

Please be advised that the following procedures will be applied when submitting applications for the ITEC Programmes. 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.
- 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 on the web will be marked as closed.
- If multiple nominations are included in a single submission, we will select the required number of candidates based on the order in which their names appear in the cover letter. In cases where more than one covering letter is submitted on the same date, the most senior applicant will be selected. Conversely, if the covering letters are dated differently, the earliest application will be prioritized for selection.
- We would like to emphasize that only limited 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) for a duration of five years following the completion of a prior program.
- Please comply with the age restrictions; Applicants must be within the age range of 25 to 45 years.
- A working knowledge of English is required to successfully follow and complete the ITEC course.
- Candidates must be medically fit to undertake the training.
- Please ensure that the nominations align with the TA Circular 2013/2014 of the Ministry of Finance Planning and Economic Development dated 24th October 2013.

In addition, it is hereby informed that any cancellation or withdrawal of nominations after selection to the programme will not be accepted. Such withdrawals may result in the repayment of air ticket cancellation charges or the full cost of the air ticket, along with any other administrative costs incurred, depending on the circumstances.

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.


Upendra Wijerathna
Director (Actn)
for Director General