

## **Guidelines**

Candidates, who can apply, are employees/officials in Government, Semi-Government, Public Sector, Universities/ Schools, Chamber of Commerce and Industry, Private Sector and also members/employees of NGOs and NPOs (for specific courses).

The candidate should possess working knowledge of English to follow the course. For English language course, basic knowledge of English is required.

Candidates should be in the age group of 25-45 years.

It should be noted that if a candidate has already attended a course sponsored by Government of India, he/she is not eligible for ITEC courses.

Candidates are advised not to carry any arms, ammunitions and prohibited items as these are illegal.

Candidates are advised to familiarize themselves with the ITEC terms and conditions, course curriculum, rules and regulations of the Institute.

Facilities provided to the ITEC participants are as follows:

Excursion fare / economy class return air ticket

Visa on Gratis basis

Course Fee

Accommodation in a Hostel or Hotel

Living Allowance at Rs.25 000 per month

Book Allowance at Rs.5000

Government of India will provide medical cover only of emergency nature arising during the period of training. For regular and chronic ailments, the candidates are 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.

Living Allowance of Rs.25,000 per month is, inter alia, meant for meals and the Institute may make deductions if it provides the same to the candidates. For courses of less than a month's duration, Living Allowance is disbursed on pro-rota basis.

In case of hostel accommodation, there could be instances of accommodation being provided on double occupancy basis. (Type of accommodation being provided by the Institute is available on website/brochure of the Institute). In case of hotel accommodation, efforts is made to provide accommodation in good hotels on single occupancy basis. During Study Tours, there may be occasions when the candidates may have to share accommodation due to non-availability of hotel/guesthouse accommodation.

Study Tours are mandatory educational tours. All participants are expected to attend. Please see further information below. For full details on individual courses and eligibility, ITEC Terms and Conditions, and further information on how to apply, applicants should refer to the ITEC website.