

General Instructions for applicants

1. Eligibility criteria for admission to Courses -
 - Working knowledge of English required to follow the Course
 - Age between 25 to 45 years
 - Medically fit to undertake the training
2. **Once an ITEC programme is offered, the same recipient is ineligible for any other ITEC Programms (short term/long term).**
3. It may kindly be noted that all applicants are required to apply for ITEC courses online (<https://www.itecgoi.in/meaportal/registerApplicant>) - (Apply for ITEC course). The applicants can choose their own login email ID and create their login password, which would be used by the system to keep them posted of the status of their application.
4. After a candidate has submitted application online, he/she must take a printout of the application and send it to the **Department of External Resources of Sri Lanka** with all supporting documents. Incomplete applications will be rejected. The terms & conditions and guidelines for applicants are attached at Annexure -II.
5. A medical certificate issued by the doctor/hospital (Government Hospitals) should be attached with the application to ensure that participants are medically fit to undertake the course India.
6. Upon selection, the High Commission of India will inform the Nodal/designated Department/Agency and the candidate.
7. Selected candidates are required to familiarize themselves fully with the living conditions in India and about the Institute through the Institute's website.
8. **Decision regarding acceptance of applications/nominations rests solely with the Ministry of External Affairs, Government of India.**

Expenses Covered under ITEC programme

- Air Fare

Excursion/economy class air tickets for travel from their respective home countries, to the place of training in India and back.

- Visa

Visa is issued gratis to the participants. Prior to departure for training in India, participants are advised to apply for Visa to the High Commission of India, accredited or concurrently accredited to their country. Visa issued for a particular training programme cannot be utilized for some other purpose.

- Course Fees

Fees charged by the training institutes are borne by the Government of India.

- Accommodation

Accommodation is provided by the Training Institute in a hostel/hotel and the charges on this account are borne by the Government of India. While generally accommodation is provided on single occupancy, there could be instances of accommodation being provided on double occupancy basis. (Type of accommodation being provided by the Institute is available at ITEC portal). Participants are required to pay for availing services such as: a. Room service, b. Laundry, c. Local and outstation telephone calls, fax, etc.

- Living Allowance

The participants will receive a daily living allowance (currently INR 1200 or 1500 - per day). Disbursement of this Allowance will be made by the Institute on a weekly/fortnightly basis (as decided by the Institute) after deducting charges for meals, as participants are required to bear expenditure for meals from the Living Allowance. In case institute does not make any arrangement for provision of meals, the participant will receive the entire daily living allowance. Participants are advised to bring some extra money with them for any particular individual needs they may have, including special dietary needs, shopping and other out-of-pocket expenses.