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பொது நிர்வாக, மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Administration, Provincial Councils and Local Government

නිදහස් වෘත්තය, කොළඹ 07, ශ්‍රී ලංකාව சுதந்திர சதுக்கம், கொழும்பு 07, இலங்கை.

Independence Square, Colombo 07, Sri Lanka

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මගේ අංකය } MPA/HRD/HR15/FTS/ITEC/2025
எனது இல }
My No }

ඔබේ අංකය }
உமது இல }
Your No }

දිනය } 27.05.2025
திகதி }
Date }

Additional Secretary (Administration)
Home Affairs Division

Additional Secretary (Administration and Training)
Provincial Councils and Local Government

Space Mission Design, Analysis and Operations- Training Programme under the Indian Technical & Economic Cooperation (ITEC) Scholarship Scheme of the Ministry of External Affairs, Government of India in India, from 30th June to 12th July 2025

The Government of India has invited nominations from the eligible government - sector officials from Sri Lanka for the above short term training program. The letter No TA/ITEC/INDIA/S/24/25-26 dated 20th May 2025 and the General Instructions for the applicants send by the Director General of the Department of External Resources regarding the above program are enclosed.

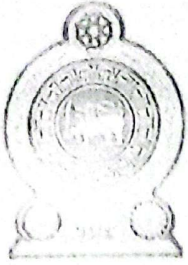
02. You are kindly requested to submit nominations from staff officers in your Departments/ Institutes/ Divisions for the above program. **Maximum of 02 opportunities are available** for Sri Lanka and four nominations can be submitted to the High Commission of India for consideration.

03. Please advice all applicants to visit the ERD website mentioned in the above letter to download the details of the programme and submit their applications with your recommendation to the Department of External Resources before the deadline. Please ensure compliance with the conditions and guidelines set forth by ITEC.

04. As per the instruction given by ERD, applicants are strongly advised to register as early as possible via the following link.
<https://www.itecgoi.in/mcaportal/registerApplicant>

05. Your early response in this regard is highly appreciated.

S. Jalatheepan
Additional Secretary
(Human Resources Development)
For Secretary
Ministry of Public Administration, Provincial Councils and Local Government
Telephone Number- 0112698462



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வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

සිරිල්, මුහුණපාදන සහ ආර්ථික සංවර්ධන අමාත්‍යාංශය
கேள்வித் துறா (3 වැනි මහල), කැප. 277, කොළඹ 00100, ශ්‍රී ලංකාව
நத, து. ப. இ. உ. மறுமலர் அமைச்சு 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/S/24/25-26

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

20/05/2025

Attn: Officer In-Charge Foreign Trainings

Secretary to the President / Presidential Secretariat
Secretary to the Prime Minister / Prime Minister's Office
Secretaries / All Ministries
Chief Secretaries / All Provincial Councils
District Secretaries / All Districts

Space Mission Design, Analysis and Operations – Training Programme under the Indian Technical & Economic Cooperation (ITEC) Scholarship Scheme of the Ministry of External Affairs, Government of India in India, from 30th June to 12th July 2025

The Government of India has invited nominations from eligible government-sector officials from Sri Lanka for "Space Mission Design, Analysis and Operations" training programme. This programme will be held in India from 30th June to 12th July 2025. Further details of the programme can be downloaded from the link: <https://www.itecgoi.in/meaportal/registerApplicant>

We would greatly appreciate it if you could instruct the relevant officials to circulate this information among the Departments, Divisions, Institutes, and Provincial/District administrations under your purview. Please ensure that the most suitable nomination is submitted to the Department of External Resources (ERD) along with the following documents by 2.00 pm on 16th June 2025:

- Nomination Letter (from the relevant Ministry)
- Two sets of duly filled Application Form (printouts of the online application)
- Duly filled ERD Form (available at www.erd.gov.lk)
- Two copies of Passport (with a minimum 6-month validity period)
- Medical certificate issued by a doctor/ Government Hospital in the prescribed format
- A statement on the relevance of the training program to the current job role

Please be advised that the deadlines for application submission will be strictly enforced. Therefore, it is required to ensure that all applications are submitted by the stipulated time.

We have been informed that a maximum of two (02) opportunities are available for Sri Lanka, and to submit four nominations to the High Commission of India (HCI) for screening. Therefore, we kindly request that you select the most suitable officer from your organization, provided that the course is relevant to the functions of the Ministry and the official duties of the nominating officer. The relationship of the training programme to the nominee will be critically considered during the screening process conducted by the HCI.

Please be advised that the following procedures will be applied when submitting applications for the ITEC Programs. These procedures are established to ensure compliance with the conditions and guidelines set forth by ITEC, as well as to facilitate a streamlined application process:

- Applicants are strongly encouraged to register for the programme as early as possible using the link: <https://www.itecgoi.in/meaportal/registerApplicant>

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பணிப்பாளர் நாயகம்
Director General

94-11-2484693

කාර්යාලය
அலுவலகம்
Office

94-11-2484500
94-11-2484600

ෆැක්ස් අංකය
தொலைபேசி
Fax

94-11-2447633
94-11-2387153

- Please ensure that the printout of the online application, along with the required documents, is submitted to the Department of External Resources before the deadline.
- It is important to note that candidates must complete the ITEC application form meticulously, ensuring that no fields are left incomplete or blank, and that all information provided is accurate. Incomplete applications will be rejected without undergoing the screening process.
- The first four (04) applications will be processed on a "first come, first served" basis, taking into account the relevance of the applicant to the programme. Once the first four applications are forwarded to the HCI in Sri Lanka, the application status will be marked as closed.
- Furthermore, if any ministry or agency submits more than one (01) nomination, the order of the nominations as indicated in the covering letter will be considered as the priority order for the nominees. Therefore, we kindly request that you specify the names in order of priority when submitting the nomination letter.
- We would like to emphasize that only two training opportunities are available and therefore, not all ministries may be able to participate. In light of this limitation, a maximum of one placement may be allocated to a ministry. However, should the required number of applications not be received from other ministries, institutions, or organizations, additional placements may be considered.
- Officers are not permitted to reapply for any training course offered under the ITEC Programme (short-term or long-term) once they have already participated in an ITEC course.
- Applicants should be within the age range of 25 to 45 years.
- Candidates must have a minimum of three years of experience in the fields of research, intellectual property (IP), and technology management.
- A working knowledge of English is required to successfully follow and complete the ITEC course.
- Candidates must be medically fit to undertake the training.

The Government of India will provide the following facilities to participants selected for in-person training programmes:

- Return Air Ticket (Economy Class) from Colombo to Training Institute in India
- Course fees
- Accommodation
- Living Allowance of INR 1,500/- per day for meeting expenditure on food
- Medical expenses (only in case of medical emergency during the training in India)
- Approved study tours (including places of historical importance)

Please note that the final decision regarding the acceptance of applications/nominations rests solely with the Ministry of External Affairs of the Government of India and only selected candidates will be notified through the ERD and the HCI in Sri Lanka.

This is a valuable opportunity for public sector officials and the Government of Sri Lanka. We therefore look forward to receiving a strong list of nominations to ensure the maximum utilization of this offer. Your cooperation and prompt action in this regard are highly appreciated.



Tharanga Liyanage
Additional Director General
for Director General

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.**