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NEW DELHI - 110 011
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विशिष्ट सचिव (आर्थिक सम्बंध)
SPECIAL SECRETARY
(ECONOMIC RELATIONS)



April 23, 2004

FOREWORD

The Technical Cooperation Division of the Ministry of the External Affairs, Government of India, has put together the enclosed compilation of training institutes and courses to be conducted during the financial year 2004-2005 for training programmes under the Indian Technical and Economic Cooperation (ITEC) and special Commonwealth Africa Assistance Programme (SCAAP)

The entire cost of training under these schemes, including the return international airfare, tuition fees, accommodation, emergency medical treatment, stipend, book allowances and study tour, are met by the Ministry of External Affairs of the Government of India.

Dates and brief information about the courses offered by the training institutes of national importance are given in the compilation. More details are available on the respective websites of the training institutes. The brochures of the training institutes are available with the Indian Missions abroad.

I hope this training brochure will serve as a useful guide to prospective participants.

(Rajiv Sikri)

**LIST OF INSTITUTES
&
DETAILS OF COURSES**

FROM 1ST APRIL 2004-31ST MARCH 2005

CATEGORY 'B' COURSES

1. Administrative Staff College of India

Address : Bella Vista, Raj Bhavan Road, Khairatabad, Hyderabad – 500 082
Telephone : +91-40-23310952/23310954-57
Fax : +91-40-23312954
E-mail : poffice@ascihyd.org
Accommodation : Hostel
Eligibility : Knowledge of cross-functional/general management responsibilities (desirable but not necessary). Designations in the past included Directors, Vice Presidents, General Managers, Deputy General Manager, Chief Managers etc. Organisational sponsorship is essential.
Contact person : T Sheshaiah, Programme Officer
Website Address : www.asci.org.in

S.No.	Name of the Courses	Duration	From	To
1.	General Management Programme for Senior Executives	4 weeks	07/06/04	02/07/04
2.	General Management Programme for Senior Executives	4 weeks	03/01/05	28/01/05

2. Aptech Limited

Address : A-65, Aptech House, MIDC, Marol , Andheri (E),
Mumbai – 400 093
Telephone : +91-22-28272300
Fax : +91-22-28272399
E-mail : neetis@aptech.ac.in
Accommodation : Hotel
Eligibility : Junior & Middle Level officers or Executives. Prior knowledge of Computers (Desirable but not necessary).
Contact person : Ms. Neeti Sharma
Website Address : <http://www.aptech.globtraining.com>

S.No.	Name of the Courses	Duration	From	To
3.	Basics of Computing	6 Weeks	10/05/04	25/06/04
4.	Client Server Computing	6 Weeks	27/09/04	05/11/04
5.	Web Designing	6 Weeks	10/08/04	20/09/04
6.	Networking	6 Weeks	11/10/04	19/11/04

3. Bureau of Parliamentary Studies & Training

Address : Lok Sabha Secretariat, Sansadiya Gyanpeeth
(Parliament Library Building) Parliament House Complex,
Pandit Pant Marg, New Delhi- 110 001

Telephone : +91-11-23034588/23034589/23034563/23034514

Fax : +91-11-23015293

E-mail : bpst@sansad.nic.in

Accommodation : Hotel

Eligibility : Junior & Middle level officers involved with work of Legislative Assembly of Parliament. 5-10 year experience desirable.

Contact person : Shri G. C. Malhotra, Secretary-General, Lok Sabha

Website Address : www.parliamentofindia.nic.in/bpst/bpst.html

S.No.	Name of the Course	Duration	From	To
7.	Parliamentary Internship Programme for Foreign Parliamentary Officials	7 Weeks	06/10/04	26/11/04
8.	International Training Programme in Legislative Drafting	10 Weeks	13/12/04	11/02/05

4. Comptroller and Auditor General of India

Name of organization : International Centre for Information & System Audit

Address : A-52, Sector 62, Institutional Area, Phase-II, Noida (UP)

Telephone : +91-120-2400046/2400129

Fax : +91-120-2400041

E-mail : gautamguha@icisacag.com

Accommodation : Hostel

Eligibility : Middle & Senior level officers of the Supreme Audit Institutions having service of more than 10 years.

Contact person : Shri Gautam Guha, Principal Director (Research, IT Audit & Training.)

Website Address : <http://www.cagindia.org>

S.No.	Name of the Course	Duration	From	To
9.	Audit of Projects & Infrastructure Sector	4weeks	09/08/04	08/09/04
10.	Auditing in IT Environment	4weeks	20/09/04	19/10/04
11.	Audit of Social Sectors	4weeks	22/11/04	21/12/04
12.	Auditing in IT Environment	4weeks	10/01/05	11/02/05
13.	Audit of Public Enterprises & Audit of Disinvestment	4weeks	28/02/05	29/03/05

5. Entrepreneurship Development Institute of India

Address	:	Ahmedabad (near/village Bhat via Ahmedabad Airport & Indira Bridge), P.O. Bhat – 382 428, Gujarat
Telephone	:	91-79-3969153/3969158-159/3969163
Fax	:	91-79-3969164/3969160
E-mail	:	ediindiaad1@sancharnet.in
Accommodation	:	Hostel
Eligibility	:	Teachers of Engineering & Scientific colleges, NGO's involved in promotion of micro enterprises in rural areas, bankers, development officers consultants & Entrepreneurs.
Contact person	:	Shri Lalita Krishnan, Manager (Plan Coordination)
Website Address	:	www.ediindia.org

S.No.	Name of the Course	Duration	From	To
14.	Faculty Development Programme in Entrepreneurship	6 weeks	09/08/04	17/09/04
15.	Management Education Programme	6 weeks	27/09/04	05/11/04
16.	Industrial Project Preparation & Appraisal and financial & Economic Analysis of Industrial and Infrastructure Projects through UNIDO's Software viz., COMFAR-III Expert	6 weeks	14/02/05	25/03/05
17.	Training Programme for Capacity Building in the area of "Micro Enterprise & Micro Finance Development"	6 weeks	08/11/04	17/12/04
18.	New Enterprise Creation (NEC) Training Programme for Trainers of Developing Countries.	6 weeks	10/01/05	18/02/05

6. Human Settlement Management Institute

Address : HUDCO House, Lodhi Road, New Delhi – 110 003
Telephone : +91-11-24369534/24369535
Fax : +91-11-24365292
E-mail : edhsmi@vsnl.net
Accommodation : Hostel
Eligibility : For senior/middle level administrators, officers, provincial and city governments, urban management professionals, urban designers, community development professionals, health workers and technologists, non-government organisations.
Contact person : Shri Rajan Kumar, Executive Director.

S.No.	Name of the Courses	Duration	From	To
19.	Urban Development Management : Perspective and Possibilities	8 Weeks	25/10/04	17/12/04
20.	Urban Infrastructure Planning and Management	6 Weeks	07/02/05	18/03/05

7. Institute of Government Accounts Finance

Address : Block-IV, JNU Old Campus, New Delhi – 110 067
Telephone : +91-11-26184031/26174184/26102072
Fax : +91-11-26105378
E-mail : director@ingaf.org
Accommodation : Hostel
Eligibility : Government officials from the Ministry of Finance handling budget & Accounts with 5-10 years work experience. Should be graduated from a recognised university. No person from private sector will be admitted.
Contact person : Mr. B S Thapliyal
Website Address : www.ingaf.org

S.No.	Name of the Courses	Duration	From	To
21.	Government Accounts and Financial Management	2 Weeks	17/01/05	28/01/05

8. Indian Institute of Mass Communication

Address : Aruna Asaf Ali Marg, JNU New Campus, New Delhi
Telephone : +91-11-26187092
Fax : +91-11-26166532
E-mail : bpsanjay@hub.nic.in
Accommodation : Hostel
Eligibility : Graduates with 3 years experience as journalist in news agency, print or electronic media. Proficiency in English necessary.
Contact person : Mr. B P Sanjay, Director.
Website Address : <http://www.iimc.nic.in>

S.No.	Name of the Courses	Duration	From	To
22.	Diploma Course in Development Journalism for non-aligned and Developing Countries	16 weeks	Aug. 2004	Nov. 2004
23.	Diploma Course in Development Journalism for non-aligned and Developing Countries	16 weeks	Jan. 2005	Apr. 2005

9. International Management Institute

Address : B-10, Tara Crescent, Qutab Institutional Area, New Delhi – 110 016
Telephone : +91-11-26963519/26961437
Fax : +91-11-26867539
E-mail : imi@giadl01.vsnl.net.in
Accommodation : Hostel in double occupancy.
Eligibility : Senior officers and managers of the public system organisations who have been identified to play a lead role in the management of the economic development of their country. Bachelors degree having a minimum of two years post degree full time experience at executive level in a large organisation/own business. Preferably below 26 years of age. High proficiency in spoken and written language.
Contact person : Dr. Ajit Prasad, Professor & Program Director
Website Address : <http://www.imi.edu>

S.No.	Name of the Courses	Duration	From	To
24.	21 ST post graduate programme in International management	36 Weeks	05/07/04	31/03/05

10. Institute of Secretariat Training & Management

Address : Administrative Block, JNU Campus (Old), Olof Palme Marg,
New Delhi – 110 067

Telephone : +91-11-26102597

Fax : +91-11-26104183/26102597

E-mail : istm@nic.in, directoristm@hotmail.com

Accommodation : Hostel

Eligibility : Senior staff/faculty members of the National Training Institutions
Specifically concerned with the conducted of training programmes for
administrative and managerial grades. Senior officers who are responsible for
managing the training functions, concerning formulations, co-ordination,
implementation & evaluation of training programmes.

Contact person : Shri R K Saini, Director

Website Address : www.istm.gov.in

S.No.	Name of the Courses	Duration	From	To
25.	17 th International Training of Trainers Course	6 Weeks	10/11/04	21/12/04

11. National Institute of Bank Management

Address : NIBM Post Office, Kondhwe Khurd, Pune – 411 048

Telephone : +91-020-26833080-87

Fax : +91-020-26834478

E-mail : director@nibmindia.org

Accommodation : Hostel

Eligibility : Senior and middle level executives of central banks, development banks,
development finance corporations, commercial banks and cooperative institu
tions and government officials engaged in development planning activities.

Contact person : Dr. Asish Saha, Director

Website Address : <http://www.nibmindia.org>

S.No.	Name of the Courses	Duration	From	To
26.	International Program in Banking for Development	2 weeks	10/01/05	24/01/05
27.	International Program in Banking & Finance	4 weeks	22/11/04	18/12/04

12. National Institute of Educational Planning & Administration

Address : 17-B, Sri Aurobindo Marg, New Delhi – 110 016
Telephone : +91-11-26861913,26863070
Fax : +91-11-26853041,26865180
E-mail : idepa@vsnl.com, niepa@vsnl.com
Accommodation : Hostel
Eligibility : Senior/middle level officers connected with educational planning & Administration. Educational officers working at the national, provisional, district or institutional & educational level. Heads of educational institutions, regional & district education departments, functionaries working in the university system, teachers training colleges & officials below 50 years of age. Knowledge of English language is necessary.
Contact person : Prof. B P Khandelwal, Director
Website Address : <http://www.niepaonline.org>

S.No.	Name of the Courses	Duration	From	To
28.	International diploma in Educational Planning & Administration – XXI	12 weeks	01/02/05	25/04/05

13. NIIT Limited

Address : C-1/30, S.D.A., Aurobindo Marg, New Delhi
Telephone : +91-11-26510463,26864931
Fax : +91-11-26527498
E-mail : rahula@niit.com, svikas@niit.com
Accommodation : Hotel
Eligibility : Junior & Middle level officers or executives. Prior knowledge of computers (Desirable but not necessary).
Contact person : Mrs. Rahul Agarwal, Sales Head- Enterprise learning Solution
Website Address : <http://www.niit.com>

S.No.	Name of the Courses	Duration	From	To
29.	Office Tools and e-Commerce	6 weeks	07/06/04	16/07/04
30.	Advanced Networking Technology	6 weeks	07/06/04	16/07/04
31.	Software Development Techniques	6 weeks	07/06/04	16/07/04
32.	Office Tools and e-Commerce	6 weeks	09/08/04	17/09/04
33.	Advanced Networking Technology	6 weeks	09/08/04	17/09/04
34.	Software Development Techniques	6 weeks	09/08/04	17/09/04
35.	Office Tools and e-Commerce	6 weeks	25/10/04	03/12/04
36.	Advanced Networking Technology	6 weeks	25/10/04	03/12/04
37.	Software Development Techniques	6 weeks	25/10/04	03/12/04
38.	Office Tools and e-Commerce	6 weeks	24/01/05	04/03/05
39.	Advanced Networking Technology	6 weeks	24/01/05	04/03/05
40.	Software Development Techniques	6 weeks	24/01/05	04/03/05

14. National Institute of Pharmaceutical Education & Research

Address : Sector 67, S.A.S. Nagar (Mohali) – 160 062, Punjab

Telephone : +91-0172-2214682/2214683

Fax : +91-0172-2214692

E-mail : registrar@niper.ac.in

Accommodation : Hostel

Eligibility : Personnel from Regulatory authorities, quality control laboratories, regulatory departments of pharmaceutical industry & faculty in academic institutions.

Contact person : Shri Subrata Sarkar, Registrar

Website Address : www.niper.nic.in

S.No.	Name of the Courses	Duration	From	To
41.	Development, Scale up and production of biopharmaceuticals	3 weeks	30/08/04	17/09/04

15. National Institute of Rural Development

Address : Rajendra Nagar, Hyderabad – 500 030
Telephone : +91-040-24008401 & 24008501
Fax : +91-040-24015277 & 24008502
E-mail : ddgoffice@nird.gov.in
Accommodation : Hostel
Eligibility : High level policy makers/executives working in RS & Executives of Integration NGO's. Senior level policy makers, executives, administrators, bankers academics and corporate sector as well as Voluntary Sector representatives having interest in sustainable agriculture and rural development.
Contact person : Shri Lalit Mathur, IAS Director General
Website Address : <http://www.nird.org>

S.No.	Name of the Courses	Duration	From	To
42.	Rural Micro Enterprises Development	4 weeks	06/10/04	04/11/04
43.	Micro Credit & Micro enterprises for Rural Women	4 weeks	22/11/04	21/12/04
44.	Strategies for Sustainable Agriculture & Rural development	4 weeks	05/01/05	03/02/05
45.	Micro Planning for poverty reduction & sustainable development.	4 weeks	12/01/05	07/02/05
46.	Information technology for Rural Development	4 weeks	07/02/05	05/03/05

16. Research & Information System for the Non-aligned and Other Developing Countries

Address : Zone IV-B, 4th Floor, India Habitat Centre, Lodhi Road, New Delhi – 110 003
Telephone : +91-11-24682177/24682179
Fax : +91-11-24682173/24682174
E-mail : risnodec@del2.vsnl.net.in
Accommodation : Hotel
Eligibility : Journalists, Diplomats and Academicians interested in foreign affairs and diplomacy.
Contact person : Dr. Nagesh Kumar, Director General
Website Address : <http://www.ris.org.in>

S.No.	Name of the Courses	Duration	From	To
47.	Visiting Research Fellowships in International Economic Issues & Development Policy Research	16 weeks	November, 2004	February, 2005

17. RITES

Address : Training Division, 5th Floor (Right Wing), RITES Bhawan 1, Sector 29, Gurgaon – 122 001 (Haryana)

Telephone : +91-124-2571666

Fax : +91-124-2571660

E-mail : gmtrg@rites.com

Accommodation : Hostel

Contact person : Shri Ravinder Gupta, General Manager (Training)

Website Address : www.rites.com

S.No.	Name of the Courses	Duration	From	To
I	Management Development Courses at Railway Staff College, Vadodara for middle, Senior & Junior level executives. Eligibility: University Degree/Diploma.			
48.	Management Development Programme	5 Weeks	23.07.04	24.08.04
49.	Management Development Programme	5 Weeks	27.08.04	28.09.04
50.	Management Development Programme	5 Weeks	24.09.04	26.10.04
51.	Management Development Programme	5 Weeks	19.11.04	21.12.04
52.	Advance Management Programme	5 Weeks	09.07.04	10.08.04
53.	Advance Management Programme	5 Weeks	12.11.04	14.12.04
II	Professional Courses for Railway Mechanical Engineers and Supervisors at Indian Railways Institute of Electrical & Mechanical Engineering, Jamalpur. Eligibility: Degree/Diploma in Mechanical Engineering			
54.	Integrated Course(Workshop, Loco, C&W)	9 Weeks	18.06.04	17.08.04
55.	Integrated Course(Workshop, Loco, C&W)	9 Weeks	22.10.04	21.12.04
56.	SAG Professional Management Programme	4 weeks	26.11.04	21.12.04
57.	Diesel Locomotive Refresher Course	7 weeks	24.12.04	08.02.05
58.	Diesel Locomotive Maintenance Course	7 weeks	25.02.05	12.04.05
59.	Mandatory Course – Chemists and Metallurgists	5 weeks	26.11.04	28.12.04

III Professional Courses for Railway Civil Engineers at Indian Railways Institute of Civil Engineering, Pune. Eligibility: Degree/Diploma in Civil Engineering

60.	Sr. Professional Course P. Way	8 weeks	10.09.04	02.11.04
61.	Sr. Professional Course Bridge & General	5 weeks	26.11.04	28.12.04
62.	Integrated Initial Course	12 weeks	30.04.04	20.07.04
63.	Integrated Initial Course	12 weeks	20.08.04	09.11.04
64.	Integrated Initial Course	12 weeks	19.11.04	08.02.05

IV Professional Courses for Railway Electrical Engineers at Indian Railways Institute of Electrical Engineering, Nasik Eligibility: Degree/Diploma in Electrical Engineering.

65.	Course on Power Electronics	4 weeks	28.05.04	22.06.04
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V Professional Courses for Railway Signal & Telecommunication Engineers and Supervisors at Indian Railways Institute of Signal Engineering & Telecommunication, Secunderabad Eligibility: Degree/Diploma in Mechanical/Electrical/ Electronics Engineering.

66.	Integration course (Signal to Tele.)	13 weeks	01.10.04	28.12.04
67.	Sr. Professional Course	5 weeks	10.09.04	12.10.04
68.	Integration Course (Tele. to Signal)	15 weeks	11.06.04	21.09.04
69.	Integration Course (Tele. to Signal)	15 weeks	24.12.04	05.04.05
70.	Refresher Course for Supervisor	5 weeks	27.08.04	28.09.04
71.	Refresher Course for Supervisor	5 weeks	31.12.04	01.02.05
72.	Refresher Course for Supervisor	5 weeks	28.01.05	01.03.05

VI Professional Courses for Railway Supervisors involved in Train Operations, Commercial Management, Inspection and Maintenance of Permanent Way & Civil Engineering works at Railway Zonal Training Centres, Udaipur, Trichy, etc., Eligibility: University Degree/Diploma in Civil Engineering.

73.	Commercial Management	9 weeks	14.11.04	17.01.05
74.	Train Operations	14 weeks	24.09.04	27.12.04

18. SIBIT

Address : UGF, NBCC Place, Lodhi Road, Adj. To Jawahar Lal Nehru Stadium,
New Delhi

Telephone : +91-011-24367531,243635715

Fax : +91-011-24367518,24367519

E-mail : sibit@nhindia.com

Accommodation : Hotel

Eligibility : Junior and middle level officers or executives. Prior knowledge of
computers (Desirable but not necessary).

Contact person : Shivani Sahai, Head – SIBIT

Website Address : www.nhindia.com

S.No.	Name of the Courses	Duration	From	To
75.	Certificate Course in Office Productivity (CCOP)	6 weeks	31/05/04	09/07/04
76.	Certificate Course in Networking Design (CCND)	6 weeks	31/05/04	09/07/04
77.	Certificate Course in Web Designing (CCWD)	6 weeks	31/05/04	09/07/04
78.	Certificate Course in Office Productivity (CCOP)	6 weeks	02/08/04	10/09/04
79.	Certificate Course in Networking Design (CCND)	6 weeks	02/08/04	10/09/04
80.	Certificate Course in Web Designing (CCWD)	6 weeks	02/08/04	10/09/04
81.	Certificate Course in Office Productivity (CCOP)	6 weeks	04/10/04	12/11/04
82.	Certificate Course in Networking Design (CCND)	6 weeks	04/10/04	12/11/04
83.	Certificate Course in Web Designing (CCWD)	6 weeks	04/10/04	12/11/04
84.	Certificate Course in Office Productivity (CCOP)	6 weeks	10/01/05	18/02/05
85.	Certificate Course in Networking Design (CCND)	6 weeks	10/01/05	18/02/05
86.	Certificate Course in Web Designing (CCWD)	6 weeks	10/01/05	18/02/05

19. TATA Infotech

Address : 5, Sikandra Road, New Delhi – 110 001
Telephone : +91-11-23070091-97
Fax : +91-11-23389461
E-mail : jagtar.singh@tatainfotech.com, sumana.dey@tatainfotech.com
Accommodation : Hotel
Eligibility : Junior & Middle level officers or executives. Prior knowledge of computers
(Desirable but not necessary).
Contact person : Shri Jagtar Singh, Deputy General Manager
Website Address : <http://www.tatainfotecheducation.org>

S.No.	Name of the Courses	Duration	From	To
87.	Certificate Course in Office Technologies and Internet Applications (CCOI)	6 weeks	19/05/04	29/06/04
88.	Certificate Course in Web Application Development Using Java Technologies (CCWAD)	6 weeks	19/05/04	29/06/04
89.	Certificate Course in Mastering Enterprise Network using Windows 2000 (CCMEN)	6 weeks	19/05/04	29/06/04
90.	Certificate Course in Office Technologies and Internet Applications (CCOI)	6 weeks	14/07/04	24/08/04
91.	Certificate Course in Web Application Development Using Java Technologies (CCWAD)	6 weeks	14/07/04	24/08/04
92.	Certificate Course in Mastering Enterprise Network using Windows 2000 (CCMEN)	6 weeks	14/07/04	24/08/04
93.	Certificate Course in Office Technologies and Internet Applications (CCOI)	6 weeks	08/09/04	19/10/04
94.	Certificate Course in Web Application Development Using Java Technologies (CCWAD)	6 weeks	08/09/04	19/10/04
95.	Certificate Course in Mastering Enterprise Network using Windows 2000 (CCMEN)	6 weeks	08/09/04	19/10/04
96.	Certificate Course in Office Technologies and Internet Applications (CCOI)	6 weeks	10/11/04	21/12/04
97.	Certificate Course in Web Application Development Using Java Technologies (CCWAD)	6 weeks	10/11/04	21/12/04
98.	Certificate Course in Mastering Enterprise Network using Windows 2000 (CCMEN)	6 weeks	10/11/04	21/12/04

20. Technical Teachers' Training Institute

Address : Taramani P.O., Chennai 600113
Telephone : 044-22541054, 22542959, 22541095
Fax : 044-22541126
E-mail : ritsouth@vsnl.com
Accommodation : Hostel
Eligibility : Practising teachers, trainers, curriculum developers, planners administrators in technical & vocational education. 10 years of work experience required in teaching/training.
Contact person : Prof N Alagappan
Website Address : www.tttichennai.ac.in

S.No.	Name of the Courses	Duration	From	To
90.	Computer Applications in Education & Management	12 weeks	02/08/04	22/10/04
100.	Educational Television Production	12 weeks	06/09/04	26/11/04
101.	Environmental Protection, Management & Sustainable Development	8 weeks	18/01/05	19/03/05
102.	Curriculum Design & Instructional Material Development	12 weeks	04/01/05	25/03/05
103.	Human Resource Development	8 weeks	16/09/04	12/11/04

21. V. V. Giri National Labour Institute

Address : Sector-24, NOIDA – 201 301, Distt. Gautam Budh Nagar, Uttar Pradesh
Telephone : +91-0120-2411534,2411533
Fax : +91-0120-2411474,2411536
E-mail : vvgnli@vsnl.com
Accommodation : Hostel
Eligibility : University graduates who have worked as labour officers & union leaders with 5-10 years of work experience.
Contact person : Shri Uday Kumar Verma, IAS, Director
Website Address : www.vvanli.org

S.No.	Name of the Courses	Duration	From	To
104.	Labour Administration and Employment Relation in a Global Economy	3 Weeks	11/10/04	29/10/04
105.	Training programme on prevention of HIV/AIDS at work place.	2 Weeks	06/12/04	17/12/04

ANNEXURE - II

**LIST OF INSTITUTES
&
DETAILS OF COURSES**

FROM 1ST APRIL 2004-31ST MARCH 2005

CATEGORY 'C' COURSES

1. Bureau of Indian Standards(National Institute of Training for Standardization (NITS)

Address : A 20-21, Sector –62, Institutional Area, Noida 201301
Telephone : +91-120-2402201-07
Fax : +91-120-2402202/03
E-mail : nitsqm@vsnl.net
Accommodation : Hotel
Eligibility : Post-Graduates in science or graduates in engineering with minimum of 2 years of professional experience in the field of standardisation or quality control. Ordinarily not more than 45 years of age and medically fit with good health.
Contact person : Shri P k Gambhir, Scientist F & Head
Website Address : www.bis.org.in

S.No.	Name of the Courses	Duration	From	To
1.	International Training Programme in Standardization & Quality Assurance for Developing Countries	8 weeks	11/10/04	03/12/04
2.	International Training Programme on Management Systems for Middle Level Officers from Developing countries	4 Weeks	06/09/04	01/10/04

2. Centre for Development of Advanced Computing

Address : CDAC, A-34, Ph.VIII, Industrial Area, Mohali (Chandigarh) 160071
Telephone : +91-0172-2237052-57, 5090910
Fax : +91-0172-2237050/2237051
E-mail : cedtm@cedtm.stpm.soft.net
Accommodation : Hostel
Eligibility : Junior/Middle level officers in government organisations, public sector enterprises, chamber of commerce and industry, research and scientific institutions. Officers from the Universities and technical colleges in management of computers and their applications. Nominations from technical and engineering background are preferred.
Contact person : Ms. Inderpal Kaur, Senior Design Engineer
Website Address : www.cedtimohali.org

S.No.	Name of the Courses	Duration	From	To
3.	Repair & Maintenance of Telecom Terminal Equipment, PC & Peripherals.	12 Weeks	06/09/04	26/11/04
4.	Advanced course in Multimedia & Web Design	12 Weeks	06/09/04	26/11/04
5.	Computer Networks Engineering & Management	12 Weeks	24/01/05	15/04/05
6.	Advanced Diploma in Computer Aid Drafting and Designing	12 Weeks	24/01/05	15/04/05
7.	Repair, Servicing & Maintenance of Bio-Medical Equipment	8 Weeks	06/09/04	29/10/04
8.	Diploma in Linux and Database Administration	8 Weeks	18/10/04	10/12/04

3. Central Fertilizer Quality Control & Training Institute

Address : Govt. of India, D/O Agriculture & Cooperation, N.H. IV,
Faridabad – 121001, Haryana

Telephone : +91-129-2414712/2418282/25418484

Fax : +91-129-2414712

E-mail : cfqcti@hub.nic.in

Accommodation : Hostel

Eligibility : Post graduate in chemistry/agricultural chemistry or graduate in agriculture/
science with chemistry and working experience in the field of fertilizer market
ing, distribution, enforcement or analysis. Adequate knowledge of English is
essential

Contact person : Shri R. N. Ghosh, Chief Analyst

S.No.	Name of the Courses	Duration	From	To
9.	Training Programme on the Fertilizer Quality Control	5 Weeks	05/10/04	08/11/04

4. Central Food Technological Research Institute

Address : International School of Milling Technology, Mysore – 570 013
Telephone : +91-0821-2517730
Fax : +91-0821-2517233
E-mail : mbt@cscftri.ren.nic.in
Accommodation : Hostel
Eligibility : Degree/Diploma in engineering or technology or degree from recognized university or city and guild certificate in flour milling.
Contact person : Dr. G. Venkateswara Rao
Website Address : www.cftri.com

S.No.	Name of the Courses	Duration	From	To
10.	XXIV Flour Milling Technology Certificate Course	52 Weeks	16/08/04	July 2005

5. Central Institute of English & Foreign Languages

Address : Hyderabad – 500 007, Andhra Pradesh
Telephone : +91-040-27098131,27096554
Fax : +91-040-27096554,27098402
E-mail : cieitep@hd2.dot.net.in, hyd2_cieitp@sancharnet.in
Accommodation : Hostel
Eligibility : For professionals from any field.
Contact person : Shri G Rajagopal, Chief Coordinator ITP

S.No.	Name of the Courses	Duration	From	To
11.	English for Professionals	12 weeks	24/06/04	15/09/04
12.	English for Professionals	12 weeks	23/09/04	15/12/04
13.	English for Professionals	12 weeks	06/01/05	30/03/05

6. Central Institute of Tool Design

Address : A 1 to A 8, A.P.I.E., Balanagar, Hyderabad – 500 037, A.P.
Telephone : +91-040-23772747/23772748
Fax : +91-040-23772658
E-mail : citdhyd@hdl.vsnl.net.in
Accommodation : Hostel
Eligibility : Degree/Diploma in mechanical engineering or its equivalent with
experience in the relevant field of tool design.
Contact person : Shri S Satyanarayana, Principal Director
Website Address : www.citdindia.org

S.No.	Name of the Courses	Duration	From	To
14.	Application of CAD/CAM Technology in Tool Engineering	10 Weeks	02/08/04	08/10/04
15.	CAD/CAM (AUTOCAD-2004 MASTER CAM-9.1)	10 Weeks	06/09/04	12/11/04
16.	Programmable Logic Controllers for Advanced Automation	10 Weeks	20/09/04	26/11/04
17.	Advances in Sheet Metal Forming Techniques	11 Weeks	27/09/04	10/12/04
18.	3-D Modeling using Pro - engineer Software	10 Weeks	04/10/04	10/12/04
19.	Advanced Computer Aided Manufacturing (Using Unigraphics and CNC Desktop Machines)	10 Weeks	01/11/04	07/01/05
20.	Advanced 3D & Surface Modeling using Catia	10 Weeks	06/12/04	11/02/05
21.	Design of Dies and moulds	10 Weeks	03/01/05	11/03/05
22.	Advanced FEA/FEM using Ansys (Structural and Thermal Analysis)	10 Weeks	03/01/05	11/03/05
23.	Mechatronics & its Application	11 Weeks	03/01/05	18/03/05

7. CMC Ltd.

Address : 9th Floor, Shahpuri's Tower, C-58, Community Centre, Janakpuri, New Delhi – 110 058

Telephone : +91-11-25509076,25534208/09

Fax : +91-11-25624211, 25534249

E-mail : ent@jv.cmc.net.in

Accommodation : Hotel

Eligibility : Junior level & Middle level officers or executives. Prior knowledge of computers (Desirable but not necessary).

Contact person : Ms Rina Singh, Deputy General Manager

Website Address : <http://www.cmcltd.com>

S.No.	Name of the Courses	Duration	From	To
24.	Programme on Development, Implementation and Management of Computer Software Applications.	12 weeks	28/06/04	17/09/04
25.	Programme on Computer Hardware & Networking	12 weeks	28/06/04	17/09/04
26.	Programme on Essential Computer Skills for the e-World	6 weeks	28/06/04	6/8/2004
27.	Programme on Advance Information Technology	6 weeks	9/8/2004	17/09/04
28.	Programme on Development, Implementation and Management of Computer Software Applications	12 weeks	27/09/04	17/12/04
29.	Programme on Essential Computer Skills for the e-World	6 weeks	27/09/04	5/11/2004
30.	Programme on Website Design & Management	6 weeks	8/11/2004	17/12/04
31.	Programme in Computer Hardware Maintenance & Troubleshooting	6 weeks	8/11/2004	17/12/04
32.	Programme on Development, Implementation and Management of Computer Software Applications	12 weeks	3/1/2005	25/03/05
33.	Programme on Computer Hardware & Networking	12 weeks	3/1/2005	25/03/05
34.	Programme on Essential Computer Skills for the e-World	6 weeks	3/1/2005	11/2/2004
35.	Programme on Client Server Technologies	6 weeks	14/02/05	25/03/05

8. Central Poultry Training Institute

Address : Hessarghatta, Bangalore – 560 088, Karnataka
Telephone : +91-080-8466226/8466236
Fax : +91-080-8466444
E-mail : bngcpti@karnic.in
Accommodation : Hostel
Eligibility : Degree in Vety./Animal science/Agriculture with specialisation.
Contact person : Shri K. A. Reddy, Director

S.No.	Name of the Courses	Duration	From	To
36.	Marketing of Poultry & Poultry Products	6 Weeks	16/11/04	24/12/04
37.	Aflatoxin Assay	6 Weeks	03/05/04	11/06/04
38.	Aflatoxin Assay	6 Weeks	20/12/04	29/01/05
39.	Artificial Insemination and Hatchery Management	6 Weeks	16/08/04	25/09/04
40.	Poultry Production and Management of Breeder Stocks	6 Weeks	16/11/04	24/12/04

9. Central Scientific Instruments Organisation

Address : Service & Maintenance Centre, CSIR Complex, 2nd Floor, Opp. Institute of Hotel Management, Pusa, New Delhi – 110 012
Telephone : +91-11-25736290/25733794
Fax : +91-11-25736290
E-mail : nks28@rediffmail.com
Accommodation : Hotel
Eligibility : Graduate/Diploma in electronics/electrical/instrumentation Engineering or post graduates in physics with electronics as special subject or medical doctor having experience in maintenance of bio-medical equipment.
Contact person : Shri. N. K. Sharma, Scientist-in-charge
Website Address : www.csio.india.org

S.No.	Name of the Courses	Duration	From	To
41.	Management Development Programme on Operation, Maintenance & Repair of Bio- Medical Equipment.	8 Weeks	15/09/04	09/11/04
42.	Management Development Programme on Operation, Maintenance & Repair of Analytical Equipment	8 Weeks	19/01/05	15/03/05

10. Fluid Control Research Institute

Address	:	Kanjikode West, Palghat – 678 623, Kerala
Telephone	:	+91-491-2566120/2566119,2566206
Fax	:	+91-491-2566326
E-mail	:	fcri@vsnl.com, fluidcontrol@sancharnet.in
Accommodation	:	Hostel
Eligibility	:	For technical personnel in petroleum, instrumentation, electrical, mechanical, chemical, industrial engineering working in water supply, water management and irrigation, process industry and other related fields. Degree in Engineering/Diploma with atleast 3 years experience.
Contact person	:	Shri M. S. Konnur, Director
Website Address	:	http://www.fciiindia.com

S.No.	Name of the Courses	Duration	From	To
43.	Oil and Gas Flow measurement and Control Techniques and Standards	12 Weeks	21/05/04	21/08/04
44.	Flow Measurement & Control Techniques / Software in Industrial Process Industries & Water Distribution System	12 Weeks	15/09/04	15/12/04
45.	Instrumentation & Control and Data Acquisition system in Fluid in Process & petroleum Engineering	8 Weeks	15/01/05	15/03/05

11. Institute of Applied Manpower Research

Address : Plot No. 25, Sector A-7, Institutional Area, Narela, New Delhi.
Telephone : +91-11-27783467,27783468
Fax : +91-11-27783467
E-mail : iamr@del2vsnl.net.in
Accommodation : Hostel
Eligibility : Senior/Middle level officers, researchers, labour market analyst, executives and faculty engaged in academic institutions having atleast 5 years work experience and should be proficient in spoken & written english.
Contact person : Dr H Ramachandran

S.No.	Name of the Courses	Duration	From	To
46.	International Training Programme on Human Resource Planning and Development	8 Weeks	01/08/04	25/09/04
47.	International Training Programme in Manpower Research	8 Weeks	01/11/04	26/12/04
48.	Diploma in Human resource planning and Development	36 Weeks	01/02/05	31/10/05
49.	Master's Degree in Human Resource Planning and Development	52 Weeks	01/02/05	31/01/06

12. Institute of Government Accounts & Finance

Address : Block-IV, JNU Old Campus, New Delhi – 110 067
Telephone : +91-11-26184031,26174184,26102072
Fax : +91-11-26105378
E-mail : director@ingaf.org
Accommodation : Hotel
Eligibility : Officials handling finance and account matters with 2-5 years experience should be a graduate.
Contact person : Mr. B S Thapliyal, Addl. Controller General of Accounts & Director
Website Address : www.ingaf.org

S.No.	Name of the Courses	Duration	From	To
50.	Public Expenditure Management	2 Weeks	06/12/04	17/12/04

13. Indian Institute of Production Management

Address : Kansbahal, Distt. Sundargarh, Orissa – 770 034
 Telephone : +91-661-24280322/24280948
 Fax : +91-661-24280122
 E-mail : info@iipm.ac.in, rkl_mps@sancharnet.in
 Accommodation : Hostel
 Eligibility : Degree/Diploma in mechanical/electrical/metallurgical engineering with around 5-10 years of experience in industries in production control, automation, maintenance department.
 Contact person : Shri M. P. Srivastava, Director
 Website Address : www.iipm.ac.in

S.No.	Name of the Courses	Duration	From	To
51.	Maintenance Engineering & Management	10 Weeks	26/07/04	01/10/04
52.	Manufacturing Engineering & Management	10 Weeks	26/07/04	01/10/04
53.	Industrial Electronics & Instrumentation	10 Weeks	11/10/04	17/12/04
54.	Condition Based Maintenance	10 Weeks	11/10/04	17/12/04
55.	Management Development Programme	10 Weeks	17/01/05	25/03/05
56.	Power Management	12 Weeks	17/01/05	08/04/05

14. Indian Institute of Remote Sensing

Address : 4, Kalidas Road, P.B. No.135, Dehradun – 248 001
 Telephone : +91-135-2744583
 Fax : +91-135-2741987
 E-mail : dean@iirs.gov.in
 Accommodation : Hotel
 Contact person : Dr. P. S. Roy, Dean
 Website Address : www.iirs_nrsa.gov.in

S.No.	Name of the Courses	Duration	From	To
57.	Short Course on Geoinformatics	8 Weeks	19/07/04	10/09/04
58.	Short Course on Remote Sensing with Specialization in Digital Image Processing	8 Weeks	10/01/05	04/03/05

15. International Statistical Education Centre

Address	:	Indian Statistical Institute, 203, B.T. Road, Calcutta – 700 108
Telephone	:	+91-33-25752520-2522/25781834
Fax	:	+91-33-25781834/25776680
E-mail	:	isec@isical.ac.in
Accommodation	:	Hostel
Eligibility	:	Knowledge of mathematics (upto GCE ordinary level), graduates, below 35 years, having adequate statistical work experience and knowledge of English.
Contact person	:	Dr. Manoranjan Pal, Member Secretary, Board of Directors
Website Address	:	http://www.isical.ac.in

S.No.	Name of the Courses	Duration	From	To
59.	ISEC regular Course, 58 th Term	40 Weeks	01/06/04	31/03/05

16. JIS College of Engineering

Address	:	City Office – 20, B.T. Road, Kolkata – 700 002
Telephone	:	+91-33-25839046,25287285
Fax	:	+91-33-25289000, 25839046
E-mail	:	jisnitengg@vsnl.com
Accommodation	:	Hostel
Eligibility	:	Middle level educational background (graduates preferred). Knowledge Of English (verbal & written), some experience in commerce or Industry desirable but not essential. Age limit not to exceed 50 years.
Contact person	:	Shri R. K. Banerjee, Dy. Director (International Training)
Website Address	:	www.jiscollege.org

S.No.	Name of the Courses	Duration	From	To
60.	Certificate Course in Non Conventional Energy Resources: Concepts & Prospects	10 weeks	04/10/04	11/12/04
61.	Diploma Course on Techno- Commercial Engineering	22 weeks	03/01/05	04/06/05

17. National Crime Records Bureau

Address : East Block-7, R. K. Puram, Sector-1, New Delhi – 110 066
Telephone : +91-11-26101767/26172324/26176685
Fax : +91-11-26180347/26186576/26197984
E-mail : trgnrcb@vsnl.com, training@ncrb.nic.in
Accommodation : Hotel
Eligibility : Middle level decision making police officers with atleast 10-12 years of service and having knowledge of English. Preferably be working as investigation officers/detectives or engaged in fingerprints identifications activities.
Contact person : Shri Ramavtar Yadav, IPS Director
Website Address : www.ncrb.nic.in

S.No.	Name of the Courses	Duration	From	To
62.	Information Technology in Law Enforcement	12 weeks	05/01/05	29/03/05
63.	Advanced Finger Print Science & Computers	12 weeks	05/01/05	29/03/05

18. National Institute of Entrepreneurship and Small Business Development

Address : NSIC-TSC Campus, Okhla Industrial Estate, New Delhi – 110 020
Telephone : +91-11-26826506,26826809,26826532
Fax : +91-11-26826811
E-mail : edniesbud@vsnl.net
Accommodation : Hotel
Eligibility : Senior Executives/Directors/Officials/Women entrepreneurs, Officials working in Industrial and small business development organisations, planning departments, financial institutions, commercial banks, research institutions, universities, NGOs or voluntary organisations, trainers or faculties from entrepreneurship promotion agencies. Adequate knowledge of English is essential.
Contact person : Dr. Stuti Kacker , Executive Director

S.No.	Name of the Courses	Duration	From	To
64.	Small Business Planning and Promotion(SBPP)	8 Weeks	26/10/04	18/12/04
65.	Women and Enterprise Development A Trainer's/Promoter's Programme	8 Weeks	13/12/04	04/02/05
66.	Entrepreneurship Development and Promotion of Income Generation Activities (ED-PIGA)	8 Weeks	13/12/04	04/02/05
67.	Business Advisor's Training Programme(BATP)	8 Weeks	03/01/05	25/02/05
68.	Entrepreneurship for small Business Trainers/Promoters Programme(ESB-TP)	8 Weeks	04/02/05	31/03/05
69.	Human Resources Development Through Entrepreneurship Training	8 Weeks	23/08/04	15/10/04

19. National Institute of Small Industry Extension Training

Address : Yousufguda, Hyderabad – 500 045

Telephone : +91-40-2360854/46/23608316-19

Fax : +91-40-23608547/23608956

E-mail : ck@nisiet.org

Accommodation : Hostel

Eligibility : Personnels/Management consultants, Librarians, Information Scientists, Professionals from Government organization/Non-Government and Financial Institutions. 10 Years work experience desirable.

Contact person : Dr. Chukka Kondaiah, Principal Director

Website Address : <http://www.nisiet.org>

S.No.	Name of the Courses	Duration	From	To
70.	Small Enterprise Financing – Approaches & Strategies	8 Weeks	09/08/04	01/10/04
71.	Small Enterprise Development and Promotion	8 Weeks	09/08/04	01/10/04
72.	Small Enterprises Management Consultancy Skills	8 Weeks	09/08/04	01/10/04
73.	Empowerment of Women through Enterprises: Identification, Selection, Promotion	8 Weeks	10/01/05	04/03/05
74.	Food Processing Enterprises for Women	8 Weeks	11/10/04	03/12/04
75.	Promotion of Micro Enterprises	8 Weeks	10/01/05	04/03/04

76.	Total Quality Management & ISO 9000/14000 & QS 9000	8 Weeks	11/10/04	03/12/04
77.	Promotion of Export Oriented Agro Industries	8 Weeks	10/01/05	04/03/04
78.	Training Methods & Skills for Managers	8 Weeks	10/01/05	04/03/04
79.	Data Base Management Systems	8 Weeks	10/01/05	04/03/04
80.	Trainers' Training in Entrepreneurship Development	8 Weeks	09/08/04	01/10/04
81.	Information Storage and Retrieval Systems	8 Weeks	09/08/04	01/10/04
82.	Cluster Development Executive Programme	8 Weeks	11/10/04	03/12/04
83.	Sustainability and Environmental Management in SMEs	8 Weeks	11/10/04	03/12/04
84.	Tourism and Hospitality Management	8 Weeks	11/10/04	03/12/04
85.	Micro Finance for Micro Enterprises SHG Approach	8 Weeks	11/10/04	03/12/04
86.	Intellectual Property Right (IPRs) and Implications for SMEs	8 Weeks	10/01/05	04/03/05

20. Narula Institute of Technology

Address	:	City Office – 20, B.T. Road, 81, Nilgunj Road Kolkata – 700 002
Telephone	:	+91-33-25839046,25834387
Fax	:	+91-33-25289000
E-mail	:	jisnitengg@vsnl.com
Accommodation	:	Hostel
Eligibility	:	Middle level educational background (Graduates Preferred). Knowledge of English (Verbal & Written). Some experience in Commerce or Industry desirable, but not essential. Age limit not to exceed 50 Years.
Contact person	:	Shri N. K. De, Director (International Training)
Website Address	:	http://www.narula-technology.org

S.No.	Name of the Courses	Duration	From	To
87.	Certificate Course on Public Systems Management: Energy, Hospital, Transport & Environment.	10 weeks	11/10/04	18/12/04
88.	Diploma Course on Materials Management	22 weeks	10/01/05	11/06/05

21. Postal Training Centre

Address : Nazarbad, Mysore – 570 010, Karnataka
Telephone : +91-821-2520437, 2521600
Fax : +91-821-2522023, 2521295
E-mail : ptcmysore@sancharnet.in
Accommodation : Hotel
Eligibility : Good working knowledge in English.
Contact person : Shri V K Gupta, Director

S.No.	Name of the Courses	Duration	From	To
89.	Information Technology in Postal Services	6 weeks	20/09/04	23/10/04

22. South India Textile Research Association

Address : P.B. No.3205, Coimbatore Aerodrome P.O., Coimbatore – 641 014
Telephone : +91-0422-2574367/2574368
Fax : +91-0422-2571896
E-mail : sitra@vsnl.com
Accommodation : Hotel
Eligibility : Experience in textile mills/textile testing laboratories/handloom,
Powerloom or Knitting industry. Minimum 1 year experience in personnel
administration.
Contact person : Dr. Arindam Basu, Director
Website Address : <http://www.sitra.org.in>

S.No.	Name of the Courses	Duration	From	To
90.	Textile Mill Management	9 Weeks	10/06/04	14/08/04
91.	Textile Testing & Quality Control	9 Weeks	10/06/04	14/08/04
92.	Textile Extension	9 Weeks	10/06/04	14/08/04
93.	Personal Management	9 Weeks	10/06/04	14/08/04
94.	Textile Mill Management	9 Weeks	06/09/04	10/11/04
95.	Textile Testing & Quality Control	9 Weeks	06/09/04	10/11/04
96.	Textile Extension	9 Weeks	06/09/04	10/11/04
97.	Personal Management	9 Weeks	06/09/04	10/11/04

23. Water Resource Development Training Centre

Address : Indian Institute of Technology, Roorkee – 247 667, Uttarakhand, India
Telephone : +91-1332-285251/271073
Fax : +91-1332-271073/273560
E-mail : wrdtc@iitr.ernet.in
Accommodation : Hostel
Eligibility : Recognised degree in related branch of engineering or an equivalent qualification acceptable to the university with minimum 60% marks and 3 years of practical experience (marginal deficiency in experience may be condoned).
Contact person : Prof. Umesh C. Chaube, Head of the Department
Website Address : <http://www.iitr.ernet.in> or <http://www.iitr.ac.in>

S.No.	Name of the Courses	Duration	From	To
98.	Water Resource Development (Civil)	12 months for P.G. diploma & 24 months for M.Tech Degree	27/07/04	
99.	Water Resource Development (Mechanical)	„	27/07/04	
100.	Hydro Electric System Engineering & Management	„	27/07/04	
101.	Irrigation Water Management	„	27/07/04	

How to Apply

1. Interested persons should apply, in the prescribed form, through their own Ministries/Departments or the Foreign Office, who will recommend the application to the Indian High Commission or the Embassy Resident in a particular country. The authorized officials of the foreign Government will be responsible for nominating the applicants.
2. The employees and officials of the Government, Public Sector Enterprises, Universities and Chamber of Commerce and Industries are eligible to apply for scholarship under ITEC and SCAAP. The scholarship covers free international airfare, tuition fees, accommodation, medical and health care and out of pocket expenses (Living Allowance). The Ministry of External Affairs of the Government of India gives the scholarship.
3. Applications may be sent to the training institutes in India who will scrutinize the applications of the candidates and the eligibility from technical point of view including educational qualification and work experience. The final decision for grant of scholarship rests with the Ministry of External Affairs, Government of India.
4. Upon selection, the Indian Embassies and High Commissions would inform the concerned authorities. The Indian Missions abroad would brief the selected candidates about the training Programme in India and will also provide an economy/tourist class return air ticket to the candidates for their travel to India.

PARTICULARS OF ITEC/SCAAP NOMINEE
(For use of Ministry of External Affairs)
(TC Division only)

This portion will be detached from the main ITEC/SCAAP form and kept in the TC Division for record. (To be filled in by the Officer responsible for the ITEC/SCAAP work in the High Commission/Embassy of India)

1. Name & Designation :
2. Name of Employer & Parent Department :
3. Permanent Address :
4. Name of Course and Training Institute in India :
5. Duration :

Note :

Indian Mission must satisfy itself before forwarding the nomination form that :

- (i) The nominee has not availed of training facilities under ITEC/SCAAP earlier;
- (ii) Two copies of the form, duly completed in all respects are forwarded;
- (iii) The forms reach the TC Division, Ministry of External Affairs at least two months before commencement of the course.

DATE

SIGNATURE

STATION

NAME

DESIGNATION

(TO BE SIGNED BY HOM OR CDA)

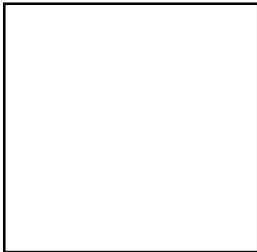
(To be filled in by Officer responsible for the ITEC/SCAAP work in TC Division)

A. Sanction No./Date :

B. Remarks/Observations :

**Government of India
Ministry of External Affairs
(TC Division)**

ITEC/SCAAP TRAINING FORM



Name of the Sponsoring Country : _____
Name of the Course : _____
Commencing from : _____ to _____
Name of the Institute : _____

**PART – I
(To be completed by the nominee)**

1. Personal Particulars of the nominee

a. Name : _____
b. Surname, if any : _____
c. Male/female : _____
d. Marital status : _____
e. Date of birth : _____
f. Nationality : _____
g. Address/Tel. No. : _____

h. Name and address of person to
be notified in case of emergency: _____
_____ Tel. No. _____

i. Food habits
(Vegetarian/non-vegetarian) : _____

2. Educational Qualification

Particulars of Deg/Dip/Certificates	Year of passing	Name of Educational Institute	Location

3. Give Details of any other professional qualification, which you possess:

Particulars of Professional Qualification	Year of passing	Name of Educational Institute	Location

4. Employment Records:

Particulars of Position held	Year	Nature of Work

5. Are you an employee of government/quasi-government/? Private company or are you self-employed?

6. Name and address of your present employer:

Name	Address

7. Details of courses attended, if any, outside your country to upgrade your technical/professional skills:

Name of the country	Name of courses and its duration	Year

8. State briefly in 100 to 150 words, the reasons, both personal and professional, for your interest in receiving the training.

DECLARATION

I _____
(USE BLOCK LETTERS SURNAME LAST)

of (country)_____ certify that statement made by me in PART - I of this form is true, complete and correct to the best of my belief ; if accepted for training award, I undertake to :

- (a) carry out such instructions and abide by such conditions as may be stipulated by both the nominating and donor Government, in respect of training;
- (b) to follow the course of study or training and abide by the rules of the university or other institutions or establishment in which I undertake to study or gain training;
- (c) submit progress report which may be prescribed;
- (d) to refrain from engaging in political activities, or from any form of employment for profit or gain;
- (e) return to my home country at the end of my course of study or training.

I also fully understand that if I am granted a training award it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.

Date :

Place :

(SIGNATURE OF THE NOMINEE)

**To be completed by the authorized official of the
Nominating Government**

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 examined the medical certificates and X-ray reports produced by the nominee which state that he is medically fit and free from any infectious disease such as AIDS and yellow fever and that having regard to his physical and mental history there is no reason to suppose that the nominee is other than fit to undertake the journey to India and to remain under training in that country.
- (c) The nominee has sufficient knowledge of spoken and written English to enable him to follow the course of training for which he 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 _____

Dated:

Signature:

Place:

Designation:

(With seal)