

## How to Apply

(1) Please visit the page <<https://www.itecgoi.in/>> to fill up your application.

IMPORTANT: While filling up Personal Details, please do not select the option of "Secretariat Name" on the first page of the application. (Please see the attached screenshot of this page, to avoid a common mistake made by many first-time applicants.)

(2) Please do not download the sample application form. Instead, you need to complete the online application form. Photograph also needs to be uploaded in this online form.

(3) Please fill up all columns that you can - such as education/employment/medical details, etc. When you initiate your online application form, you would receive application ID and login details. You can login with those details again to complete any remaining columns.

(4) The information that you fill up should also be accurate in all respects. Sometimes, candidates do not give the correct description of their current employment. Incorrect description of employment or other details could lead to rejection of application.

(5) As regards certification of English language, you need to attach proof of English proficiency test such as TOEFL or some other Government approved institute authorized to conduct such tests. These details need to be filled up in your online application form.

(6) After you have completed your online application, you can take a printout of it. **Page 5 of this printout is about Medical details, which should be filled up by your doctor with all details**, including doctor's signature, license number, phone number, email address, etc. Page 6 of this printout is the **"Undertaking by the Applicant"** which is to be filled up and signed by you.

(7) Please attach all the relevant documents [(i) your CV, (ii) educational certificates/degrees, (iii) employer's certificate about your employment and recommendation about attending the ITEC course, (iv) English test score/certificate, (v) Medical Certificate, (vi) copy of passport's page having your photo, (vii) copy of your national ID, (viii) copy of your US visa if you have, etc.] with the printout of the online application and submit it to the nodal/designated Government Department/Agency of your country (For candidates from Guatemala: SEGEPLAN; for candidates from El Salvador: Ministry of Foreign Affairs; for candidates from Honduras: Secretariat of Foreign Affairs and International Cooperation) They will fill up page 7 of your application and forward it to the Embassy of India, Guatemala.

(8) Before you submit your application and enclosures to the nodal/designated Government Department/Agency of your country, please make a PDF scan of all these documents and email it to the Embassy <[ravi.arora@indemguatemala.org](mailto:ravi.arora@indemguatemala.org)> for a preview. In case of any errors, we will advise you to make corrections.

Please feel free to contact us again for any further clarifications.

Best regards,

Ravi Arora  
Second Secretary(ITEC)  
Embassy of India  
Guatemala City

Tel: +502-2508-8270  
Email: [ravi.arora@indemguatemala.org](mailto:ravi.arora@indemguatemala.org)

Please feel free to contact us for any further clarifications. Tel: +502-2508-8270; Email: [ravi.arora@indemguatemala.org](mailto:ravi.arora@indemguatemala.org)

### Who can apply

- Officials in Government, Public and Private Sectors, Universities, Chambers of Commerce and Industry, etc.
- Candidates should possess adequate work experience.

## Eligibility criteria for admission to Courses

- Academic qualifications as laid down by the Institute for the Course concerned:
- Working knowledge of English required to follow the Course.
- Age between 25 to 45 years.
- Medically fit to undertake the training.

## General Information

Applications, along with all supporting documents, should reach Embassy of India, 8ª Avenida, 15-07, Zona 10, Guatemala City at least 3 months before the commencement of the Course.

- Upon selection, the Embassy of India will inform the nodal/designated Department/Agency of the nominating country and the candidate.
- Selected candidates are required to familiarize themselves fully with the living conditions in India and about the Institute through the Institute's website.
- Decision regarding acceptance of applications/nominations rests solely with the Ministry of External Affairs, Government of India.
- For any further information/clarification, applicants are requested to contact the Embassy of India.

## ITEC Terms & Conditions

### General Conditions

- Participants are required to obtain from the Embassy of India the contact telephone/mobile numbers of the Course Coordinator and the Institute. They must familiarize themselves with the weather conditions and the type of clothes to be carried to India
- Participants are required to conduct themselves with discipline and abide by rules, regulations and guidelines as stipulated by both the nominating Government and the Government of India
- Participants are required to complete the training Course. Request for change of Course midway would not be entertained.
- 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 as conducted by the Institute.
- Participants are to refrain from engaging in any political activity and/or any form of employment for profit or gain.
- Participants are not allowed to bring along their spouses or families for the duration of the Course. No such request would be entertained by 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 without sufficient reasons are liable to refund the cost of training and airfare to Government of India.
- Participants are taken on study tour(s) as part of their Course Curriculum to visit different heritage sites/places of interest in India. No requests for any additional private tourism, etc. will be entertained during the Course.
- ITEC sponsorship may be cancelled 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.
- Female participants are advised to abstain from joining training Courses if they are in family way prior to their departure for India.

## Other Terms and Conditions

- Air Fare

The Government of India provides excursion/economy class air tickets for travel of participants from the capital city of the participants' country to the training Institute in India and back.

- Visa

Prior to departure for training in India, participants are advised to apply for Visa to the Embassy of India in Guatemala. Visa is issued gratis to them. Visa issued for the Course cannot be utilized for some other purpose.

- Course Fees

Course fees are borne by the Government of India.

- Accommodation

Accommodation is provided by Government of India in hostel/hotel, depending on the Institute and the charges are borne by the Government of India. In case, the Institute provides hostel accommodation, it is both on single or double occupancy basis depending on the rules of the Institute. Participants are advised to check about the status of hostel on the Institute website. Accommodation, if arranged in a hotel, is on a single-occupancy basis.

- 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

Government of India pays (through the Institute concerned) living allowance of Indian Rupees 25,000/- per month, calculated on the basis of arrival and departure dates, for meeting expenditure on food, out-of-pocket expenses, etc. **Living Allowance** is, inter alia, meant for meals and the Institute may make deductions if it provides the same to the candidates. For **courses of less than a month's duration**, Living Allowance is disbursed **on pro-rata basis**.

- Book Allowance

Government of India provides book allowance of Indian Rupees 5,000/- for purchase of Course-related books and other items of stationery. For claiming reimbursement, participants are required to submit vouchers.

- Study Tour

Participants are taken on study tours to acquaint/familiarize themselves with aspect of history and culture of India as well as to institutions/industries symbolizing modern India as part of their Course Curriculum. Government of India bears cost of approved study tours during the Course.

- Medical Facilities

Participants selected for training Courses are expected to be medically fit. Medical facility is for ailments of immediate and emergency nature occurring in India. No medical reimbursement allowed for ailments of regular/chronic nature. Participants must carry their own medicines for chronic ailments like diabetes, hypertension, etc. and have to bear the expenditure for medicines and consultation of doctors on their own.

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## Indian Technical & Economic Cooperation Programme

Ministry of External Affairs, Government of India

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You have selected: [Certificate Of Proficiency In English And It Skills](#)  
at [Aptech](#)

From: [14-06-2016](#) To: [19-08-2016](#).

### Instructions:

1. Applicants are required to apply for ITEC training program by filling up this application form and take a print out of filled form. This form is to be submitted to the nodal/designated Government Department/Agency of applicant's country.
2. Nodal/designated Department/Agency is, in turn, required to forward the applications to the Embassy/High Commission of India, accredited/concurrently accredited to the nominating country along with undertaking by candidate and certification from employer (Part-II of Application Form).
3. Candidates may take printout of application and later check the status of their application by logging-in at [www.itecgoi.in](http://www.itecgoi.in). The credentials for log-in may be noted while filling up the form.

Nationality *	GUATEMALA
<input type="checkbox"/> If not applying through Indian Mission, Please tick the check box	Secretariat Name <a href="#">Select Secretariat</a>

Normally candidates are required to apply for ITEC scholarships through respective Indian Missions. After filling this online form, its printout is sent to Indian Mission for processing, through the local government with its recommendation. However in certain cases, applications are also received through partner multilateral organization/agencies. In case you intend to apply through these multilateral organization/agencies, please select it here and submit your printed application to that organization /agency only. [Else, please keep that check-box unchecked.](#)

**In case of any assistance, please contact:**  
**Name:** MR. RAVI ARORA  
**Email Id:** [ravi.arora@indemguatemala.org](mailto:ravi.arora@indemguatemala.org)  
**Telephone Number:** 502 - 25088270, -

[Proceed](#)