRAINING PROGRAMME IN SOLVING REAL WORLD PROBLEMS USING ARTIFICIAL INTELLIGENCE	18-Mar-2025	31-Mar-2025	INVITE

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14	TA/ITEC/INDIA/S/195	SPECIALISED TRAINING PROGRAMME FOR THE MGC COUNTRIES ON SELECT WTO ISSUES, NONTRADE ISSUES, TRIPS, FTAS, TRADE FACILITATION, DIGITALISATION, STANDARDS, AND SERVICES	19-Mar-2025	28-Mar-2025	INVITE
15	TA/ITEC/INDIA/S/196	MICROGRIDS AND RENEWABLES ITERATION - I	24-Mar-2025	28-Mar-2025	INVITE
16	TA/ITEC/INDIA/S/197	CERTIFICATE COURSE IN BRAIN BEHAVIOURAL COGNITIVE NEUROSCIENCE ITERATION - II	24-Mar-2025	04-Apr-2025	INVITE

General Instructions for applicants

1. Eligibility criteria for admission to Courses -
 - Working knowledge of English required to follow the Course
 - Age between 25 to 45 years
 - Medically fit to undertake the training

2. **Once an ITEC programme is offered, the same recipient is ineligible for any other ITEC Programms (short term/long term).**

3. It may kindly be noted that all applicants are required to apply for ITEC courses online (<https://www.itecgoi.in/meaportal/registerApplicant>) - (Apply for ITEC course). The applicants can choose their own login email ID and create their login password, which would be used by the system to keep them posted of the status of their application.

4. After a candidate has submitted application online, he/she must take a printout of the application and send it to the **Department of External Resources of Sri Lanka** with all supporting documents. Incomplete applications will be rejected. The terms & conditions and guidelines for applicants are attached at Annexure -II.

5. A medical certificate issued by the doctor/hospital (Government Hospitals) should be attached with the application to ensure that participants are medically fit to undertake the course India.

6. Upon selection, the High Commission of India will inform the Nodal/designated Department/Agency and the candidate.

7. Selected candidates are required to familiarize themselves fully with the living conditions in India and about the Institute through the Institute's website.

8. **Decision regarding acceptance of applications/nominations rests solely with the Ministry of External Affairs, Government of India.**

Expenses Covered under ITEC programme

- Air Fare

Excursion/economy class air tickets for travel from their respective home countries, to the place of training in India and back.

- Visa

Visa is issued gratis to the participants. Prior to departure for training in India, participants are advised to apply for Visa to the High Commission of India, accredited or concurrently accredited to their country. Visa issued for a particular training programme cannot be utilized for some other purpose.

- Course Fees

Fees charged by the training institutes are borne by the Government of India.

- Accommodation

Accommodation is provided by the Training Institute in a hostel/hotel and the charges on this account are borne by the Government of India. While generally accommodation is provided on single occupancy, there could be instances of accommodation being provided on double occupancy basis. (Type of accommodation being provided by the Institute is available at ITEC portal). Participants are required to pay for availing services such as: a. Room service, b. Laundry, c. Local and outstation telephone calls, fax, etc.

- Living Allowance

The participants will receive a daily living allowance (currently INR 1200 or 1500 - per day). Disbursement of this Allowance will be made by the Institute on a weekly/fortnightly basis (as decided by the Institute) after deducting charges for meals, as participants are required to bear expenditure for meals from the Living Allowance. In case institute does not make any arrangement for provision of meals, the participant will receive the entire daily living allowance. Participants are advised to bring some extra money with them for any particular individual needs they may have, including special dietary needs, shopping and other out-of-pocket expenses.