

No.F.13/25/2011-PMU & Trg.
Government of India
Ministry of Finance
Department of Economic Affairs
(PMU & Trg. Section)

New Delhi, the 8th November, 2011.

TRAINING CIRCULAR

Subject: The Course on 'Science and Mathematics in Basic Education' under "The Training Programme for Young Leaders" in FY 2011 to be organized by the Government of Japan from 23rd January, 2012 to 9th February, 2012.

The Government of Japan have offered the above noted training programme. Copies of the training brochure and application forms may be accessed from Finance Ministry website. The Government of Japan will provide round-trip air fare, accommodation allowance and the living allowance.

2. The total number of 17 youths have been invited for the participation in the said programme. The number of nominations to be sent to this Department may not, therefore, exceed **17 (seventeen) regular and one reserve for the said programme.**

3. The nominations of suitable candidates may be forwarded in accordance with Department of Economic Affairs O.M. No. 3/6/2011-PMU dated 27.07.2011 (Copy enclosed). The nomination details should be submitted on the following :

1. Prescribed application form (Copy enclosed)
2. DEA's prescribed proforma (Copy enclosed)

4. Last date for submission : The completed application form should reach this Department not later than **14.11.2011.** Nominations received after the prescribed date will not be considered.

5,. The details of the programme and the application form may be down loaded from this Department's Website : www.finance.nic.in under "Training Programme".


(Neelam Vohra)

Under Secretary(Admn. & Trg.)
Tele: 23093744

To

1. Joint Secretary(Admn.), Ministry of Statistics and Programme Implementation, New Delhi.
2. Joint Secretary(Admn.), Ministry of Human Resources Development, New Delhi.
3. Joint Secretary(Admn.), Ministry of Science and Technology, New Delhi.

Copy to Guard File Section for placing it on the M.O.F. website under the "Short term courses offered by Japan"

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GENERAL INFORMATION
ON
TRAINING PROGRAM
FOR YOUNG LEADERS
JFY2011
India

Course Title: Science and Mathematics in Basic Education

初中等理数科教育コース

Course No.: J1140031

Project No.:1198030

Duration: January 23, 2012–February 9, 2012

THE GOVERNMENT OF JAPAN
JAPAN INTERNATIONAL COOPERATION AGENCY



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GENERAL INFORMATION
ON
TRAINING PROGRAM FOR YOUNG LEADERS
JFY2011
(India)

1. Training Program for Young Leaders

The “Training Program for Young Leaders” is conducted by JICA (the Japan International Cooperation Agency) under a technical cooperation scheme of the Government of Japan, with the purpose of promoting human resource development in developing countries.

Under the program, young leaders, who will become nation-building leaders in the future, are invited to Japan for 18 days to be provided with opportunities to:

- 1) develop their specialties through experiencing and learning technologies and skills in Japan, and
- 2) increase their willingness to resolve issues on their own

2. Course Outline

Please see Appendix 1 and Appendix 2.

3. Qualifications of Applicants

All applicants must:

- a. be nominated by the Government of India in line with the procedures mentioned in 4-(1) below.
- b. be involved in a field corresponding to the course mentioned in Appendix 1.
- c. be from twenty (20) to thirty-five (35) years of age and be expected to become leaders in their specialized fields in the future.
- d. have a reasonable command of spoken and written English.
- e. be in good health, both physically and mentally, for participation in the program.

Note: i) Applicants are requested to submit the Medical History Questionnaire included in the Application Form mentioned in 4-(1) below.

- ii) Pregnancy: Pregnant participants are urgently requested to complete the required procedures before departure in order to minimize any risk to their health. These procedures include ① a letter of the participant's consent to bear economic and physical risks ② a letter of permission from the participant's supervisor ③ a letter of

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consent from your Embassy in Japan, ④a medical certificate.
Please ask National Staffs in the JICA office for details.

f. not be serving in the military.

g. not have, in principle, made any previous visits to Japan.

4. Procedures for Application

(1) The Government of India will take the necessary measures to nominate appropriate applicants for the program, and will forward to the JICA representative office in India three (3) copies of the specified Application Form for each applicant by not later than November 14, 2011.

Note: The Government of India is requested to nominate some substitute candidates in case of disqualification of nominated candidates or unexpected vacancies.

(2) The Government of Japan will inform the Government of India through the JICA representative office whether or not the nominee's application has been approved not later than November 30, 2011.

5. Rules and Regulations

- (1) Participants must have an entry visa for Japan, which will be issued by the diplomatic mission of Japan in India.
- (2) Participants are requested to confirm the validity of visas for any third countries necessary for travel to and from Japan.
- (3) Participants are required by JICA to arrive at the designated place in India on the date designated after confirmation of their acceptance as mentioned in 4-(2) above. Final confirmation of the place and date will be performed by the JICA representative office located in India.
- (4) Participants should strictly adhere to the program schedule.
- (5) Participants may not be accompanied by any member of their family during the program.
- (6) Participants are requested to follow the return trip schedule designated by JICA.
- (7) Participants are requested to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation.

6. Allowances and Expenses

The government of Japan will pay the following allowances and cover the following expenses through JICA in accordance with relevant laws and regulations.

(1) Round-trip air ticket between an international airport designated by JICA and Japan.

Note: i) Taxes and fees that may be incurred during the participants' trip such as airport tax, departure tax or, transit tax etc. will not be paid by JICA.

ii) Excess baggage charges will not be paid by JICA.

iii) In some cases, participants visiting or leaving Japan may be required to obtain visas for third countries. Where this is the case, it shall be the participants' responsibility to obtain and pay for these visas. JICA will not pay any costs for third country visas.

iv) JICA is not responsible for the following expenses:

- Excess baggage charge
- Compensation for lost and/or damaged luggage
- Hotel no show charge at transit airport
- Lost ticket fee

(2) Other allowances:

- a. Outfit allowance
- b. Shipping allowance
- c. Living allowance
- d. Accommodation allowance
- e. Stop-over allowance (when expenses incurred due to a stop-over in a third country are not paid by the airline company)

Note: i) The specific amounts for each allowance will be announced after applicants are officially accepted.

ii) Stop-over allowances will be paid to participants only in the following cases:

- participant has to obtain a Japanese visa in a third country;
- participant has to stay in a third country for over six (6) hours due to a flight change.
- participant is required to show evidence specifying the accommodation where s/he stayed when s/he stays in a third country for over six hours either before or after midnight, but not over midnight.

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iii) A participant may receive his/her stop-over allowance at any of the following places:

- at the JICA office in the country of departure, provided there is a JICA office in that country;
- at the JICA office in the third country, provided there is a JICA office in that country and no JICA office in the country of departure;
- in Japan after the participant's arrival, provided there is no JICA office in either the country of departure or the third country (in all cases, receipts must be submitted; however, no payment will be made for any amount exceeding the stipulated allowance amount).

(3) Free medical care for participants who become ill after arrival in Japan

Note: Costs related to pre-existing illness, pregnancy and dental treatment are **NOT** included as free care.

7. Other Matters

- (1) Participants will receive information about the trip to Japan, conditions relating to the program, and other matters. A brochure, "KENSU-IN GUIDE BOOK", and a Japanese language textbook, "NIHONGO 21," will be provided to each participant before departure for Japan.
- (2) Representatives of Participants will be asked to present a "Country Report" on the main issues concerning the Science and Mathematics in Basic Education in India. It is advisable for the representatives to prepare their Country Reports in advance. As the presentation time is not necessarily long, a brief but well structured report is advisable.
- (3) Applicants are requested to prepare and submit "JOB REPORT" following the format attached in Appendix 3. This REPORT should be submitted together with Application Form. Participants may be requested to present their "JOB REPORT" in the course of the Program
- (4) For enquiries and further information concerning the program, please contact the following offices.

JICA INDIA OFFICE

2nd Floor, Dr. Gopal Das Bhawan

28 Barakhamba Road, New Delhi 110-001 INDIA

Tel : (91-11) 4768-5550 / Fax : (91-11) 4768-5555

JICA OSAKA International Center

25-1 Nishi-Toyokawa-cho, Ibaraki-shi, Osaka 567-0058, JAPAN

Tel : 81(*)-72(**)-641-6900 / Fax : 81(*)-72(**)-641-6910

(where “81” is the country code for Japan, and “72” is the local area code)

E-mail: jicaosic@jica.go.jp

URL: <http://www.jica.go.jp/english/contact/domestic/>

Appendix 1: Specific information on the program

Appendix 2: Tentative schedule for the program

Appendix 3: JOB REPORT

Appendix 1

Course Descriptions

Course No.	J1140031
Course Title	Science and Mathematics in Basic Education
Duration	January 23, 2012-February 9, 2012
Number of Participants	17
Language	English
Target Group	Government officers (with teaching experience) engaged with science and mathematics in basic education or teachers in a position to take a leading role in this field.
Objectives	Through participation in this program, the participants are expected: (1) to gain basic knowledge on operational system and activities practiced in Japan to improve the quality of science/mathematics education, (2) to understand the experience and social background of science and mathematics in basic education in Japan through discussions /exchange of opinions with Japanese counterparts and site visits, (3) to understand the importance of accessing to 'learning' from off-school activities through exchange with community residents and visits to education related facilities, (4) and eventually to come up with activities to do in their own workplaces taking advantage of knowledge gained in Japan
Outline of the Program	Tentative schedule is given in Appendix 2. The program consists of the following elements. (1) Lectures: a. Present State and Future Prospects of Education in Japan (2) Observations/Visits: a. Board of Education, b. Elementary and Junior High Schools(public) c. Educational Facilities for Natural Sciences and other Relevant Facilities d. Teachers College (3) Discussions with elementary/junior high school teachers Exchange of Opinions with former Japan Overseas Cooperative Volunteers(who were dispatched to India or/and as Science and Mathematics Teachers)
Accommodation	JICA Osaka The address of JICA Osaka is given in 7-(4).

Appendix 2

Tentative Schedule

Date	Contents	Place
January 23, Mon	Arrival in Japan	JICA Osaka
January 24, Tue	Briefing, Opening Ceremony	
January 25, Wed	Introductory Lectures on Japanese Society	
January 26, Thu	Presentation of Job Report	
January 27, Fri	O: Board of Education L: Present State and Future Prospects of Education in Japan O: Ei City Nanko	
January 28, Sat	D: Exchange of Opinions with Former Japan Overseas Cooperative Volunteers(Volunteers for India and Volunteers who worked as Science /Math Teachers)	
January 29, Sun	(free)	
January 30, Mon	O&D: Public Elementary & Junior School L:Preparation of Syllabus	
January 31, Tue	O: Teachers College	
February 1, Wed	O&D: Teachers College	
February 2, Thu	O&D: Part Time High School	
February 3, Fri	O&D: Super Science School	
February 4, Sat	(free)	
February 5, Sun	(free)	
February 6, Mon	Preparation of Program Report(Action Plan)	
February 7, Tue	Presentation of Program Report(Action Plan)	
February 8, Wed	Closing Ceremony/Evaluation	JICA Osaka
February 9, Thu	Departure from Japan	

L: Lecture

O: Observation/Visit

D: Discussion

* This Schedule is tentative and subject to minor change.

Appendix 3

JICA Training Program for Young Leaders for JFY2010

JOB REPORT

Education/Science and Mathematics in Basic Education

Please fill in and submit this Report with your Application Form

- *Name of Applicant: _____
- *Number of people at work (number of teachers and students): _____
- *How many classes per day do you have? : _____
- *How many students does one class have? : _____
- *Your role at work: _____
- _____
- _____
- _____

1). Explain why you were attracted to Science/ Mathematics.

2). Express your opinion on the current situation of science and mathematics education at your work.

3). Describe the conditions you most want to improve at your work after completion of this program.

4). Describe the approaches/efforts that you have taken/made to promote science and/or mathematics education in your class/at your work. (Multiple answers allowed). Leave blank if you don't have any approaches/efforts.

Approaches/Efforts	Your Role	Result

During this program this Job Report will be used as a material for discussions and drawing a Program Report to plan the activities after returning home.

Welcome to JICA Osaka

Osaka International Center of Japan International Cooperation Agency (JICA Osaka) extends a hearty welcome of all JICA participants.

1. Location of the centre in the Kansai region

JICA Osaka is located in Ibaraki City, Osaka prefecture, in the heart of the Kansai region. Ibaraki lies close to the ancient cultural centers of Kyoto and Nara, and to the commercial, industrial and economic center of Osaka, and the city of Kobe.

2. Orientation Programme & Japanese Language Course

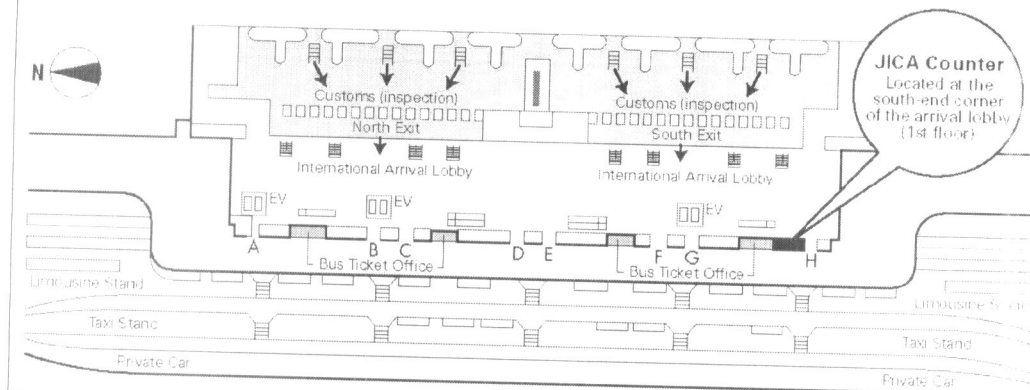
(1) The four days after arrival at JICA Osaka are dedicated to an orientation programme, during which participants are introduced to JICA Osaka and its facilities, attend lectures on Japan's economy, society and culture, and participate in an international exchange programme with local communities.

(2) It is desirable that participants acquire basic Japanese daily conversations for use in communication with training institution personnel and in other situations outside the scope of their technical training. JICA Osaka therefore offers: Japanese language course held in the evenings.

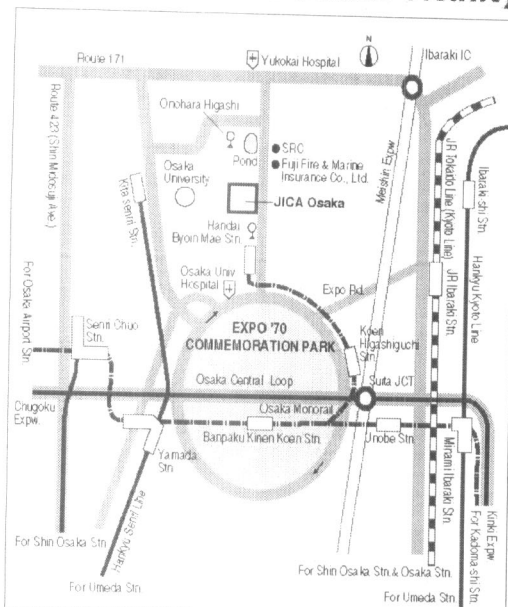
3. Weekend Recreational Program

Occasionally, at the weekends, JICA Osaka, in concert with community groups, organizes a programme of recreational activities and cultural exchange events.

Map of JICA Counter in Kansai International Airport (KIX)



Map of the JICA Osaka Vicinity

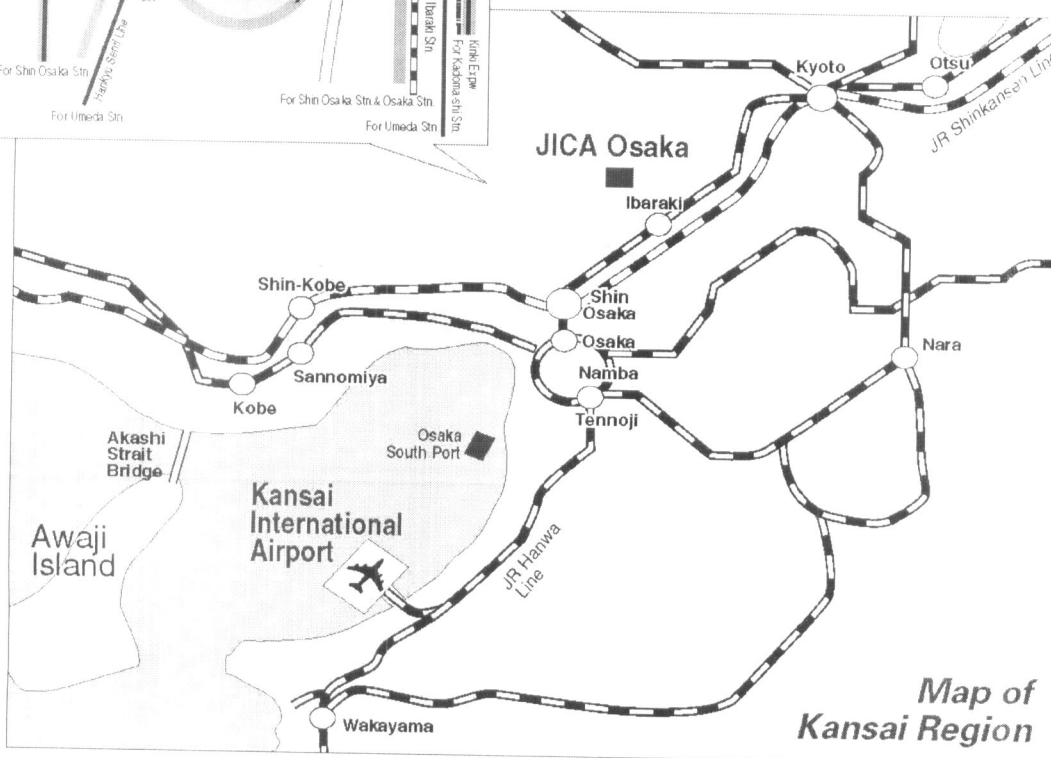


Upon arrival, participants should follow the procedure below:

1. Ride on Wing Shuttle (red elevated tram).
2. Pass through Immigration.
3. Collect baggage and pass through Customs Inspection.
4. Go to the JICA Counter located at the south-end corner of the arrival lobby (1st floor).

The staff at the JICA Counter will provide participants with a limousine bus ticket to Osaka Station (alight at Hotel New Hankyu).

At Osaka Station, a representative of the travel agency designated by JICA will meet the participant. The participant will be taken to JICA Osaka by taxi (with a taxi ticket), which takes approximately 30 minutes.





Guidelines of Application Form for the JICA Training Program for Young Leaders

The attached form is to be used to apply for Training Program for Young Leaders of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use ☒ or "x" to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

2. Privacy Policy

1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the

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information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

3. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.
2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:
 - (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
 - (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
 - (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.

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Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training Program for Young Leaders

Information about the Nominee

(to be completed by the Nominee)

1. Title: (Please write down as shown in the General Information)

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2. Number: (Please write down as shown in the General Information)

J	0		-						
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Attach the
nominee's
photograph (taken
within the last three
months) here
Size: 4x6
(Attach to the
documents to be
submitted.)

3. Information about the Nominee

1) Name of Nominee (as in the passport)

Family Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2) Nationality (as shown in the passport)		5) Date of Birth (please write out the month in English as in "April")				
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) Outline of duties: Describe your current duties

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9) Contact Information

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

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4. Career Record
1) Job Record (After graduation)

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

2) Educational Record (Higher Education)

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

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3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

5. Language Proficiency

1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()		() Excellent	() Good	() Fair	() Poor

¹ Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

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6. Expectation on the applied training program
1) Personal Goal: Describe what you intend to achieve in the applied training program.**2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training program.****3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training program.*****7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities.
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

() No	() Yes >> Name of Medication (), Quantity ()
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(b) Are you pregnant?

() No () Yes (_____ months)

(c) Are you allergic to any medication or food?

() No () Yes >>> () Medication () Food () Other:

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	() No	() Yes>>Name of illness (), Place & dates ()
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Present:	() No	() Yes>>Present Condition (
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(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	() No	() Yes>>Name of illness (), Place & dates ()
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Present:	() No	() Yes>>Present Condition (
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(c) High blood pressure

Past:	() No	() Yes
-------	--------	---------

Present:	() No	() Yes>>Present Condition () mm/Hg to () mm/Hg
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(d) Diabetes (sugar in the urine)

Past:	() No	() Yes
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Present: () No () Yes>>Present Condition ()

	() No		
	Are you taking any medicine or insulin?	() No	() Yes

(e) Past History: What illness(es) have you had previously?

() Stomach and	() Liver Disease	() Heart Disease	() Kidney Disease
-----------------	-------------------	-------------------	--------------------

[illegible]

() Tuberculosis	() Asthma	() Thyroid Problem
------------------	------------	---------------------

() Infectious Disease >>> Specify name of illness ()

() Other >>> Specify ()

(e') Has this disease been cured?

() Yes	() No (Specify name of illness)
---------	----------------------------------

() Yes	Present Condition: ()
---------	------------------------

3. Other: Any restrictions on food and behavior due to health or religious reasons?

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name:

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Supplementary Information

We will use the information provided here merely as reference data to your convenience during your stay in Japan. Thus we ask that you be honest and forthcoming with the relevant information.

JICA shall take the required measures to prevent the leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

(1) Religion

(2) Food Restrictions

I cannot eat:

☐ Pork

Because of: ☐ Religious belief
☐ Allergy
☐ Others

☐ Beef

Because of: ☐ Religious belief
☐ Allergy
☐ Others

☐ Fish

Because of: ☐ Religious belief
☐ Allergy
☐ Others

☐ Eggs

Because of: ☐ Religious belief
☐ Allergy
☐ Others

☐ Others

Because of: ☐ Religious belief
☐ Allergy
☐ Others

(3) Alcohol & Smoking

☐ I drink.

☐ I don't drink.

☐ I smoke.

☐ I don't smoke.

(4) Pets

I would not like to stay at a home keeping the following animals .

☐ Dog

☐ Cat

☐ Others

Printed Name of the Applicant	Date	Signature of Applicant

Outline Screen

Close

J number	J1140031	Release
Course Title	Training Program for Young Leaders for India/Science and Mathematics in Basic Education Course	
Center	O S I C	
Duration of the Program	01/23/2012 ~ 02/09/2012	
Deadline for application	11/14/2011	
Prescribed date of response	11/30/2011	
Documents for submission & Deadline for submission of documents	Job report(2011/11/14)	
Message		
Message in Japanese		
Koden no & Date	TA/ID-0014-09/30/2011	

■General Information原稿等

[http://knowledge.jica.go.jp/KM/PCourse.nsf/VIEWALL/70FC7CA5A0CEDD7549257919000ABA5D/\\$FILE/J1140031E_GI.pdf](http://knowledge.jica.go.jp/KM/PCourse.nsf/VIEWALL/70FC7CA5A0CEDD7549257919000ABA5D/$FILE/J1140031E_GI.pdf)

Type document/s attached.

General Information (URL)	<input checked="" type="checkbox"/>
Other (s)	<input type="checkbox"/>

For this training course,
please contact →

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NO.3/6/2011-PMU
Government of India
Ministry of Finance
Department of Economic Affairs
(PMU & Training Section)

New Delhi, 27 July 2011.

OFFICE MEMORANDUM

Subject: Foreign training programmes administered by the Department of Economic Affairs

Department of Economic Affairs, DEA, has been administering Foreign Training Programmes (FTP) up to duration of four weeks in accordance with guidelines **NO.1/13/03-PMU** dated February 27, 2006. Based on the experiences and developments during the intervening period, and with a view to improve utilization of the programmes offered to the eligible candidates, the following revised guidelines will come in to force with immediate effect.

- 1. Duration of FTP:** The FTP administered by DEA in terms of their duration can be categorized as under:
 - 1.1** Training programmes of duration up to one week i.e. five working days
 - 1.2** Training programmes of more than a week and up to two weeks i.e. six to ten working days.
 - 1.3** Training programmes of duration more than two weeks i.e. eleven working days or more.

- 2. Eligibility Conditions:** The eligibility conditions for applying for trainings of the above durations are as follows:

2.1 Training Programmes Up to One Week:

2.1.1 Minimum service: Officer should have completed 5 years of service on date of commencement of the FTP. Officer on central deputation to Ministry / Department in Government of India should have completed 1 year on date of commencement of the FTP.

2.1.2 Upper Age: Officer should be less than 58 years of age as on date of FTP.

2.1.3 Cooling Off: Officer having attended a FTP of duration of up to 1-week will be required to complete a cooling off period of six months before such an officer can be considered again for any other FTP.

2.1.4 Number of Trainings: Officer can attend not more than two FTPs of duration of less than One week in a calendar year.

2.2 Training Programmes of 1 to 2 Weeks Duration:

2.2.1 Minimum service: Officer should have completed 7 years of service on date of commencement of FTP. Officer on central deputation to Ministry / Department in Government of India should have completed 1 year on date of commencement of FTP.

2.2.2 Upper Age: Officer should be less than 58 years of age as on date of FTP.

2.2.3 Cooling Off: Officers deputed for FTP of duration of up to two weeks are required to complete a cooling off period of 1 year for any FTP.

2.2.4 Number of Trainings: Officer can attend not more than one FTP of duration of 1 to 2 weeks in a calendar year.

2.3 Training Programmes of more than 2 Weeks Duration:

2.3.1 Minimum service: Officer should have completed 9 years of service on date of commencement of training course. Officer on central deputation to Ministry / Department in Government of India should have completed 2 year on date of commencement of the FTP.

2.3.2 Upper Age: Officer should be less than 55 years of age as on date of FTP.

2.3.3 Cooling Off: Officers deputed for FTP of duration of more than two weeks are required to complete a cooling off period of two years before being considered for any FTP.

2.3.4 Number of Trainings: Officer can attend only one FTP of duration more than 2 weeks in a period of two calendar years.

3. The eligibility conditions mentioned above are also subject to any specific eligibility criteria / qualifications prescribed by the Sponsoring Government / Institution in terms of work experience, age limit etc.

4. General Conditions:

- 4.1 **Debarment:** In case an officer fails for any reason to complete the necessary formalities and avail the FTP after being duly nominated, he/she may be debarred from being considered for any DEA sponsored FTP for one year. Officers, who fail to attend the said training course after being selected, may be debarred for two years.
- 4.2 **Deputation:** Project-related training/official visits abroad, are exempted from the provisions of cooling off.
- 4.3 **Nomination of SC/ST & Women Officers:** Names of suitable officers belonging to SC / ST as well as women officers for FTP may also be forwarded in sufficient numbers so that due representation can be given to them.
- 4.4 **Funding:** Many of the FTPs offered by sponsoring Countries / Institutions do not cover travelling charges or other expenses. The funding in such cases has to be borne by the concerned Ministry / Department / State Government. In case an officer is willing to arrange for his/her own financing with approval of competent authority, DEA may consider the applications of such candidates on merits, provided their application is recommended by the competent authority and duly sponsored candidates are not available.
- 4.5 **Tenure requirements for Officers serving under Central Staffing Scheme:** Officers serving in Ministry / Department of Government of India on Central Deputation from State Governments or under Central Staffing Scheme will be governed by DoPT Guidelines on the subject. Relevant extract from DoPT Guidelines No. 12037/37/2010-FTC Dated October 8, 2010 is provided hereunder:
- 4.5.1 The officers whose tenure under the Central Staffing scheme is due to come to an end within two months prior to the commencement of the FTP, or during the currency of the FTP, should be nominated by the respective Ministries / Departments of Government of India only after securing the cadre clearance of the respective State Governments / cadre controlling authorities on whose strength the officers are borne. In the event of nomination and final selection of such officers for FTP, the Ministries, Departments would be required to send a formal proposal for extending the Central Deputation tenure of the officers approved for nomination for FTP, up to the end of the FTP, to the Establishment Officer for obtaining the approval of the competent authority, so that they could draw their salary from the Central Government during the period of training. On return from training such officers would revert to their cadre and the Central Ministries/ Department shall not grant any leave in their cases.

- 4.5.2 Officers whose tenure is due to come to an end more than two months before the commencement of the FTP and thus, are due to revert to cadre, the Ministry / Department may sponsor such officers **only with the concurrence of the cadre controlling authority concerned**. Such officers, if selected for the FTP, would be proceeding on the FTP from their cadre.

5. Selection of the Suitable Candidates:

- 5.1 For FTP up to 2 weeks duration selection of candidates will be done by a committee headed by SS / AS (EA) and JS (In-charge of Training).
- 5.2 For FTP of more than 2 weeks duration, the selection of candidates will be finalized by a committee headed by FS / Secretary (EA); SS / AS (EA) and JS (In-charge of Training).
- 5.3 The Committee may meet periodically or finalize the candidates through circulation of file.
- 5.4 The Committee is competent to relax any of the eligibility conditions provided the Committee is satisfied with the merits of individual case and after recording its reason for doing so; subject to the restriction that an officer cannot attend more than two training programmes abroad (irrespective of the duration) in a calendar year.

6. Filing of Applications:

- 6.1 Applicants are required to file Nominations in proforma prescribed for each FTP, along with DEA proforma and vigilance clearance.
- 6.2 The proforma can be downloaded from the training website at <http://finance.nic.in>. In addition Proforma for each FTP is circulated to respective Ministries / Departments / State Governments.
- 6.3 Both the DEA proforma and FTP proforma should be complete in all respect. The application forms should necessarily be ink signed and stamped by competent authority.
- 6.4 Incomplete proforma including proforma not counter signed or not accompanied with vigilance clearance and those received after due date will not be considered.

- 6.5 FTPs are essentially government programmes. Direct application to Sponsoring Agencies is strictly prohibited. Further, all correspondence to DEA, in this regard, also should necessarily be routed through competent authority in respective Ministries / State governments.
- 6.6 Hard copy of the filled in proforma should be forwarded through regular channel while advance copy can be scanned and mailed by respective Central Governments / Departments / State Governments.

7. **Procedure to be followed:**

7.1 **Administration of Training Programmes in DEA:**

All matters of administration of FTP will be handled by PMU section of the Bilateral Co-operation Division in the Department.

7.2 **Nominations:**

- 7.2.1 Officials working with Central Government / Department in Gol should send nominations through the concerned Central Ministries only.
- 7.2.2 State Governments may submit their nominations directly to DEA subject to the condition that the nominations should have been approved by the designated competent authority in the State Government.
- 7.2.3 In case there is more than one nomination for a particular course, the nominating State Government/Central Ministries should clearly indicate the prioritization of the nominees.

7.3 **Clearances:**

- 7.3.1 **Vigilance clearance should be conveyed at the time of sending the nomination to DEA.** Applications without vigilance clearance from respective controlling authorities at the time of nomination will not be considered.
- 7.3.2 Central Ministries / State Governments / Departments / Agencies will be responsible for ensuring the necessary clearances such as political clearance from MEA, FCRA clearance from MHA, cadre clearance from cadre

controlling authority etc. are in place, after the candidate is finally selected, but before the candidate actually proceeds on FTP.

7.4 Dissemination of Schedule:

7.4.1 In order to ensure greater transparency in to the system and proper dissemination of information regarding foreign training programmes, DEA hosts training schedules and proforma required to be filled in the web page: <http://finance.nic.in>

7.4.2 Information is uploaded as soon as it is received from the sponsoring agencies.

7.4.3 The site can be utilized for down loading required forms and guidelines.

Nominating Central Ministries / State Governments / Departments should ensure that following instructions on foreign training programmes are strictly adhered to.

-sd-

(Prabodh Saxena)
Joint Secretary

To

1. Secretaries of all the Central Ministries/Departments
2. Chief Secretaries of all State Governments

Copy to

1. Secretary (Department of Personnel) of all State Governments
2. Joint Secretary (Admn/IC) of all the Central Ministries/Departments
3. All Joint Secretaries in DEA

DEA PROFORMA FOR FOREIGN TRAINING

1. Name :
2. Date of Birth :
3. Educational Qualifications :
4. Phone Number (with STD Code) :
5. Fax Number (with STD Code) :
6. E-mail :
7. Service to which officer belongs. :
8. Year of appointment/allotment :
9. Present Post with date :
10. Details of Posts held during the last five years (*starting from present*):

Sl. No.	Post held	Ministry/Department	Nature of work.

11. Relevance of the course to the candidate (*Maximum 100 words*):

12. Papers etc. published by the candidate (Please attach separate sheet, if necessary).

13. List of training coursed attended abroad during the last two years.

Sl. No.	Dates & Duration of training.	Subject / title of training.	Name of the training Institution.	Source of funding.

Signature of the Candidate

Shri / Ms _____ is cleared / not cleared
from vigilance angle.

Countersigned by:

Signature of Competent Authority
Name, Designation (with seal)

To be filled only in case the Training Programme is not fully sponsored

UNDERTAKING

(A) This is to certify that in the event of selection, Ministry / Department / State Government of _____ undertakes to bear the cost of round trip airfare in respect of Shri /Ms. _____ Designation _____ working in this Department / Ministry / State Government for attending Training Programme sponsored by _____ from _____ to _____.

Signature of Competent Authority
Name
Designation
(SEAL)

-----OR-----

UNDERTAKING FOR SELF FINANCING

(B) This is to certify that in the event of my selection, I _____ holding the post of _____ in the Ministry / Department / State Government of _____ undertake to bear the cost of round trip airfare and other related expenses for attending Training Programme sponsored by _____ from _____ to _____.

This issues with the approval of the Competent Authority.

(Signature of the candidate)
Name, Designation (With seal)

Countersigned by:

Signature of Competent Authority
Name, Designation (SEAL)