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**வெளிநாட்டு வளங்கள் திணைக்களம்**  
**Department of External Resources**

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நிதி, திட்டமிடல் மற்றும் பொருளாதார அமைச்சு  
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මගේ අංකය  
எனது இல  
My No

TA/ITEC/INDIA/S/36/25-26

මගේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

30/05/2025

**Attn: Officer In-Charge Foreign Trainings**

Secretary to the President / Presidential Secretariat  
Secretary to the Prime Minister / Prime Minister's Office  
Secretaries / All Ministries  
Chairmen / All Independent Commissions  
Chief Secretaries / All Provincial Councils  
Heads / All Departments  
District Secretaries / All Districts

**Human Resource and Leadership Management – Training Programme under the Indian Technical & Economic Cooperation (ITEC) Scholarship Scheme of the Ministry of External Affairs, Government of India in India, from 14<sup>th</sup> July to 25<sup>th</sup> July 2025**

The Government of India has invited nominations from eligible government-sector officials from Sri Lanka for "Human Resource and Leadership Management" Training Programme. This programme will be held in India from 14<sup>th</sup> July to 25<sup>th</sup> July 2025. Further details of the programme can be downloaded from the link: <https://www.itecgoi.in/meaportal/registerApplicant>

We would greatly appreciate it if you could instruct the relevant officials to circulate this information among the Departments, Divisions, Institutes and Provincial/District administrations under your purview. Please ensure that the most suitable nomination is submitted to the Department of External Resources (ERD) along with the following documents by **2.00 pm on 30<sup>th</sup> June 2025**:

- Nomination Letter (from the relevant Ministry)
- Two sets of duly filled Application Form (printouts of the online application)
- Duly filled ERD Form (available at [www.erd.gov.lk](http://www.erd.gov.lk))
- Two copies of Passport (with a minimum 6-month validity period)
- Medical certificate issued by a doctor/ Government Hospital in the prescribed format
- A statement on the relevance of the training program to the current job role

Given the context of the objectives of the programme, Class I and Special Grade officers in All Island Services, who play leadership role in respective organizations are encourage in applying for this programme.

Please be advised that the deadlines for application submission will be strictly enforced. Therefore, it is required to ensure that all applications are submitted by the stipulated time.

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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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94-11-2387153



We have been informed that a maximum of **two (02) opportunities are available** for Sri Lanka, and to submit four nominations to the High Commission of India (HCI) for screening. Therefore, we kindly request that you select the most suitable officer from your organization, provided that the course is relevant to the functions of the Ministry and the official duties of the nominating officer. The relationship of the training programme to the nominee will be critically considered during the screening process conducted by the HCI.

Please be advised that the following procedures will be applied when submitting applications for the ITEC Programs. These procedures are established to ensure compliance with the conditions and guidelines set forth by ITEC, as well as to facilitate a streamlined application process:

- Applicants are strongly encouraged to register for the programme as early as possible using the link: <https://www.itecgoi.in/meaportal/registerApplicant>
- Please ensure that the printout of the online application, along with the required documents, is submitted to the Department of External Resources before the deadline.
- It is important to note that candidates must complete the ITEC application form meticulously, ensuring that no fields are left incomplete or blank, and that all information provided is accurate. Incomplete applications will be rejected without undergoing the screening process.
- The first four (04) applications will be processed on a "first come, first served" basis, taking into account the relevance of the applicant to the programme. Once the first four applications are forwarded to the HCI in Sri Lanka, the application status will be marked as closed.
- Furthermore, if any ministry or agency submits more than one (01) nomination, the order of the nominations as indicated in the covering letter will be considered as the priority order for the nominees. Therefore, we kindly request that you specify the names in order of priority when submitting the nomination letter.
- We would like to emphasize that only two training opportunities are available and therefore, not all ministries may be able to participate. In light of this limitation, a maximum of one placement may be allocated to a ministry. However, should the required number of applications not be received from other ministries, institutions, or organizations, additional placements may be considered.
- Officers are not permitted to reapply for any training course offered under the ITEC Programme (short-term or long-term) once they have already participated in an ITEC course.
- Applicants should be within the age range of 25 to 45 years.
- Candidates must have a minimum of three years of experience in the fields of research, intellectual property (IP), and technology management.
- A working knowledge of English is required to successfully follow and complete the ITEC course.
- Candidates must be medically fit to undertake the training.

The Government of India will provide the following facilities to participants selected for in-person training programmes:

- Return Air Ticket (Economy Class) from Colombo to Training Institute in India
- Course fees
- Accommodation
- Living Allowance of INR 1,500/- per day for meeting expenditure on food
- Medical expenses (only in case of medical emergency during the training in India)
- Approved study tours (including places of historical importance)

**Please note that the final decision regarding the acceptance of applications/nominations rests solely with the Ministry of External Affairs of the Government of India and only selected candidates will be notified through the ERD and the HCI in Sri Lanka.**

This is a valuable opportunity for public sector officials and the Government of Sri Lanka. We therefore look forward to receiving a strong list of nominations to ensure the maximum utilization of this offer. Your cooperation and prompt action in this regard are highly appreciated.



Tharanga Liyanage  
Additional Director General  
for Director General

