

ITEC PROGRAMME - GUIDELINE

1. Please visit the website: www.itecgoi.in
2. Applicants should read carefully 'How to Apply' and the 'ITEC Terms & Conditions' under the Head 'Apply for ITEC'
3. Identify the institute and the course from the list of courses given in the 'Training Brochure' for the current financial year (April-March) under the Head 'Courses'
4. Fill the Application Form Online correctly for the selected course after familiarizing with the instructions given in the Application Form. All information sought must be provided. Please do not leave any column blank.
5. In professional experience, put all the experience of working in public as well as private enterprises through out your career.
6. The applicant must submit the required Undertaking, copy of his/her valid passport and copies of educational/professional certificates.
7. Part-II of the Application Form should have the recommendation of the employer (the relevant Mongolian government functionary if the applicant is the head of a private organization / employer himself/herself)
8. Applicants working with a NGO must state the source of funding of their NGO.
9. It may be noted that the applicant should be comfortable in written and spoken English as the medium of instruction/course in India is in English.
10. The ITEC Programme offers varied courses in English language, Information Technology, Banking, Finance, Audit, Finance, Management, Telecommunications, Entrepreneurship, Small & Medium Enterprises, Rural Development, Environment, Renewable Energy, Hydrology, Pharmaceuticals, Tool Design, Fertilizers, Textiles, Remote Sensing, Geology, Education, Standardization, Parliamentary Studies, Mass Communication, Statistics etc.
11. The medical examination form is to be filled in by a Mongolian government hospital. Please complete all columns. Participation in ITEC courses by pregnant females is a disqualification and would result in recovery of expenses incurred by the Government of India. This should be avoided.
12. Applicants not between 25 years and 45 years of age will not be considered. Accordingly, these applicants should not apply.
13. The applicants selected under the Programme are offered free economy class return Air fares from Ulaanbaatar, Course Fees, Accommodation, Living Allowance for meeting some out-of-pocket expenses, Medical care in case of any emergency, Study Tours and Book Allowance.
14. Applicants residing out of Ulaanbaatar and nearby areas can submit scanned copies of their completed application form along with copies of supporting documents via e-mail to reception.ulaan@mea.gov.in and cons.ulaan@mea.gov.in. However, applicants found provisionally eligible will be required to submit the hard copies at the time of interview and completion of formalities, if any.
15. For any clarification Mr. Darkhanbayar, official of the Embassy of India in Ulaanbaatar can be contacted at his Tel No. 9916-3769 (during office hours only).