



الإدارة المركزية للعلاقات الثقافية
إدارة المنظمات

السيد الأستاذ / مدير عام الإدارة العامة للعلاقات الثقافية
جامعة بنها

تحية طيبة وبعد ..

أشرف بالإفادة بأنه ورد لأمانة المجلس كتاب السيد المشرف على مكتب أ.د/ وزير التعليم العالي متضمنا ما ورد من السيدة/ وزيرة التعاون الدولي بشأن إعلان السفارة الهندية بالقاهرة عن دورات تدريبية للعاملين مقدمة من خلال برنامجي التعاون الاقتصادي والفني الهندي ITEC وبرنامج المساعدات الخاصة للكونولث لإفريقيا SCAAP لعام ٢٠١١/٢٠١٢ والتي تتضمن دورات في مجال الإدارة والتخطيط التعليمي على أن يتوافر في المرشح الشروط التالية :-

- إجادة اللغة الانجليزية (قراءة وكتابة ومحادثة) .
- خبرة ٥ سنوات على الأقل .
- السن يتراوح بين ٢٥-٤٥ عاما .
- لائق طبيا .
- مؤهل جامعي يناسب مع الدورة المرشح لها .

(مرفق طيه بيان بالدورات المشار إليها وموعد انعقادها واستمارة الترشيح) .

برجاء التكرم بالترجيح نحو ترشيح مرشح واحد لكل دورة مع تحديد اسم الدورة المرشح لها مع استيفاء استمارة الترشيح في موعد غايته ٢٠١١/٧/١ حتى يتسنى لنا اتخاذ اللازم .

مع وافر التقدير والاحترام

رئيس الإدارة المركزية

(نعيم حلمي)
٢١١١٥١١٧

٢١/١١/١١

٢١/١١/١١

المجلس الاعلى للجامعات - مبنى جامعة القاهرة - الجيزة - جمهورية مصر العربية
تليفون :- ٣٥٧٣٨٥٨٣ - ٣٥٦٩٧٦٤٥ فاكس :- ٣٧٧٤٢٣٤٤

25. National Institute of Technical Teachers Training and Research

Sl. No.	Name of the Course	Duration	Period	
			From	To
1	Advanced Certificate on Curriculum Design and Instructional Materials Development	8 weeks	03.08.2011	27.09.2011
2	Advanced Certificate on Developing Technical Education to meet the National Growth	6 weeks	05.10.2011	16.11.2011
3	Advanced Certificate on Modern Library Practices	8 weeks	13.10.2011	07.12.2011
4	Advanced Certificate on Educational Video Production	8 weeks	13.10.2011	07.12.2011
5	Certificate Course on Women Empowerment through Technical and Vocation Education	8 weeks	18.01.2012	15.03.2012

Eligibility Criteria

Sl. Nos. : 1 & 2 : Degree or diploma in engineering / technology or in any vocational field.

Sl No. 3: Teachers / practicing librarians and / or curriculum developers in Library and Information Science have a diploma / degree in Library and Information Science or equivalent; 2 years experience in teaching / administration of on Library; good proficiency in English which is the medium of Instruction.

Sl. No. 4 : Degree / Diploma in engineering / Science / Arts with interest in Video film production .

GOVERNMENT OF INDIA
 MINISTRY OF EXTERNAL AFFAIRS
 INDIAN TECHNICAL AND ECONOMIC COOPERATION (ITEC) AND
 SPECIAL COMMONWEALTH ASSISTANCE FOR AFRICA PROGRAMME (SCAAP)
 (Application for the courses fully funded by the Ministry of External Affairs, Government of India)

Please read instructions carefully before applying

APPLICATION FORM



PART-I

Nationality: _____	Name of Course: _____
Indian Institute : _____	Commencing : From _____ to _____ <small>DD/MM/YYYY DD/MM/YY</small>
1. Personal Particulars	
Name(s): _____	
Surname: _____	
Sex (tick one): MALE / FEMALE	
Marital Status: _____	
Date of Birth: _____ <small>Date - Month - Year</small>	
Passport No.:- _____ Date & Place of issue :- _____ Valid till :- _____	
Address:	Office
	Res./Home
Tel Nos. _____	
Mobile/Cell : _____	
Fax : _____	
E-mail : _____	
Special dietary needs, if any : _____	

Person(s) to be notified in case of Emergency

	Official Contact	Personal / Family Contact
Name :		
Address:		
Tel Nos:		
Mobile /Cell		
Fax:		
E-mail:		

Educational Qualification(s)

	Degree / Diploma / Certificates	Year	Name of Educational Institute
1			
2			
3			
4			

Professional Qualification(s), if any:

	Professional Qualification (s)	Year	Name of Institute
1			
2			
3			
4			

2. Details of Employment/Profession (current & previous)

Name of Employer / Department / Company	Position	Period	Description of Work

Are you an employee of: (Mark appropriate box)

- a. Government b. Semi-government/Parastatal
 c. Private company d. Others* (Please specify)

Details of present employer :

Name / address : _____

Tel. No. : _____

E-mail : _____

3. Have you ever attended a course sponsored by the Government of India? (Mark one)

Yes

(i) If answer to 3 is yes, details of the Course _____

4. Details of Course(s) attended, if any, outside your country:

Country	Course Details & Duration	Year	Sponsor/Programme

5. Please describe in your own words (about 100 words):

- (a) qualification/experience in the related to the course applied for; &
 (b) reason (s) for applying for this training course.

6. Certification of English language proficiency (by Indian Mission/Designated Authority)

	Good	Basic	Remarks
Spoken			
Written			

Mother tongue / Native language: _____ / Other language(s), if any : _____

English Language test administered by: _____ Tel. Number: _____

Name & Address : _____ E-mail : _____

 _____ Signature with date : _____

MEDICAL REPORT

(To be certified by a doctor/hospital on the panel of the Indian Mission, UN Mission, if any or as designated by Indian Mission)

(i) Name of Applicant:	
(ii) Age:	
(iii) Sex: (Male / Female)	
(iv) Height (cm):	
(v) Weight (kg):	
(vi) Blood Group:	
(vii) Blood Pressure:	
(viii) Blood Sugar: (Fasting) (PP)	

1. Is the person examined in good health at present ?	
2. Is the person examined physically and mentally able to carry out intensive training away from home?	
3. Is the person free of infectious diseases (tuberculosis, trachoma, skin diseases etc)? Yellow fever certificate (in case of people coming from that region or as laid out in WHO Regulations).	
4. Does the person examined has any medical condition or defect which might require treatment during the course ?	
5. List of any observed abnormalities indicated in the chest X ray.	

I certify that the applicant is medically fit to undertake a training course in India.

Name of Doctor/Physician: _____

Registration No.: _____

Address of Clinic / Hospital _____

and City / Town : _____

Telephone : _____

E mail: _____ Date: _____

Signature of Doctor/Physician: _____ Seal of Clinic/Hospital: _____

IMPORTANT NOTICE

- Please read the form carefully. The application will be automatically rejected if any column is inaccurate, incomplete or blank.
- Declaration by the candidate and the recommendations from employer, if any, are compulsory pre-requisites.
- Working knowledge of the English language is a pre-requisite. For English language and language related courses, basic knowledge of English is required.
- Candidates who leave the course midway for personal reasons without prior permission of the Ministry of External Affairs or remain absent from the programme without sufficient reasons are expected to refund the cost of training and airfare to Government of India.
- Female candidates are hereby advised that they should not travel to India to attend the course applied for in case they are in family way.

UNDERTAKING BY THE APPLICANT

I, _____
(Name, Middle name, Family name)

of (country) _____ certify that information provided by me in this form is true, complete and correct.

I also certify that :-

- I have read the course brochure and that I am aware of the course contents and living conditions in India.
- I have sufficient knowledge of English to participate in the training programme.
- I am medically fit to participate in the Course and have submitted a medical certificate from the designated doctor.
- I have not attended any programme previously sponsored by Government of India.
- I have not applied for or am not required to attend any other training course/conference/meeting etc. during the period of the course applied for.

If accepted for the ITEC / SCAAP training programme, I undertake to:

- Comply with the instructions and abide by Rules, Regulations and guidelines as may be stipulated by both the nominating and sponsoring Governments in respect of the training;
- Follow the full and complete course of study or training and abide by the Rules of the University/Institution/ Establishment in which I undertake to study or undergo training;
- Submit periodic assessments / tests conducted by the Institute (progress report which may be prescribed);
- Refrain from engaging in political activity, or any form of employment for profit or gain;
- Return to my home country at the end of the course of study or training;
- I also fully undertake that if I am granted a training award, it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.

For lady participants :- I confirm that I will not travel to India to attend the Course I have applied for if I am in the family way.

Date:

Place:

(SIGNATURE OF THE APPLICANT)

Name: _____

* Details of the course are on the website of the Institute or can be obtained from them by e-mail.

PART – II

To be completed by the authorized official of the
Nominating Government/Employer

I, _____ on behalf of the Government
of _____ certify that:

- (a) I have examined the educational, professional and other certificates quoted by the nominee in Part – I of this form and I am satisfied that they are authentic and relate to the nominee.
- (b) I have gone through the medical certificates and X-ray reports produced by the nominee which state that he/she is medically fit and free from any infectious disease such as HIV/AIDS and Yellow Fever and that having regard to his/her physical and mental history there is no reason to indicate that the nominee is other than fit to undertake the journey to India and to undergo training in India.
- (c) The nominee has adequate knowledge of spoken and written English to enable him to follow the course of training for which he/she is being nominated.
- (d) The nominee has not availed of ITEC/SCAAP training facilities earlier in India.

I nominate Mr./Mrs./Miss _____ on behalf of the
Government of _____/as employer.

Name of Nominating Authority:

Designation/Title:

Address:

Date:

Place:

Signature
(With seal)

Name and Designation
(In block letters)