Instructions of Applying for ITEC Fellowship Programme under CIRDAP Secretariat

Eligibility Criteria

- Need to have more than five (5) years working experience;
- Need to be Government official;
- Must be aged in between 25 to 45 years;
- Medically fit to undertake the training; and
- Good command on English language.

Application Procedure

Step 1:

- Go to the ITEC website *https://www.itecgoi.in/stream_list.php*
- Select desire course offered by CIRDAP Secretariat
- Select Nationality
- Then tick in the check box as below and select "CIRDAP" as secretariat

If not applying through Indian Mission, Please tick the check box ☑	Secretariat Name * CIRDAP ▼

- Then click "Proceed"

Step 2:

Please be noted, applicant has to **fill in all the information/rows of the application form,** take print out of application form and put seal-signature and other information wherever applicable. I**ncomplete application** will not be accepted by the Indian selection authority.

- **Point 1**; all the personal particulars including special dietary needs, needed to be filled accurately. If any information is found to be mismatched with supporting documents (e.g. passport details, educational details), application will be **rejected**.

- **Point 2**; In Employment/Profession Details, applicant's all previous experience(s) (if any) have to be filled in 1st box and Current Employer Details in 2nd box.

Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)
17 Topkhana Road, GPO Box 2883, Dhaka 1000, Bangladesh
Phone: 880-2- 9586509 – 10 Fax: 880-2-9562035 E-mail: training@cirdap.org

While writing the name of current employer make sure it is the name of organization's not any individual person's.

- **Point 3, 4, 5;** Have to fill up all the information, where needed, accordingly.
- **Point 6;** In English language proficiency certificate, applicant has to write the name of authority that certifies his/her language proficiency, followed by the details of the person, the certifier, of that authority with seal-signature and date.

Please note, this point can be filled in both manually and digitally.

- **Medical Report;** All the rows of the form must have to be filled properly (including pre & post prandial Blood Sugar) and the detail information of the certifier doctor with his signature and seal of clinic/hospital. This point can also be filled in both manually and digitally.

- **Undertaking by The Applicant;** Applicant has to write his/her name, place he/she work and date of application with signature clearly.

- **Part II;** The authorized official of the Nominating Government /Employer has to write his/her name in **block letter in 1st line-**

Followed by, the Name of Nominating Authority, Authorized official's Designation-Address-Date-Place with his/her **seal and signature.**

- ➢ **Editing;** Applicants can edit their applications by following procedure:

    - Click on "Revoke/Modify" button after login in ITEC account
    - Click on "Apply Now" and fill everything accordingly
    - Click "Submit" after completing all the correction(s)

After submission a new activation link will be send to applicants email, click on that given link to activate account. Then login again and click on "My Application" link in the left panel. Afterward click on "Print" button for printing

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Step 3:

After completing the application form, applicant has to **UPLOAD** <u>clear scan copy</u> of the following documents in **https://goo.gl/oSkxaP**

Sl	Type of documents	File Format	Rename as
1.	Complete application form	*pdf	Applicant's first name_form (e.g. bbx_form)
2.	Passport's Information page[1]	*pdf	Applicant's first name_passport (e.g. bbx_passport)
3.	Last educational certificate	*pdf	Applicant's first name_certificate (e.g. bbx_certificate)
4.	Educational certificate's translation[2]	*pdf	Applicant's first name_trans (e.g. bbx_trans)
5.	Short curriculum vitae[3]	*doc/*pdf	Applicant's first name_cv (e.g. bbx_cv)

1. *Passport have to be valid; hence validity will be counted as 6 months from the course starting day*
2. *Translation of certificate will be applicable if it's not in English language*
3. *CV should have to be with detail timeline of job experience(s)*

For uploading files please go to https://goo.gl/oSkxaP

1. Type your valid email address;

2. Type your full name;

3. Select your Country;

4. Type your cell phone number;

5. Click **Add File** and upload file as per instruction above;

6. Click **Submit**;

After submitting documents, applicants will get a confirmation mail of submission

Step 4:

After confirmation from CIRDAP training division through email, applicant has to send his/her **original application particulars (hard copy)** to CIRDAP Head office. List of documents applicant has to send are-

- Original complete application form;
- Photocopy of applicant's valid passport;
- Copy of last educational certificate along with its translation (if applicable);
- Original copy of nomination letter from concern Ministry/Department; and

Submission Address:

The Director General
Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)
'Chameli House', 17 Topkhana Road
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Phone: +880-2-9586509-10, 9558751, 9559686
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Website: www.cirdap.org

*For further assistances (if needed) regarding application, you are welcome to contact CIRDAP through mail at **training@cirdap.org***