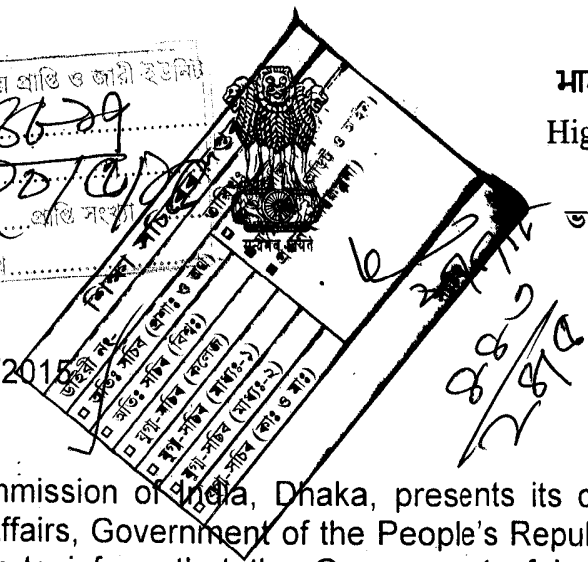


শিক্ষা মন্ত্রণালয় প্রতি ও জারী ইউনিট  
 প্রতি সংখ্যা ৪৬২৭  
 প্রতি তারিখ ২০/৫/১৫  
 শাখা নং..... প্রতি সংখ্যা  
 প্রতি তারিখ.....

भारत का उच्चायोग, ढाका  
 High Commission of India  
 Dhaka  
 भारतीय हाई कमिशन, ढाका

No. DAC/E&C/233/1/2015

14<sup>th</sup> May, 2015



The High Commission of India, Dhaka, presents its compliments to the Ministry of Foreign Affairs, Government of the People's Republic of Bangladesh, and has the honour to inform that the Government of India is offering 318 courses under the Indian Technical and Economic Cooperation (ITEC) Programme for the year 2015 - 2016. The ITEC/TCS Courses are available on High Commission of India, Dhaka website: [www.hcidhaka.gov.in](http://www.hcidhaka.gov.in) (under Education & Training). The esteemed Ministry is requested to disseminate this information to the concerned Ministries/Organizations and nominate the candidates interested to undergo these training courses.

2. The High Commission would like to further intimate that a new updated user-friendly ITEC portal has been launched for processing of applications. The applicants are required to fill in the applications online at "Apply for ITEC/SCAAP course" link at the new website (<https://www.itecgoi.in/meaportal/registerApplicant>). They 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 processing status. After a candidate has applied for a course, he/she must take a printout of the application and send it to the High Commission through the nominating Ministry/Organization. A customized Users' Manual for the applicants is available inside the Portal which can be accessed by clicking the 'Help' icon.

3. The eligibility criteria for the candidates are that they should be employed in the Government/ Public Sector/ Universities/ Chambers of Commerce and Industry for at least 5 years should be **between the age group of 25 to 45 years**; proficiency in English is necessary and a proficiency test for English may be conducted by the Mission. Candidates shall be required to submit a medical fitness certificate from recognized hospitals. **However, the courses are not open to individuals who have already availed training under ITEC, Colombo Plan or Special Courses. Two candidates per course is the norm followed by Government of India.**

শিক্ষা মন্ত্রণালয় যুগ্ম-সচিব (বিঃঃ)	
ডায়েরী নং.....	২৩৬
তারিখঃ.....	২০/৫/১৫
যুগ্ম-সচিব (বিঃঃ-১)	অধিশাখা-১৭
উপ-সচিব (বিঃঃ-২)	শাখা-১৮
উপ-সচিব (বিঃঃ-৩)	শাখা-১৯
ব্যক্তিগত কর্মকর্তা	
যুগ্ম-সচিব (বিঃঃ)	

শিক্ষা মন্ত্রণালয় অতিরিক্ত সচিব (বিঃঃ)	
ডায়েরী নং- ২০১০	
তারিখঃ- ২০/৫/১৫	
ইউজ-সচিব (বিশ্ববিদ্যালয়)	
উপ-সচিব/সিনিয়র সহকারী সচিব	শাখাঃ ১৭
উপ-সচিব/সিনিয়র সহকারী সচিব	শাখাঃ ১৮
উপ-সচিব/সিনিয়র সহকারী সচিব	শাখাঃ ১৯
ব্যক্তিগত কর্মকর্তা	
Pl. put it in box ২৫/৫/১৫	
অতিরিক্ত সচিব (বিশ্ববিদ্যালয়)	

Cont....2/-

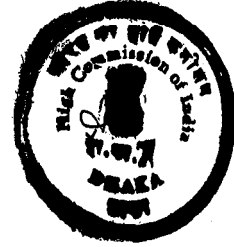
৩১/৫/১৫  
 A-০  
 ২৫/৫/১৫

4. The entire cost of training including course fees, return international airfare, accommodation, living allowance and book allowance shall be borne by the Ministry of External Affairs, Government of India. Accommodation for the selected candidates shall normally be arranged in hostels attached to the institutes.

5. All nominations duly forwarded by the Ministry of Foreign Affairs/Economic Relations Division, Ministry of Finance may be sent to Attaché (ITEC), High Commission of India, Dhaka **preferably three months before commencement of the relevant course**, along with copies of National ID Card, Passport and Educational Certificates.

6. The High Commission of India avails itself of this opportunity to renew to the Ministry of Foreign Affairs, Government of the People's Republic of Bangladesh, the assurances of its highest consideration.

Ministry of Foreign Affairs  
[(Kind Attn: Director General (SA)],  
Government of the People's Republic of Bangladesh,  
Segun Bagicha, Dhaka



Economic Relations Division  
[Kind Attn: Deputy Secretary],  
Ministry of Finance,  
Government of the People's Republic of Bangladesh,  
Block # 16, Room # 18,  
Sher-e-Bangla Nagar, Dhaka-1207

Copy to concerned Ministries:

1. Additional Secretary (Legislative Drafting Wing), Ministry of Law, Justice & Parliamentary Affairs, Bangladesh Secretariat, Dhaka-1000.
2. Additional Secretary (Administration & Input Wing), Ministry of Agriculture, Bangladesh Secretariat, Dhaka-1000. ([Secretary@moa.gov.bd](mailto:Secretary@moa.gov.bd))
3. Additional Secretary (Administration), Ministry of Information Bangladesh Secretariat, Dhaka-1000.
4. Additional Secretary (Administration), Ministry of Environment & Forest, Bangladesh Secretariat, Dhaka-1000.
5. Additional Secretary (Administration), Power Division, Ministry of Power, Energy and Mineral Resources, Bangladesh Secretariat, Dhaka-1000.
6. Additional Secretary (Administration), Ministry of Commerce, Bangladesh Secretariat, Dhaka-1000 ([minist@mincom.gov.bd](mailto:minist@mincom.gov.bd), [secretary@mincom.gov.bd](mailto:secretary@mincom.gov.bd))
7. Additional Secretary (Administration), Ministry of Civil Aviation & Tourism, Bangladesh Secretariat, Dhaka-1000 ([info@mocat.gov.bd](mailto:info@mocat.gov.bd), [kfaruk15@yahoo.com](mailto:kfaruk15@yahoo.com))
8. Additional Secretary (Administration), Ministry of Land, Bangladesh Secretariat, Dhaka-1000. ([minster@minland.gov.bd](mailto:minster@minland.gov.bd), [secretary@minland.gov.bd](mailto:secretary@minland.gov.bd))
9. Additional Secretary (Administration), Ministry of Women & Children Affairs, Bangladesh Secretariat, Dhaka-1000.
10. Additional Secretary (Administration), Ministry of Fisheries & Livestock Bangladesh Secretariat, Dhaka-1000. ([min\\_mofl@bttb.net.bd](mailto:min_mofl@bttb.net.bd), [secy\\_mofl@bttb.net.bd](mailto:secy_mofl@bttb.net.bd))
11. Additional Secretary (Administration), Ministry of Communications, Bangladesh Secretariat, Dhaka-1000 ([secretary@moc.gov.bd](mailto:secretary@moc.gov.bd), [minster@moc.gov.bd](mailto:minster@moc.gov.bd))
12. Additional Secretary (Administration), Ministry of Industries, Shilpa Bhaban, 91, Motijheel C/A, Dhaka-1000. ([industry@moind.gov.bd](mailto:industry@moind.gov.bd), [indsecy@moind.gov.bd](mailto:indsecy@moind.gov.bd))
13. Additional Secretary (Administration), Ministry of Education, Bangladesh Secretariat, Dhaka-1000. ([info@moedu.gov.bd](mailto:info@moedu.gov.bd))
14. Additional Secretary (Administration), Ministry of Science & ICT, Bangladesh Secretariat, Dhaka-1000.
15. Additional Secretary (Administration), Ministry of Water Resources, Bangladesh Secretariat, Dhaka-1000. ([minister@mowr.gov.bd](mailto:minister@mowr.gov.bd), [secretary@mowr.gov.bd](mailto:secretary@mowr.gov.bd))
16. Additional Secretary (Administration), Ministry of Home Affairs, Bangladesh Secretariat, Dhaka-1000.
17. Additional Secretary (Administration), Ministry of Health & Family Welfare, Bangladesh Secretariat, Dhaka-1000.
18. Additional Secretary (Administration), Ministry of Shipping, Bangladesh Secretariat, Dhaka-1000.
19. Chairman, Bangladesh Space Research Sensing Organization (SPARRSO), Agargaon, Sher-e-Bangla Nagar, Dhaka-1000.
20. Economic Relations Division, [Kind Attn: Deputy Secretary], Ministry of Finance, Bangladesh Secretariat, Dhaka. ([secy\\_erd@bangla.net](mailto:secy_erd@bangla.net) & [mofl@bdmail.net](mailto:mofl@bdmail.net))
21. Ministry of Foreign Affairs, (Kind Attn: Director General (SA)),
22. Additional Secretary, Ministry of Public Administration, Foreign Training Branch, Government of the People's Republic of Bangladesh, Dhaka

*Arundhati Das*

(Arundhati Das)  
First Secretary (HOC)  
High Commission of India, Dhaka  
E-mail: [commerce@hcidhaka.gov.in](mailto:commerce@hcidhaka.gov.in)