

HOW TO APPLY

Indian Embassy, Kathmandu is pleased to invite applications for the courses under Indian Technical and Economic Cooperation (ITEC) Programme: 2021-22. According to the laid down procedure, the applicant is required to meet the following eligibility criteria before filling up the application online:

- (a) A Candidate must meet the required academic qualification as laid down by the institute for the selected course.
 - (b) Applicants should be between the age group of 25 to 45 years.
 - (c) Working knowledge of English is essential for attending the courses.
 - (d) Minimum 5 years of work experience is required.
 - (e) Applicants should be medically fit.
 - (f) Those who have participated in the ITEC programme or got any other scholarship funded by Government of India earlier, are not eligible to apply.
- If the applicant meets the above eligibility criteria, he is required to visit the website <https://itecgoi.in> and look for the link “[Apply for ITEC](#)” and click on it. Later, three more links viz. “[How to Apply](#)”, “[Terms & Conditions](#)” and “[Apply now](#)” will appear on the screen. It is advisable that the applicant should open the links [How to Apply](#) as well as [Terms & Conditions](#) and read it very carefully before proceeding further.
 - Afterwards, the applicant is required to click on the link “[Apply now](#)”. Through it, the aspirant may either choose the course or select the specific institution for the desired course. Alternatively, the applicant can click on <https://itecgoi.in/upcomingcourse#> and see all the upcoming courses available and select a course by clicking on

“Open” which is placed on the right side against each course. When window opens, click on “Apply Now” it will take you to another page.

- Once the applicant chooses the course and click on it, another page will appear on the screen which contains details of the course and time period/duration, when it will be commenced in the institute. A box viz. will appear on the screen. Upon clicking it, another page, carrying instructions, will be opened.
- The applicant should go through the instructionscautiously before clicking on the drop down boxbeing displayed as “Select Country” and select the country’s name as “Nepal”.Later, the same page will be extended and on the left side, the applicant may find the details of the officer of EOI, Kathmandu dealing with ITEC. Here,the applicant may also find a box viz. at the end of the same page.
- Upon clicking it, online application is opened on the computer screen. Applicant may fill in all entries online carefully.
- The applicant will also be asked to choose his/her own login email ID, which would be used by the system to keep posted of the processing status of the application. It is, therefore, important that correct valid e-mail address should be given while filling in the application.
- It may be noted that rows of any table given in the application form can be increased/decreased by pressing +/- sign given at the extreme right of each table.
- When the applicant fills up the form online and submit it finally, **a link will be sent to the candidate’s e-mail ID** (given by the candidates while applying for the course) by the ITEC team for activating his/her account. This link will be carrying the Password also.
- Following the activation of the account, the applicant is needed to download **a printout of the application**with the help of his/her e-mail

ID and Password .The applicant will also get four (4) blank forms as part of the application, which includes **English Proficiency, Medical Report, Undertaking by the Applicant and Nomination**. The English proficiency and Nomination form should be filled up by HOD/ senior officer of the Ministry/department wherein the applicant is working. Undertaking will be given by the applicant himself and Medical Report should be taken from a hospital. Here it is important to mention that all entries should be made properly in these forms and thereafter to be submitted to the Education Wing of the Indian Embassy, Kathmandu **personally** between **1000 hrs and 1230 hrs. from Monday to Friday** only, preferably by booking “Online Appointment” on Embassy Website under ITEC. The applicant should also carry the original academic certificates, Citizenship card, Passport along with the Recommendation letter.

- The applicant should come to the Education Wing of Indian Embassy, Kathmandu as soon as possible after completing the above procedure. It is significant to mention here that the applications should be submitted preferably 3 months before the start of the course as mentioned in [How to Apply](#) link of ITEC portal. There are always chances of oversubscribing the course by the Institution if applicant turns up just before the start of the course. As a result, the application may not be processed further on the ITEC portal by the Indian Embassy, Kathmandu as the portal will not accept it.
