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வெளிநாட்டு வளங்கள் திணைக்களம்

Add. Sec. (Admin)

Department of External Resources

මුදල්, ආර්ථික ස්ථායීකරණ සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය
මහලේකම් කාර්යාලය (3 වැනි මහල), තැ.පෙ. 277, කොළඹ 00100

நிதி, பொருளாதார உறுதிப்படுத்துகை மற்றும் தேசியக் கொள்கைகள் அமைச்சு
செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

Ministry of Finance, Economic Stabilization and National Policies
The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

VERY URGENT

දේශ සම්පත් දෙපාර්තමේන්තුව
මහලේකම් කාර්යාලය
04th July 2024
3:45 p.m.
"දේශ සම්පත්" බන්ධුරුව

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல
My No

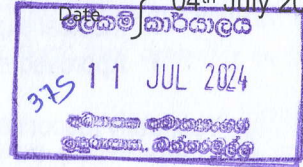
TA/ITEC/INDIA/S/35

ඔබේ අංකය
உமது இல
Your No

දිනය
நிகதி
Date

04th July 2024

Secretary
Ministry of Education



Dear Sir

Attn: Officer In-Charge Foreign Trainings

ITEC: Progress to Proficiency Iteration - II From 01st – 28th August 2024 in India

The Government of India has invited nominations from the eligible government officials for the above programme in India. The programme and the details can be downloaded from <https://www.itecgoi.in/meaportal/registerApplicant>

We would highly appreciate, if you could instruct the relevant officials to circulate the programme among the Departments/ Divisions/ Institutes under your purview and submit four (04) most suitable nominations, to the Department of External Resources (ERD) with the following documents;

Please submit the list of nominations to the Department of External Resources (ERD) with the following documents;

- Nomination Letter (from the relevant Ministry)
- Two sets of the duly filled Application Form (Printouts of the online application)
- Duly filled ERD Form (can be downloaded from www.erd.gov.lk)
- A copy of Passport

Please note that only the duly completed applications received by ERD before 2.00 p.m. on 15th August 2024 with the line ministry covering letter and other relevant documents as stipulated will be processed.

We would highly appreciate if the nominations are sent considering the relevancy of the programme. Maximum 02 seats are available for the above programme and final selection will be done by the Government of India.

The High commission of India in Colombo has informed that, once an ITEC Programme is offered, the recipient is ineligible for any other ITEC Programme. Further, the candidates should be in the age group of 25-45 years and have a working experience of Five (05) years and also should have working knowledge of English to complete the ITEC course.

(cont.....p/2)
24/7/24

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பணிப்பாளர் நாயகம்
Director General

94-11-2484693

කාර්යාලය
அலுவலகம்
Office

94-11-2484500
94-11-2484600

ෆැක්ස් අංකය
தொலை நகல்
Fax

94-11-2447633
94-11-2387153
94-11-2434876

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It may kindly be noted that, the candidates are required to fill the ITEC application form carefully and not to leave any column incomplete/blank or furnish incorrect information. Incomplete applications will automatically be rejected.

Applicants are strongly advised to register as early as possible via the following link.
<https://www.itecgoi.in/meaportal/registerApplicant> .

Government of India will provide the following facilities to participants for in person programmes –

- Return Air Ticket (Economy Class) from Colombo to Training Institute in India
- Course fees
- Accommodation- Hostel/ Hotel
- Medical expenses (only in case of medical emergency during their training in India)
- Approved study tours (including places of historical importance)

Your early response in this regard is greatly appreciated.

Yours faithfully



W.D.R. Chishantha
Director / Technical Assistance
for Director General

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD, INDIA
PROGRESS TO PROFICIENCY
ADVANCED & BASIC

Introduction

The course *Progress to Proficiency in English – Advanced & Basic* is offered to professionals from ITEC countries. Both the courses are of 04 weeks duration (around 100 contact hours). *The participants will be placed at either the Advanced or the Basic level, depending on their performance in a diagnostic test administered on arrival.*

At the EFL University, we specialize in the **teaching of English to non-native speakers**. This has ensured our place as a global leader in language teaching and the training of language teachers as proficiency in the development of language skills is highly sought after. While regional (recognised) languages have been used for effective communication inside the territory of the Indian states, we recognize English as the *lingua franca* of the world, which is predominant in maintaining international diplomacy and global business ties.

This programme also encourages the **sharing of Indian culture and knowledge** through study tours while visits to heritage sites **fosters better understanding** of the **rich Indian culture and heritage**.

Aim and objectives

The overall aim of the course is to develop participants' proficiency in English and to equip them with skills such as reading, writing, listening, speaking.

The specific objectives of the course are to enable participants to:

- develop their grammatical competence
- enrich their vocabulary
- listen and understand a variety of spoken texts
- speak fluently in a variety of contexts
- read and understand different kinds of texts
- write different types of texts like letters, essay, reports etc

Eligibility

Graduates/Post Graduates in any discipline with some knowledge of English and **five years** of working experience in a government sector.

Candidates placed at the **Advanced level** will be expected to possess a fairly wide range of vocabulary and control of a range of grammatical structures. They should be able to use English fluently and accurately for social and academic purposes and with a fair degree of accuracy in writing for official and academic purposes.

Candidates placed at the **Basic level** will be expected to be able to understand and respond to simple oral statements and questions of an everyday nature in English. They should have basic vocabulary to read and write simple sentences and short texts. They should be familiar with the conventions of writing in English. We do not expect candidates who are at the zero level.

Course content and methodology

The curriculum is designed keeping in view the age, the experience and the heterogeneous backgrounds of the participants, with room for flexibility to suit the needs of the various groups.

Out of the 100 contact hours spread over the 04-week programme, 92 hours are allocated for classroom study and 08 hours for extension lectures by experts on arts, culture and traditions of India. The components for **basic level** are listening, speaking, reading and writing, along with pronunciation, functional grammar and vocabulary. The **advanced level** has, in addition to grammar and vocabulary, advanced reading, writing, listening, and speaking meant to facilitate communicative efficiency in professional contexts.

To give the participants hands-on experience in using English, the teaching methodology includes group work, pair work, discussions, short lectures, and assignments. Classes are organised around a set of communicative functions useful for expert, adult users of English to provide a holistic learning experience for the participants. The programme also includes a study/cultural tour.

Evaluation

The performance of the participants is evaluated through an end-of-course examination.

At the end of the course, the participants will be awarded certificates either at the Basic or the Advanced level based on their placement into either of these levels.

Study tour

During the course the participants are taken on sightseeing tours of Hyderabad, so that they can get **glimpses of its ancient history and rich culture**. These tours give the participants **opportunity to use the English they learn on the course**, and get **acquainted with the rich culture and heritage of India**.

Book kit

1. Participants are provided with:
 - (i) e-content where required.
 - (ii) A welcome kit including a backpack and a memento.
 - (iii) One or more books from the Publications Division of the Govt. of India.
2. Photographers and videographers are hired for recording events during the course period.

Faculty Profile

The faculty who teach on the ITEC Course are internationally trained, fully qualified, and vastly experienced teachers of this university. The teachers are from various departments of the School of English Language Education and the School of Language Sciences in EFL University. Teachers have specialization in areas of ELT, Linguistics and Phonetics.

Besides them, experts in different aspects of art and culture are also invited to interact with the participants.

General Instructions for applicants

(as of April, 2024 onward)

1. Eligibility criteria for admission to Courses -
 - Working knowledge of English required to follow the Course
 - Age between 25 to 45 years
 - Medically fit to undertake the training
2. **Once an ITEC programme is offered, the same recipient is ineligible for any other ITEC Programms (short term/long term).**
3. It may kindly be noted that all applicants are required to apply for ITEC courses online (<https://www.itecgoi.in/meaportal/registerApplicant>) - (**Apply for ITEC course**). The applicants 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 status of their application.
4. After a candidate has submitted application online, he/she must take a printout of the application and send it to the **Department of External Resources of Sri Lanka** with all supporting documents. Incomplete applications will be rejected. The terms & conditions and guidelines for applicants are attached at Annexure -II.
5. A medical certificate issued by the doctor/hospital (Government Hospitals) should be attached with the application to ensure that participants are medically fit to undertake the course India.
6. Upon selection, the High Commission of India will inform the Nodal/designated Department/Agency and the candidate.
7. Selected candidates are required to familiarize themselves fully with the living conditions in India and about the Institute through the Institute's website.
8. **Decision regarding acceptance of applications/nominations rests solely with the Ministry of External Affairs, Government of India.**

Expenses Covered under ITEC programme

- Air Fare

Excursion/economy class air tickets for travel from their respective home countries, to the place of training in India and back.

- Visa

Visa is issued gratis to the participants. Prior to departure for training in India, participants are advised to apply for Visa to the High Commission of India, accredited or concurrently accredited to their country. Visa issued for a particular training programme cannot be utilized for some other purpose.

- Course Fees

Fees charged by the training institutes are borne by the Government of India.

- Accommodation

Accommodation is provided by the Training Institute in a hostel/hotel and the charges on this account are borne by the Government of India. While generally accommodation is provided on single occupancy, there could be instances of accommodation being provided on double occupancy basis. (Type of accommodation being provided by the Institute is available at ITEC portal). Participants are required to pay for availing services such as: a. Room service, b. Laundry, c. Local and outstation telephone calls, fax, etc.

- Living Allowance

The participants will receive a daily living allowance (currently INR 1200 or 1500 - per day). Disbursement of this Allowance will be made by the Institute on a weekly/fortnightly basis (as decided by the Institute) after deducting charges for meals, as participants are required to bear expenditure for meals from the Living Allowance. In case institute does not make any arrangement for provision of meals, the participant will receive the entire daily living allowance. Participants are advised to bring some extra money with them for any particular individual needs they may have, including special dietary needs, shopping and other out-of-pocket expenses.

Other Guidelines

- Participants are required to conduct themselves with discipline and abide by conduct rules, regulations and guidelines as stipulated by both the nominating Government and the Government of India.
- Participants are required to abide by the rules of the university/institution/establishment in which the participant is selected to undergo the training as well as participate in all Course-related activities including submission of periodic assessments/tests conducted by the Institute.
- Participants may be taken on educational study tour(s) as part of their Course Curriculum. This also typically includes visits to different Indian heritage sites/places of interest located in the geographical vicinity of the institute. Participation in the study tour is mandatory.
- Participants are required to complete the training Course. Participants must ensure that there are no family or official commitments during the training programme. Request for leave during the course may not be acceded to by the Government of India. Participants are required to return to their countries upon completion of the training Course.
- Participants who leave the Course midway without prior intimation/permission of the Ministry of External Affairs or remain absent from the Course are required to refund the cost of training including airfare to Government of India.
- Participants must refrain from engaging in any political activity and/or any form of employment for profit or gain while on training.
- Candidates must not carry any arms, ammunition drugs or any other prohibited and illegal items.
- Participants are not allowed to bring along their spouses or families for the duration of the Course. No such request will be entertained by Government of India.
- ITEC sponsorship could be canceled at any time due to unsatisfactory conduct, breach of conditions of the Programme, violation of rules of the institute/university/establishment, failure to make satisfactory progress in the training Course or for other sufficient cause as determined by the Government of India.

- Female participants are advised that if they are pregnant, issues related to their pregnancy will not be covered during their training on India.
- ITEC sponsorship may be canceled at any time due to unsatisfactory conduct, breach of conditions of the Programme, failure to make satisfactory progress in the training Course or for other sufficient reasons as determined by the Government of India.
- If any special assistance is required by a participant during his/her stay in India, it should be intimated to Mission as well as to the concerned Institute prior to departure for India.
- Participants are advised to join social media handles of ITEC on Facebook/Twitter to get useful information from the ITEC community.