



# The Commonwealth

13 June 2017

Dear High Commissioner,

**Re: Indian Technical and Economic Cooperation (ITEC) Programme**

The Commonwealth Secretariat is pleased to advise that the Government of India has allocated 30 places for participants from Commonwealth Member States under the Indian Technical and Economic (ITEC) Programme 2017-18.

The ITEC Programme, successfully running for over 50 years, is designed to build the capacity of professionals through a series of unique training courses fully sponsored by the Government of India. This year, there are 47 premier institutions conducting 280 short-term, medium-term and long-term courses in seven broad categories, as follows:

- Accounts, Audit, Banking and Finance
- Environment and Renewable Energy
- IT, Telecommunication and English
- Management
- SME and Rural Development
- Specialised Courses
- Technical Courses

The full training brochure can be found online at [www.itecgoi.in](http://www.itecgoi.in).

To take advantage of this generous offer, applicants should complete and submit a copy of the online application form to the Commonwealth Secretariat. Full instructions can be found in the application pack attached with this letter.

**We would be very grateful if your office could kindly circulate this offer to all relevant ministries, departments, agencies and other relevant organisations.**

For ease of reference and circulation, the above details are available on our website at [www.thecommonwealth.org/third-country-programmes](http://www.thecommonwealth.org/third-country-programmes).

Please be assured of our highest regards and consideration.

Yours faithfully,

Pauline Campbell  
Acting Head - Technical Assistance Unit  
Office of the Deputy-Secretary General (Economic)  
Fax No: +44 207 747 6335/6515 Telephone: +44 207 747 6482  
Email: [p.campbell@commonwealth.int](mailto:p.campbell@commonwealth.int)

### ITEC Programme 2017 – 2018

A training brochure of all the courses offered for the 2017-2018 programme can be found here:  
<https://www.itecgoi.in/downloads/2017-2018.pdf>

### How to Apply through Commonwealth Secretariat

The procedure for applying through the Commonwealth Secretariat is as follows:

1. Follow the link to search for your preferred course: [https://www.itecgoi.in/stream\\_list.php](https://www.itecgoi.in/stream_list.php) and start an application in the Online Portal
2. On the first page, after selecting your nationality, tick the box saying 'If not applying through the Indian Mission, please tick the check box'
3. Under Secretariat Name – select 'COMMONWEALTH'

After completing the online application form, please send us a print out of the completed form, via e-mail or hard copy.

In order to obtain a print out of the online application form:

1. Create a profile and complete your application,
2. Log-out of your completed application
3. Go to the link [www.itecgoi.in/login\\_page.php](http://www.itecgoi.in/login_page.php).
4. Log-in using your credentials.
5. Click on 'My application' on the right hand side
6. Click 'Print'

Please note that online submission is required for the application to be considered.

Copies of the completed application, plus the following documentation should then be submitted to the Commonwealth Secretariat:

- Medical Certificate
- Evidence of proficiency in English
- Letter of endorsement from nominating ministry/department/agency/employer

The above documentation should be clearly completed, **signed and stamped** by the relevant institution. Example of the above documentation can be found below.

As there are limited places available, completed applications should be submitted to the Secretariat as early as possible in order to avoid disappointment, leaving a **minimum of three months prior to the start date of their chosen training course**.

Kindly note that individual deadlines and eligibility criteria may apply to the various courses.

Applicants can contact the Commonwealth Secretariat at [technicalassistance@commonwealth.int](mailto:technicalassistance@commonwealth.int) should there be any further questions.

## Guidelines

- ❖ Candidates, who can apply, are employees/officials in Government, Semi-Government, Public Sector, Universities/ Schools, Chamber of Commerce and Industry, Private Sector and also members/employees of NGOs and NPOs) for specific courses).
- ❖ The candidate should possess working knowledge of English to follow the course. For English language course, basic knowledge of English is required.
- ❖ Candidates should be in the age group of 25-45 years.
- ❖ It should be noted that if a candidate has already attended a course sponsored by Government of India, he/she is not eligible for ITEC Courses.
- ❖ Candidates are advised not to carry any arms, ammunitions and prohibited items as these are illegal.
- ❖ Candidates are advised to familiarize themselves with the ITEC terms and conditions, course curriculum, rules and regulations of the Institute.
- ❖ Facilities provided to the ITEC participants are as follows:
  - Excursion fare / economy class return air ticket
  - Visa on Gratis basis
  - Course Fee
  - Accommodation in a Hostel or Hotel
  - Living Allowance at Rs.25000 per month
  - Book Allowance at Rs.5000
- ❖ Government of India will provide medical cover only of emergency nature arising during the period of training. For regular and chronic ailments, the candidates are advised to bring their medicines used on a regular basis. For regular/chronic ailments, all consultation charges of doctor/medicines etc. would be borne by the participants.
- ❖ Living Allowance of Rs.25,000 per month is, inter alia, meant for meals and the Institute may make deductions if it provides the same to the candidates. For courses of less than a month's duration, Living Allowance is disbursed on pro-rotta basis.
- ❖ In case of hostel accommodation, there could be instances of accommodation being provided on double occupancy basis. (Type of accommodation being provided by the Institute is available on website/brochure of the Institute). In case of hotel accommodation, efforts is made to provide accommodation in good hotels on single occupancy basis. During Study Tours, there may be occasions when the candidates may have to share accommodation due to non-availability of hotel/guesthouse accommodation.
- ❖ Study Tours are mandatory educational tours. All participants are expected to attend.

**Please see further information below. For full details on individual courses and eligibility, ITEC Terms and Conditions, and further information on how to apply, applicants should refer to the ITEC website.**



## 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:	
(viii) Blood Sugar:	(Pre-prandial) <span style="margin-left: 150px;">( Peak post- prandial)</span>

1. Is the person examined in good health at present ?	
2. Is the person examined physically and mentally fit to carry out intensive training away from home?	
3. Is the person free of infectious diseases (tuberculosis, trachoma, skin diseases etc.)?	
4. Has the person taken Yellow Fever inoculation (in case of people coming from Yellow Fever region or as laid out in WHO Regulations) ? <b>Yellow Fever Certificate is mandatory.</b>	
5. Does the person examined have any chronic ailment which may require regular treatment/ medication during the course?	
6. List of any observed abnormalities indicated in the chest X ray.	
7. Does the person require any special assistance to carry out his daily activities? If yes, please specify.	

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: \_\_\_\_\_

City / Town : \_\_\_\_\_

Telephone : \_\_\_\_\_

E mail: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Doctor/Physician: \_\_\_\_\_ Seal of Clinic/Hospital: \_\_\_\_\_

**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:			
Name :			
Address :			
Telephone Number:			
Email :			
<p>----- Signature with date</p>			

SAMPLE

## 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 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/her 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: \_\_\_\_\_

Signature  
(With seal)

Name and Designation  
(in block letters)

Date :

Place :