

ITEC Programme 2019-20

A training brochure of all the courses offered for the 2019-20 programme can be found here:
<https://www.itecgoi.in/downloads/2019-2020.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 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 a scan of the completed form, via e-mail (below).

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.
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, signed and stamped by a medical institution;
- Evidence of proficiency in English, signed and stamped by an educational institution or nominating employer;
- Letter of endorsement from a local government authority or nominating employer; and,
- Relevant evidence e.g. work experience, educational / professional qualification certificates, knowledge of English Language etc.

Before sending your application to us, please ensure that you have the minimum educational qualification and minimum work experience, which are mandatory for the course you have opted.

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 thirdcountrytraining@commonwealth.int or High Commission of India, London (attpol.london@mea.gov.in) 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.

