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Department of External Resources
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நிதி, 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 **e-mail:** info@erd.gov.lk

මගේ අංකය / எனது இல / My No: TA/JICA/L/08/26

ඔබේ අංකය / உமது இல / Your No:

දිනය / திகத / Date: 22nd October 2026

Attn: Officer In-charge of Foreign Training

Secretary
Ministry of Public Administration, Provincial Councils and Local Government

Invitation for Nominations:
JICA Long Term Training (JICA Development Studies Program) Agriculture Studies Networks for Food Security (Agri-Net) JFY 2027

- **Master: from September or October 2027 to September 2029 (2 years)**
- **Ph.D.: from September or October 2027 to September 2030 (3 years)**

We are pleased to inform you that the Japan International Cooperation Agency (JICA) has invited nominations for the above-mentioned Long-Term Training Programme, which is scheduled to commence in Japan in September or October 2027.

The Master's and Doctoral Degree Programmes offered under this initiative provide an exceptional opportunity for Ministries, Departments, and other Government institutions to strengthen the professional, technical, and leadership capacities of their officers. It is expected that the knowledge, skills, and experience acquired through these programmes will contribute meaningfully to institutional performance, public sector capacity development, and the achievement of national development priorities.

Accordingly, you are kindly requested to disseminate this information among eligible officers within your Ministry/Institution and affiliated institutions and to encourage suitably qualified candidates to submit their applications in accordance with the prescribed guidelines and procedures. The General Information (GI) Booklet, Agri-Net University Information 2027, Application Form, Target Country List, Pre-Consultation Guide, Preliminary Consultation Form, Encourage Women to Join the Course and all other related documents referred to in this letter are enclosed herewith for your information, reference, and necessary action.

1. Submission of Nominations

You are kindly requested to ensure that all nomination documents are forwarded to the Department of External Resources (ERD) on or before 2.00 p.m. on 09 November 2026 in order to enable the Department to process the nominations and comply with the deadline stipulated by JICA.

Please note that the above deadline will be strictly observed. Applications received after the stipulated deadline or incomplete applications or applications submitted without the required supporting documentation will not be considered for further processing.

Accordingly, nominating Ministries/Institutions are requested to carefully review the following guidelines and requirements prior to commencing the nomination and application process.

2. Documents to be Submitted

Each nomination submitted to ERD shall comprise the following:

2.1 A nomination letter from the respective Line Ministry/Institution prepared in accordance with the requirements specified under Section 3 below;

2.2 A duly completed JICA Application Form and all other required documents, together with an additional copy of each document;

2.3 A copy of the relevant pages of the applicant's passport;

2.4 A copy of the official English-language test score certificate;

2.5 Two (02) passport-size photographs measuring 4 cm × 3 cm, attached to the Application Form, together with the required original and copy;

2.6 A duly completed ERD Form, available on the ERD website.

2.7 Graduation certificate/ Degree certificate

2.8 Academic Transcript

Nominating Ministries/Institutions are requested to carefully verify the completeness, accuracy, and authenticity of all documents prior to submission.

Also note that handwritten training applications shall not be accepted by JICA at any reason

3. Requirements Relating to the Covering Letter

To facilitate the efficient processing of nominations and minimize administrative delays, each nomination shall be accompanied by a covering letter duly signed by the Secretary of the relevant Line Ministry or, on behalf of the Secretary, by a senior officer duly authorized for this purpose.

In the case of an institution that does not come under a Line Ministry, the covering letter shall be signed by the Head of the respective Department, Agency, or Institution.

The covering letter shall clearly state and/or confirm the following, together with the name and designation of the officer providing such confirmations:

3.1 The reference number of this letter;

3.2 Probationary officers are not eligible to apply for long-term foreign training programmes. Notwithstanding the foregoing, a probationary officer/ lecturer serving in a university where the successful completion of a higher postgraduate qualification is a mandatory requirement for confirmation in service may be considered for nomination, provided that the nominating institution and the relevant Line Ministry expressly undertake responsibility for granting the necessary leave and releasing the officer to participate in the Programme for its entire duration, if selected. Such undertaking shall be clearly stated in the covering letter. The relevant Line Ministry shall further undertake responsibility for ensuring that the nominee enters into and complies with the bond agreement to be executed with the Government of Sri Lanka and shall take all necessary measures to ensure the fulfilment of the obligations arising therefrom.

3.3 Confirmation that the nominee satisfies all eligibility requirements of the Programme;

3.4 Confirmation that all required application forms and supporting documents have been duly completed, verified, and properly attached;

3.5 Confirmation that, if selected, the nominee will be released from his/her official duties and granted the necessary leave to participate in the Programme for its entire duration; and

3.6 The following declarations and acknowledgements, duly obtained from and endorsed by the nominee, shall be clearly indicated and attached to the application:

3.6.1 Confirmation that the nominee undertakes to return to Sri Lanka upon the successful completion of the Programme and resume duties in the service of the Government of Sri Lanka.

3.6.2 Confirmation that the nominee acknowledges and understands that, if selected for the Programme, he/she shall be required to enter into a mandatory bond agreement with the Government of Sri Lanka, undertaking to serve the Government for a stipulated minimum period upon completion of the Programme.

3.6.3 Confirmation that the nominee agrees to fully comply with and honour all terms and conditions of the bond agreement and acknowledges that, in the event of any breach, violation, or failure to fulfil the obligations stipulated therein, he/she shall be liable to reimburse the full amount specified under the bond, including all costs and expenses incurred by the Governments of Sri Lanka and Japan in connection with the Programme, in accordance with the provisions of the bond agreement.

3.6.4 Confirmation that the nominee acknowledges that any failure to comply with the terms and conditions of the bond agreement may result in appropriate administrative or disciplinary action, as well as restrictions on eligibility for future foreign training opportunities, in accordance with the applicable rules, regulations, and government procedures.

4. General Information and Requirements

Nominating Ministries/Institutions are kindly requested to ensure that all nominations fully comply with the provisions of TA Circular No. 2013/2014 of the Ministry of Finance and Planning dated 24 October 2013, together with any subsequent amendments, additions, or revisions thereto.

Institutions are further requested to carefully scrutinize and verify all applications prior to submission in order to facilitate timely processing and avoid delays that could result in the loss of valuable training opportunities.

Applicants are strongly advised to thoroughly review the eligibility requirements, Programme conditions, and duration of the study programme offered by their selected university prior to submitting an application.

Applicants should also carefully review the GI Booklet for comprehensive information regarding the Programme.

5. University Consultation Process

In order to facilitate clear and efficient communication during the university consultation process under the Programme, applicants are requested to use only the Preliminary Consultation Form provided by JICA and to strictly follow the instructions contained therein when undertaking pre-consultation with their preferred universities, where applicable.

Applicants should not submit or share any additional documents or information with universities during this pre-consultation stage unless specifically requested through the prescribed procedures.

6. Consistency of Applicant's Name

The use of different formats or variations of an applicant's name may result in administrative difficulties and discrepancies during application processing. Therefore, applicants are kindly requested to ensure that their names are stated exactly as they appear in their passports throughout all application documents, official correspondence, and related documentation.

7. Internal Approvals and Commitment to Participate

Nominating Ministries/Institutions must ensure that all necessary internal approvals have been obtained prior to the submission of any nomination. Nominees should also be fully informed of the requirements and conditions of the Programme and provide a firm commitment to participate if selected.

Prior to submitting a nomination, the nominating Ministry/Institution shall satisfy itself that:

7.1. The nominee is available to participate in the Programme for its entire duration;

7.2. The nominee can be released from his/her official duties and granted the necessary leave for the entire duration of the Programme if selected; and

7.3. All relevant institutional approvals and commitments have been secured.

Withdrawal after selection shall be permitted only under exceptional and unavoidable circumstances. Nominating Ministries/Institutions are therefore expected to exercise due diligence before submitting nominations.

Withdrawals arising from circumstances that could reasonably have been anticipated or addressed prior to nomination may adversely affect Sri Lanka's credibility and reputation in its engagement with development partners, result in the loss of valuable training opportunities allocated to Sri Lanka, and affect future capacity-development opportunities made available to Sri Lankan officials.

Accordingly, the submission of a nomination shall constitute a firm commitment by both the nominee and the nominating Ministry/Institution to participate in the Programme if selected. Such commitment is expected to be honoured except where withdrawal becomes necessary due to genuinely exceptional and unavoidable circumstances.

8. Age Criteria

Nominating institutions are requested to carefully verify the nominee's compliance with the applicable age requirement prior to submitting nominations.

8.1. Master's Degree Programme: Applicants should, under in principle, be 35 years of age or below as of 1 April 2027.

8.2. Doctoral Degree Programme: Applicants should, under in principle, be 40 years of age or below as of 1 April the year of enrolment

9. Relevance of the Programme to the Nominee's Duties

9.1. Nominating Ministries/Institutions shall ensure that the proposed Programme is closely aligned with the nominee's current duties and responsibilities, as well as the present and future human resource and capacity-development requirements of the institution.

9.2. Nominations should be made with due consideration to the relevance of the selected Programme to the nominee's area of work. Particular attention should be given to ensuring that the knowledge, skills, expertise, and international exposure gained through the Programme can be effectively utilized within the nominee's institution and contribute towards the achievement of institutional objectives and national development priorities.

9.3. Preference should be given to officers who are expected to continue serving in the relevant field, sector, or institution upon completion of the Programme, thereby enabling the effective application, retention, and dissemination of the knowledge and skills acquired through the training.

9.4. The nominating Ministry/Institution shall take appropriate measures to facilitate the effective utilization, transfer, and dissemination of the knowledge, skills, and experience gained by the nominee upon

successful completion of the Programme and, wherever practicable, assign duties that enable the officer to apply the acquired competencies for the benefit of the institution and the country.

10. Retention of Copies and Final Selection

Please note that ERD will forward the original applications to the JICA Sri Lanka Office for consideration and will not retain copies of the documents submitted. Accordingly, both nominating institutions and applicants are advised to retain complete copies of all documents submitted for their records.

Please further note that the final selection of participants rests solely with the Government of Japan.

11. Strict Compliance with Requirements

11.1. The above criteria and guidelines have been established to ensure the smooth, efficient, and successful implementation of the Programme while minimizing administrative difficulties for all parties concerned.

11.2. Accordingly, nominating institutions and prospective nominees are requested to carefully comply with all eligibility criteria, documentation requirements, and other applicable conditions prior to submitting applications.

11.3. Any application that does not satisfy the prescribed eligibility criteria, is incomplete, or is unsupported by the required documentation may be returned or may not be considered for further processing.

The Government of Japan has consistently extended valuable opportunities for the capacity development of Sri Lankan public officials through its longstanding development cooperation partnership with Sri Lanka, with a view to strengthening institutional capacities and supporting the socio-economic development of the country. It is therefore expected that officers nominated for this Programme will be committed to the objectives of the Programme and will endeavour to apply the knowledge, skills, expertise, and international exposure gained through their studies towards the advancement of their respective institutions and the achievement of national development goals. In this regard, your assistance in identifying and nominating suitably qualified candidates who are well positioned to derive maximum benefit from the Programme and to effectively contribute to the development of their institutions and the country upon completion would be greatly appreciated.

We look forward to receiving a strong pool of qualified nominations within the stipulated timeframe and highly appreciate your cooperation and support in facilitating the nomination process.

N. R. Rashmi
Deputy Director
For Director General

Copies: Chief Secretaries, All Provincial Councils

Enclose: GI Booklet, Application Form, Target Countries List, Pre-Consultation Guide, Preliminary Consultation Form, Encourage Women to Join the Course, Agri-Net University Information (Refer ERD website for the attachment)