General Instructions for applicants

1. Eligibility criteria for admission to Courses -
   - Working knowledge of English required to follow the Course
   - **Age between 25 to 50 years**
   - Medically fit to undertake the training

2. Applicants who have previously completed an ITEC course are eligible to apply only if the earlier course was completed more than five years prior to the commencement date of the current course.

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 (available on the ERD website).

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.