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வெளிநாட்டு வளங்கள் திணைக்களம்  
Department of External Resources

இதல், இலங்கைப் பண சார்வை சம்பந்தமான அமைச்சு  
செலக்ஷி கார்ட்டில் (3 வැනி மைல்), அ.பெ. 277, கொழும்பு 00100, இலங்கை

நதி, திட்டமிடல் மற்றும் பொருளாதார அபிவிருத்தி அமைச்சு  
செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

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මගේ අංකය  
எனது இல  
My No

TA/ITEC/INDIA/GEN/2025

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

28/01/2025

Secretary to the President / Presidential Secretariat  
Secretary to the Prime Minister / Prime Minister's Office  
Secretary to the Cabinet / Cabinet Office  
Secretary / General to the Parliament  
Secretaries / All Ministries  
Auditor General / National Audit Office  
Chairmen / All Independent Commissions  
Chief Secretaries / All Provincial Councils  
District Secretaries / All Districts

Attn: Officer In-Charge Foreign Trainings

Dear Sir/Madam

**ITEC: Training Slots under the Indian Technical & Economic Cooperation (ITEC) Scholarship Scheme of the Ministry of External Affairs, Government of India for the Year 2024-2025 in India (Short-Term) – List - III**

The Government of India has invited nominations from eligible government-sector officials from Sri Lanka for the above programmes to be held in India. A list of training programmes is enclosed as Annex 1. Further details on each programme can be downloaded from <https://www.itecgoi.in/meaportal/registerApplicant>.

We would highly appreciate, if you could instruct the relevant officials to circulate the relevant programmes among the Departments/ Divisions/ Institutes and Provincial / District administration under your purview and submit most suitable nominations to the Department of External Resources (ERD) along with following documents as soon as possible;

- Nomination Letter (from the relevant Ministry)
- Two sets of duly filled Application Form (printouts of the online application)
- Duly filled ERD Form (can be downloaded from [www.erd.gov.lk](http://www.erd.gov.lk))
- A copy of Passport (with minimum 6-month validity period)

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பணிப்பாளர் நாயகம்  
Director General

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அலுவலகம்  
Office

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தொலை நகல்  
Fax

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Maximum 02 seats are available for each programme and final selection will only be made by the Government of India. The applicants are strongly advised to study the programme details and apply only for the programme relevant to his/her present duties, as the priority will be given to such officials during the screening process done by the High Commission of India.

Please note that the following procedures will be applied when submitting applications for the ITEC Programs:

1. Applicants are strongly encouraged to register to the interested programme as early as possible using the following link and to submit the required documents before the deadline to the Department of External Resources.

<https://www.itecgoi.in/meaportal/registerApplicant>

It may kindly be noted that, the candidates are required to fill the ITEC application form carefully and not to leave any column incomplete/ blank or furnish incorrect information. Incomplete applications will automatically be rejected.

2. The **first five (05) applications** will be processed on a "first come, first serve" basis considering the relevancy of the applicant to the programme. Once the first five applications are forwarded to the High Commission of India (HCI) in Sri Lanka, applications will be closed for that particular program as the HCI has requested only 3 - 4 applications for each program. Moreover, if a ministry /agency sends more than 01 (one) nomination for a particular programme, the order of the nominations is considered as the order that the nominees are listed in their letter and in such instance, the entire list of nominees from a single ministry may not be considered for further process due to limited availability of foreign training opportunities.
3. According to the High Commission of India, **once an ITEC Programme is offered, the recipient is ineligible for any other ITEC Programme**. Further, the candidates should be in the **age group of 25-45 years** and have a working experience of **Five (05) years** and also should have working knowledge of English to follow the ITEC course.

Government of India will provide the following facilities to participants for in person programmes;

- Return Air Ticket (Economy Class) from Colombo to Training Institute in India
- Course fees
- Accommodation- Hostel/ Hotel
- Medical expenses (only in case of medical emergency during their training in India)
- Approved study tours (including places of historical importance)

Your attention to the details mentioned above and early response would be greatly appreciated.

Yours faithfully



Chandrika K. Senanayake  
Deputy Director / Technical Assistance  
for Director General