

HOW TO APPLY

CHECK LIST

Before applying candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by Department of Economic Affairs (DEA), which is summarized as under:-

Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempted from the provisions of cooling off.

2. The candidates should also fulfill the eligibility conditions prescribed by the sponsoring agency in respect of each training programme.

3. **Filling up of application forms:-**

- (i) Ensure that DEA proforma is duly filled in and is complete in all respects.
- (ii) Portion relating Vigilance Clearance should be filled in and certified by the competent authority, who is authorized to issue vigilance clearance in respect of the candidate concerned. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance from respective controlling authorities at the time of nomination will not be considered.
- (iii) Ensure that Part-A or Part-B of DEA proforma, as the case may be, i.e. Undertaking form in respect of training programmes which are not fully sponsored is duly completed by the competent authority. Applications received without undertaking form will be summarily rejected. It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.
- (iv) Ensure that application form as prescribed by the sponsoring agency is also complete in all respects. Wherever the sponsoring agency asks for Country Report, etc. the same should also be attached.

4. **Nominations:-**

- (i) Officials working in PSUs and Autonomous Bodies should send their nominations through the concerned Central Ministries only.
- (ii) In case there is more than one nomination for a particular course, the nominating State Governments / Central Ministries should clearly indicate the prioritization of the nominees.
- (iv) Submission of direct applications to the sponsoring agencies is strictly prohibited. All correspondences relating to foreign training programmes should be routed through Department of Economic Affairs, Govt. of India, which is the Nodal Department for short term training programmes offered under Technical Cooperation by various sponsoring agencies such as JICA, SCPTA, IMF, MTCP, etc.

5. **Clearances:**

Apart from Vigilance clearance, Central Ministries / State Governments / Departments / Autonomous Bodies will be responsible for ensuring necessary clearances such as political clearance from MEA, cadre clearance from cadre controlling authority etc., after the candidate is finally selected, and before the candidate actually proceeds on FTP.

Abbreviations:-

JICA – Japan International Cooperation Agency, **SCPTA** – Singapore Cooperation Programme Training Award, **IMF** – International Monetary Fund, **MTCP** – Malaysian Technical Cooperation Programme.