

New Online Portal for Processing of ITEC Training Programmes for 2015-16

– Application Procedures:

ITEC applicants are now required to upload applications themselves

Embassy of India, Dakar is pleased to inform that processing of new applications for 2015-16 courses have just been launched online. The applications are now required to be filled in by the applicants themselves at the “**Apply for ITEC/SCAAP course**” link at the new website <https://www.itecgoi.in/meaportal/registerApplicant> . 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 processing status. After a candidate has applied for a course, he/she must take a printout of the application and send it to the Embassy of India, Dakar **through** the nominating Ministry/Organizations of their respective countries. The Embassy of India, Dakar will retrieve the application using the unique Application ID of the application and further process and transmit it to the Indian authorities for further action.

The ITEC brochure for the year 2015-16 can also be downloaded through <http://itec.mea.gov.in> as “Training Brochure 2015-16” under “Courses” head **OR** <http://itec.nic.in> or www.embassyofindiadakar.org .

Courses upto August 2015 have been activated in the first phase. Courses for subsequent months will be activated later, with a lead time of 2-3 months. The following **guidelines** may be taken care of while applying for any course under ITEC:

- The candidate should be proficient in English and has sufficient knowledge in the subject concerning the course selected by him/her.
- Candidates should be from the Government sector, Public sector undertakings, Universities and Chamber of Commerce and Industries, private sectors and NGOs/NPOs. The nominations should be recommended by the Government of the respective country. In case of candidates from the private sector, NGOs etc. an indication is required in the application form itself that the nomination is recommended by the Local organizations such as Chamber of Commerce etc. (if any).
- A printout of the duly filled up online ITEC application form recommended/forwarded by the Government of the respective country should be submitted to the Embassy at least two months before the commencement of the course for onward transmission to authorities in India.

- The candidates must get vaccinations against Yellow fever, Hepatitis B which is mandatory for foreign students studying in India.
- The candidates should be in the age group of 25-45 years.
- The application will be automatically rejected if any column is inaccurate, incomplete or blank.
- While filling the form, no abbreviations should be used. Write full name of degree, organization/institution, designation, etc.
- Undertaking by the candidate and the recommendations from employer are compulsory pre- requisites.
- If a candidate has already attended a course sponsored by Government of India, he/she is not eligible for ITEC courses.
- The candidates may kindly note that Government of India will provide medical cover only of emergency nature arising during the period of training. For regular and chronic ailments, the candidates may be advised to bring their medicines used on a regular basis. For regular/chronic ailments, all consultation charges of doctor/medicines etc. would be borne by the participants.
- Government of India provides international return passage as well as living allowance to the candidates selected under ITEC. It may be noted that the expenditure incurred during transit visa and insurance fee, if any would be borne by the candidates themselves.
- The candidates should complete the course. If a need arise during the Course **to leave India, they must seek prior permission of the respective Institute as well as the Ministry of External Affairs. Failure to do so would make them liable to refund the cost of training, air ticket, etc. incurred by Government of India.**