



भारत का उच्चायोग, ढाका  
High Commission of India  
Dhaka

ভারতীয় হাই কমিশন, ঢাকা

No. DAC/E&C/233/01/2015

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

The Vice Chancellor  
American International University Bangladesh  
House # 83/B, Road # 4  
Kemal Ataturk Avenue  
Banani, Dhaka- 1213

Sir,

I would like to draw your attention to the training courses offered by the Government of India under the ITEC/TCS of **Colombo Plan** 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). You may kindly nominate candidates from your organization interested in undergo these training courses in India.

2. In this connection, I would like to mention 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 conducted by the Government of India.** Two candidates per course is the norm followed by Government of India.

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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 may be duly recommended by the Vice Chancellor of the University may 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. I would be happy to answer any queries that you may have on this subject.

With best regards,

Yours sincerely,



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