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வெளிநாட்டு வளங்கள் இணைக்களம்  
Department of External Resources

இதல், துணைப்பாடன ஸத ஈர்விக சம்பர்வன தலாநகாஸ  
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நிதி, திட்டமிடல் மற்றும் பொருளாதார அபிவிருத்தி அமைச்சு  
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Ministry of Finance, Planning and Economic Development  
The Secretariat (3<sup>rd</sup> Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Website: www.erd.gov.lk

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எனது இல  
My No

TA/ITEC/INDIA/S/25/25-26

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உமது இல  
Your No

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திகதி  
Date

28/05/2025

**Attn: Officer In-Charge Foreign Trainings**

Secretary to the President / Presidential Secretariat  
Secretary to the Prime Minister / Prime Minister's Office  
Secretaries / All Ministries  
Chairmen / All Independent Commissions  
Chief Secretaries / All Provincial Councils  
District Secretaries / All Districts

**Progress to Proficiency in English Iteration-I – Training Programme under the Indian Technical & Economic Cooperation (ITEC) Scholarship Scheme of the Ministry of External Affairs, Government of India in India, from 01<sup>st</sup> July to 28<sup>th</sup> July 2025**

The Government of India has invited nominations from eligible government-sector officials from Sri Lanka for "Progress to Proficiency in English Iteration-I" training programme. This programme will be held in India from 01<sup>st</sup> July to 28<sup>th</sup> July 2025. Further details of the programme can be downloaded from the link: <https://www.itecgoi.in/meaportal/registerApplicant>

We would greatly appreciate it if you could instruct the relevant officials to circulate this information among the Departments, Divisions, Institutes and Provincial/District administrations under your purview. Please ensure that the most suitable nomination is submitted to the Department of External Resources (ERD) along with the following documents by **2.00 pm on 17<sup>th</sup> June 2025**:

- Nomination Letter (from the relevant Ministry)
- Two sets of duly filled Application Form (printouts of the online application)
- Duly filled ERD Form (available at [www.erd.gov.lk](http://www.erd.gov.lk))
- Two copies of Passport (with a minimum 6-month validity period)
- Medical certificate issued by a doctor/ Government Hospital in the prescribed format
- A statement on the relevance of the training program to the current job role

Please be advised that the deadlines for application submission will be strictly enforced. Therefore, it is required to ensure that all applications are submitted by the stipulated time.

We have been informed that a maximum of **two (02) opportunities are available** for Sri Lanka, and to submit four nominations to the High Commission of India (HCI) for screening. Therefore, we kindly request that you select the most suitable officer from your organization, provided that the course is relevant to the functions of the Ministry and the official duties of the nominating officer. The relationship of the training programme to the nominee will be critically considered during the screening process conducted by the HCI.

Please be advised that the following procedures will be applied when submitting applications for the ITEC Programs. These procedures are established to ensure compliance with the conditions and guidelines set forth by ITEC, as well as to facilitate a streamlined application process:

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பணிப்பாளர் நாயகம்  
Director General

94-11-2484693

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அலுவலகம்  
Office

94-11-2484500  
94-11-2484600

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தொலை நகல்  
Fax

94-11-2447633  
94-11-2387153

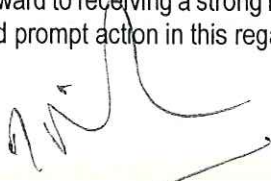
- Applicants are strongly encouraged to register for the programme as early as possible using the link: <https://www.itecgoi.in/meaportal/registerApplicant>
- Please ensure that the printout of the online application, along with the required documents, is submitted to the Department of External Resources before the deadline.
- It is important to note that candidates must complete the ITEC application form meticulously, ensuring that no fields are left incomplete or blank, and that all information provided is accurate. Incomplete applications will be rejected without undergoing the screening process.
- The first four (04) applications will be processed on a "first come, first served" basis, taking into account the relevance of the applicant to the programme. Once the first four applications are forwarded to the HCI in Sri Lanka, the application status will be marked as closed.
- Furthermore, if any ministry or agency submits more than one (01) nomination, the order of the nominations as indicated in the covering letter will be considered as the priority order for the nominees. Therefore, we kindly request that you specify the names in order of priority when submitting the nomination letter.
- We would like to emphasize that only two training opportunities are available and therefore, not all ministries may be able to participate. In light of this limitation, a maximum of one placement may be allocated to a ministry. However, should the required number of applications not be received from other ministries, institutions, or organizations, additional placements may be considered.
- Officers are not permitted to reapply for any training course offered under the ITEC Programme (short-term or long-term) once they have already participated in an ITEC course.
- Applicants should be within the age range of 25 to 45 years.
- Candidates must have a minimum of three years of experience in the fields of research, intellectual property (IP), and technology management.
- A working knowledge of English is required to successfully follow and complete the ITEC course.
- Candidates must be medically fit to undertake the training.

The Government of India will provide the following facilities to participants selected for in-person training programmes:

- Return Air Ticket (Economy Class) from Colombo to Training Institute in India
- Course fees
- Accommodation
- Living Allowance of INR 1,500/- per day for meeting expenditure on food
- Medical expenses (only in case of medical emergency during the training in India)
- Approved study tours (including places of historical importance)

**Please note that the final decision regarding the acceptance of applications/nominations rests solely with the Ministry of External Affairs of the Government of India and only selected candidates will be notified through the ERD and the HCI in Sri Lanka.**

This is a valuable opportunity for public sector officials and the Government of Sri Lanka. We therefore look forward to receiving a strong list of nominations to ensure the maximum utilization of this offer. Your cooperation and prompt action in this regard are highly appreciated.

  
Tharanga Liyanage  
Additional Director General  
for Director General

**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY**  
**HYDERABAD, INDIA**  
**PROGRESS TO PROFICIENCY IN ENGLISH**

### **Introduction**

The course ***Progress to Proficiency in English*** is offered to professionals from ITEC countries. Both the courses are of 04/06 weeks duration (around 100/150 contact hours). *The participants will be placed at either the Advanced, Intermediate or the Basic level, depending on their performance in a diagnostic test administered on arrival.*

At the EFL University, we specialize in the **teaching of English to non-native speakers**. This has ensured our place as a global leader in language teaching and the training of language teachers as proficiency in the development of language skills is highly sought after. While regional (recognised) languages have been used for effective communication inside the territory of the Indian states, we recognize English as the *lingua franca* of the world, which is predominant in maintaining international diplomacy and global business ties.

This programme also encourages the **sharing of Indian culture and knowledge** through study tours while visits to heritage sites **fosters better understanding of the rich Indian culture and heritage**.

### **Aim and objectives**

The overall aim of the course is to develop participants' proficiency in English and to equip them with skills such as reading, writing, listening and speaking.

The specific objectives of the course are to enable participants to:

- develop their grammatical competence
- enrich their vocabulary
- listen and understand a variety of spoken texts
- speak fluently in a variety of contexts
- read and understand different kinds of texts
- write different types of texts like emails, essays and reports etc

### **Eligibility**

Graduates/Post Graduates in any discipline with some knowledge of English and **five years** of working experience in a government sector.

Candidates placed at the **Advanced level** will be expected to possess a fairly wide range of vocabulary and control of a range of grammatical structures. They should be able to use English fluently and accurately for social and academic purposes and with a fair degree of accuracy in writing for official and academic purposes.

Candidates placed at the **Intermediate level** will be expected to understand the main points of written or oral texts on familiar topics regularly encountered in work, leisure, travel etc. These are expected to produce simple connected text on topics which are familiar or of personal interest giving reasons and explanations for opinions and plans.

Candidates placed at the **Basic level** will be expected to be able to understand and respond to simple oral statements and questions of an everyday nature in English (basic personal, family information, shopping places and employment). They should have basic vocabulary to read and write simple sentences and short texts. They should be familiar with the conventions of writing in English. We do not expect candidates who are at the zero level.

### Course content and methodology

The curriculum is designed keeping in view the age, the experience and the heterogeneous backgrounds of the participants, with room for flexibility to suit the needs of the various groups.

Out of the 100/150 contact hours spread over the 04/06-week programme, 92/138 hours are allocated for classroom study and 08/12 hours for extension lectures by experts on arts, culture and traditions of India. The components for **basic level** are listening, speaking, reading and writing, along with pronunciation, functional grammar and vocabulary. The **advanced/Intermediate level** has, in addition to grammar and vocabulary, reading, writing, listening and speaking meant to facilitate communicative efficiency in professional contexts.

To give the participants hands-on experience in using English, the teaching methodology includes group work, pair work, discussions, short lectures, and assignments. Classes are organized around a set of communicative functions useful for proficient, adult users of English to provide a holistic learning experience for the participants. The programme also includes a study/cultural tour.

### Evaluation

The performance of the participants is evaluated through an end-of-course examination.

At the end of the course, the participants will be awarded certificates and grade cards at the Basic, Intermediate or the Advanced level based on their placement into any of these levels.

### Study tour

During the course the participants are taken on sightseeing tours of Hyderabad, so that they can get **glimpses of its ancient history and rich culture**. These tours give the participants **opportunity to use the English they learn on the course**, and get **acquainted with the rich culture and heritage of India**.

### Book kit

1. Participants are provided with:
  - (i) e-content where required.
  - (ii) A welcome kit including a backpack and a memento.
  - (iii) One or more books from the publications division of the Govt. of India.
2. Photographers and videographers are hired for recording events during the course period.

### Faculty Profile

The faculty who teach on the ITEC Course are internationally trained, fully qualified, and vastly experienced teachers of this university. The teachers are from various departments of the School of English Language Education and the School of Language Sciences in EFL University. Teachers have specialization in areas of ELT, Linguistics and Phonetics.

Besides them, experts in different aspects of art and culture are also invited to interact with the participants.