Civilian Training Programme
Indian Technical & Economic Cooperation (ITEC)
&
Special Commonwealth Assistance for Africa Programme (SCAAP)

2011-2012

Sponsored by
Ministry of External Affairs
Government of India
New Delhi
List of ITEC/SCAAP Empanelled Institutes

Accounts, Audit, Banking and Finance Courses

01. Institute of Government Accounts and Finance - New Delhi
02. International Center for Information and System Audit – Noida
03. National Institute of Bank Management – Pune

IT, Telecommunication and English Courses

04. Aptech Limited - New Delhi
05. Centre For Development of Advanced Computing – Mohali
06. Centre For Development of Advanced Computing – Noida
07. Centre For Excellence in Telecom Technology and Management – Mumbai
08. CMC Ltd. - New Delhi
09. English and Foreign Languages University – Hyderabad
10. NIIT Ltd - New Delhi
11. UTL Technologies Ltd. – Bangalore

Management Courses

12. Administrative Staff College of India - Hyderabad
13. Institute of Applied Manpower Research – Delhi

SME/Rural Development Courses

15. Entrepreneurship Development Institute of India – Ahmedabad
17. National Institute of Micro Small & Medium Enterprises – Hyderabad
18. National Institute of Rural Development – Hyderabad

Specialized Courses

20. Human Settlement Management Institute - New Delhi
21. Indian Institute of Mass Communication - New Delhi
22. International Statistical Education Centre – Kolkata
24. National Institute of Training for Standardization (Bureau of Indian Standards) – NOIDA
25. National Institute of Technical Teachers Training and Research – Chennai
26. National University of Educational Planning and Administration - New Delhi
27. Postal Staff College, Ghaziabad
28. Research and Information System for Developing Countries - New Delhi
29. V.V. Giri National Labour Institute – NOIDA

**Technical Courses**
30. Central Fertilizer Quality Control & Training Institute – Faridabad
31. Central Institute of Rural Electrification – Hyderabad
32. Central Institute of Tool Design – Hyderabad
33. Central Scientific Instruments Organization - New Delhi
34. Fluid Control Research Institute – Kerala
35. Geological Survey of India- Training Institute, Hyderabad
36. Indian Institute of Production Management – Kansbahal, Orissa
37. Indian Institute of Remote Sensing – Dehradun
38. Indian Institute of Technology – Roorkee, Department of Hydrology
39. Indian Institute of Technology – Roorkee, Department of Water Resources Development and Management
41. RITES (Courses for Railway Personnel only) – Gurgaon
42. South India Textile Research Association – Coimbatore

**Environment and Renewable Energy Courses**
43. Alternate Hydro Energy Centre, Indian Institute of Technology, Roorkee
44. Barefoot College – Tilonia, Rajasthan
45. Centre for Wind Energy Technology – Chennai
46. Indian Institute of Science, Bangaluru
47. Solar Energy Centre, Gurgaon
48. TERI(The Energy & Resources Institute) - New Delhi
Accounts, Audit, Banking and Finance Courses
01. Institute of Government Accounts and Finance

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Public Expenditure Management</td>
<td>3 weeks</td>
<td>03.10.2011 - 21.10.2011</td>
<td>30</td>
</tr>
<tr>
<td>3.</td>
<td>Financial Management</td>
<td>3 weeks</td>
<td>09.01.2012 - 27.01.2012</td>
<td>30</td>
</tr>
<tr>
<td>4.</td>
<td>Public Expenditure Management</td>
<td>3 weeks</td>
<td>13.2.2012 - 02.03.2012</td>
<td>30</td>
</tr>
</tbody>
</table>

Eligibility Criteria

Sl. No. 1-4: Graduate or any Professional Degree, Middle/Senior Civil Servants, Bankers, PSU Personnel, Financial Analysts and others involved in Finance, Accounts and Budget related works in their respective Governments.
## 02. International Centre for Information Systems and Audit (iCISA)


Telephone Numbers: +91 120 2400050, 51 & 52

Fax Numbers: +91 120 24011430, 2400041

Email: admin@icisacag.com

Website: www.icisa.cag.gov.in

---

### Mr. Sunil Kumar Bahri
Director General
Tel. No. : +91 120 2400046
Fax: No. : +91 120 2401430
Email: skbahri@icisacag.com
Mobile: 09871391198

### ITEC Course Coordinator:
Santosh Kumar
Director
Tel. No. : +91 120 2400129
Fax: No. : +91 120 2400041
Email: kumars@icisacag.com
Mobile No. : +91-9968096990

### 24 hrs Emergency /After Office/Holidays Contact Nos.
Santosh Kumar, Director
Tel. No. : +91 120 2403393
Mobile No. : +91 9968096990

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### Sl. No. | Name of the Course | Duration | Period From | Period To | Seats (Max)
---|---|---|---|---|---
1. | Receipt Audit | 4 weeks | 08.08.2011 | 02.09.2011 | 30
3. | Auditing in IT Environment | 4 weeks | 17.10.2011 | 11.11.2011 | 30
5. | Environment Audit | 4 weeks | 09.01.2012 | 03.02.2012 | 30

### Eligibility Criteria

Sl. No. 1-6: Middle to Senior level Audit managers from Supreme Audit Institutions and other government departments, should have at least 5 years experience in respective Supreme Audit Institution and should have dealt with audits in the area for which they are being nominated; participants from government departments other than the SAI with requisite experience can be considered if vacancies exist.
### 03. National Institute of Bank Management

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period From</th>
<th>Period To</th>
<th>Seats (Max)</th>
</tr>
</thead>
</table>

### Eligibility Criteria

Sl. No. 1-3 : Graduate with 5 years experience in Banking/Finance Ministry/Corporates.
IT, Telecommunication and English Courses
## 04. Aptech Limited

**D 52, 3rd Floor, South Extension Part I, New Delhi - 110049**

Telephone Numbers: + 91 11 24658005  
Fax Numbers: + 91 11 24658005  
Email: kartikd@aptech.ac.in, hanitv@aptech.ac.in  
Website: www.aptech-worldwide.com

**Ms. Sonia Narula**  
Vice President  
Tel. No. : + 91 11 24622761  
Fax: No. : + 91 11 24672761  
Email : sonian@aptech.ac.in

**ITEC Course Coordinator:**  
Kartik Dabral/ Hanit Vairagi  
Tel. No. : + 91 11 24658005  
Fax: No. : + 91 11 24658005  
Email : kartikd@aptech.ac.in, hanitv@aptech.ac.in  
Mobile No.: Kartik - +91 9958644460  
Hanit - + 91 9873676676

**24 hrs Emergency /After Office/Holidays Contact Nos.**  
Kartik Dabral/ Hanit Vairagi  
Mobile No. : Kartik- +91 9958644460 / Hanit- + 91 9873676676

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period From</th>
<th>To</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Certificate of Proficiency in English &amp; IT Skills</td>
<td>10 weeks</td>
<td>09.06.2011</td>
<td>17.08.2011</td>
<td>30</td>
</tr>
<tr>
<td>2.</td>
<td>Certificate of Proficiency in Web Designing</td>
<td>10 weeks</td>
<td>09.06.2011</td>
<td>17.08.2011</td>
<td>30</td>
</tr>
<tr>
<td>3.</td>
<td>Certificate of Proficiency in English Communication</td>
<td>8 weeks</td>
<td>22.08.2011</td>
<td>16.10.2011</td>
<td>30</td>
</tr>
<tr>
<td>7.</td>
<td>Certificate of Proficiency in English &amp; IT Skills</td>
<td>10 weeks</td>
<td>04.01.2012</td>
<td>13.03.2012</td>
<td>30</td>
</tr>
<tr>
<td>8.</td>
<td>Certificate of Proficiency in Graphic &amp; Web Designing</td>
<td>12 weeks</td>
<td>04.01.2012</td>
<td>27.03.2012</td>
<td>30</td>
</tr>
<tr>
<td>10.</td>
<td>Certificate of Proficiency in English &amp; IT Skills</td>
<td>10 weeks</td>
<td>21.03.2012</td>
<td>29.05.2012</td>
<td>30</td>
</tr>
<tr>
<td>11.</td>
<td>Certificate of Proficiency in Web Designing</td>
<td>10 weeks</td>
<td>30.03.2012</td>
<td>07.06.2012</td>
<td>30</td>
</tr>
</tbody>
</table>
Eligibility Criteria

Sl No. 1, 3, 5, 7, 9 & 10: Prior knowledge of basic English is essential;

Sl. No. 2, 6 & 11: Prior basic knowledge of computers is essential. Inclination towards creativity will be an advantage;

SL. NO. 4 & 8: Prior basic knowledge of computers and a creative bent of mind is essential.
# Centre For Development of Advanced Computing (Mohali)

**A-34, Industrial Area, Phase-VIII, Mohali, Punjab (India)-160071**

Telephone Numbers: +91 172 2237052 - 57

Fax Numbers: + 91 172 2237050

Email: itec@cdacmohali.in

Website: www.cdacmohali.in

---

**Shri J.S. Bhatia**  
**Executive Director**

Tel. No. : + 91 172 2237050, 5090911  
Fax: No. : + 91 172 2237050-51

Email: 

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**ITEC Course Coordinator:**

Dr. Sanjay P. Sood

Tel. No. : + 91 172 5090910  
Fax: No. : + 91 172 2237050

Email: itec@cdacmohali.in  
spsood@cdacmohali.in

Mobile No. : 09988883660

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24 hrs Emergency /After Office/Holidays Contact Nos.

Shri Pradeep Mishra

Tel. No. : + 91 172 5090911  
Mobile No. : + 91 09888413388

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<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period From</th>
<th>Period To</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Advanced Course in Computer Networks Engineering and Management</td>
<td>12 weeks</td>
<td>02.05.2011</td>
<td>22.07.2011</td>
<td>30</td>
</tr>
<tr>
<td>2.</td>
<td>Advanced Course in Telemedicine and Medical Informatics</td>
<td>4 weeks</td>
<td>02.05.2011</td>
<td>27.05.2011</td>
<td>30</td>
</tr>
<tr>
<td>3.</td>
<td>Advanced Course on Healthcare Technologies (Bio-Medical Equipment and Medical Informatics)</td>
<td>8 weeks</td>
<td>30.05.2011</td>
<td>22.07.2011</td>
<td>30</td>
</tr>
<tr>
<td>4.</td>
<td>Advanced Course on Special Effects and Video Post Production Techniques</td>
<td>8 weeks</td>
<td>30.05.2011</td>
<td>22.07.2011</td>
<td>30</td>
</tr>
<tr>
<td>6.</td>
<td>Course in 3D Animation</td>
<td>8 weeks</td>
<td>22.08.2011</td>
<td>14.10.2011</td>
<td>30</td>
</tr>
<tr>
<td>7.</td>
<td>Training Programme on E-Governance for Executives</td>
<td>8 weeks</td>
<td>22.08.2011</td>
<td>14.10.2011</td>
<td>30</td>
</tr>
<tr>
<td>8.</td>
<td>Advanced Course in CADD</td>
<td>12 weeks</td>
<td>17.10.2011</td>
<td>06.01.2012</td>
<td>30</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Course Title</td>
<td>Duration</td>
<td>Start Date</td>
<td>End Date</td>
<td>Seats</td>
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<tr>
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<td>------------------------------------------------------------------------------</td>
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<tr>
<td>9.</td>
<td>Advanced Course in Multimedia &amp; Web Design Technology</td>
<td>12 weeks</td>
<td>17.10.2011</td>
<td>06.01.2012</td>
<td>30</td>
</tr>
<tr>
<td>10.</td>
<td>Advanced Course in Telemedicine and Medical Informatics</td>
<td>4 weeks</td>
<td>17.10.2011</td>
<td>11.11.2011</td>
<td>30</td>
</tr>
<tr>
<td>11.</td>
<td>Diploma in LINUX for Network Applications</td>
<td>8 weeks</td>
<td>14.11.2011</td>
<td>06.01.2012</td>
<td>30</td>
</tr>
<tr>
<td>12.</td>
<td>Training Programme on Information &amp; Network Security</td>
<td>8 weeks</td>
<td>09.01.2012</td>
<td>02.03.2012</td>
<td>30</td>
</tr>
<tr>
<td>13.</td>
<td>Course in 3D Animation</td>
<td>8 weeks</td>
<td>09.01.2012</td>
<td>02.03.2012</td>
<td>30</td>
</tr>
<tr>
<td>14.</td>
<td>Advanced Course in Multimedia &amp; Web Design Technology</td>
<td>12 weeks</td>
<td>05.03.2012</td>
<td>25.05.2012</td>
<td>30</td>
</tr>
<tr>
<td>15.</td>
<td>Training Programme in Network Security Assessment and Pro-active Defense</td>
<td>8 weeks</td>
<td>05.03.2012</td>
<td>27.04.2012</td>
<td>30</td>
</tr>
</tbody>
</table>

**Eligibility Criteria**

Sl. No 1 Graduate in Science (Electronics/Computer Science/Telecom or equivalent) with experience; or Graduate of Industrial Training Institute in any of the areas mentioned in the course contents with experience; or 2 years technical courses in Electronics/Electrical/Telecom after 12 years of schooling.

Sl. No.2: Hospital Administrators/ Engineering Graduates (IT/Computer Science/Electronics)/ MBA Clinicians involved in healthcare IT.

Sl. No. 3 : Professionals (Electronics/Electrical/Instrumentation Engineer) or equivalent/ Diploma holders in Electronics/Electricals/ Instrumentation or equivalent aspiring to become healthcare professionals.

Sl. No. 4 & 6, 9, 13 & 14 : Graduates with working knowledge of computers.

Sl. No. 5 & 11 : Graduate with working knowledge of computers/ 2 years technical course in Electronics/Telecom/Computers with 12 years of schooling.

Sl. No. 7: Graduate with working knowledge of computers. Experience minimum 2 years, Government employees at supervisory level.

Sl. No. 8 : Degree/ Diploma in Civil, Mechanical, Architecture, working professionals in designing

Sl. No. 10 : Hospital Administrators/Graduates in Engineering (IT/Computer Science/ Electronics)

Sl. No.12 : Graduates with knowledge of Windows Operating System preferably familiarity with its administration.

Sl. No.15: Graduates in Science/Electronics/Computer Science/Telecommunications with some experience or Graduate of Industrial Training Institute in any of the areas mentioned in the Course contents/ 2 years technical course in Electronics/Electrical/ Telecommunication after 12 years of schooling.
## Centre For Development of Advanced Computing (Noida)

**B-30, Institutional Area, Sector-62, Noida (U.P.)- 201307**

**Telephone Numbers:** +91 120 3063303

**Fax Numbers:** +91 120 3063374

**Email:** vksharma@cdacnoida.in

**Website:** http://www.cdacnoida.in

---

**Dr. George Varkey**

**Executive Director**

Tel. No. : +91 120 3063300

Fax: No. : +91 120 2402569

Email : varkey@cdacnoda.in

---

**ITEC Course Coordinator:**

**Mr. V.K. Sharma**

Tel. No. : +91 120 3063303

Fax: No. : +91 120 3063374

Email : vksharma@cdacnoida.in

Mobile No. : +91- 9811900715

---

**24 hrs Emergency /After Office/Holidays Contact Nos.**

Mr. V.K. Sharma/Mr. Navneet Jain

Tel. No. : +91 120 3063303/ +91 120 3063396

Mobile No. : +91 9811900715/ 9811900728

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<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Specialized Programme on Service Oriented Architecture based Application Development</td>
<td>8 weeks</td>
<td>12.12.2011 - 03.02.2012</td>
<td>30</td>
</tr>
<tr>
<td>6.</td>
<td>Specialized Programme on Internetworking Design and LAN WAN Administration</td>
<td>12 weeks</td>
<td>09.01.2012 - 30.03.2012</td>
<td>30</td>
</tr>
<tr>
<td>7.</td>
<td>Specialized Programme on Application Development using GIS &amp; Remote Sensing</td>
<td>8 weeks</td>
<td>06.02.2012 - 30.03.2012</td>
<td>30</td>
</tr>
</tbody>
</table>
Eligibility Criteria

Sl. No. 1, 2, 4, 5, 6 & 7: 2 years technical course or graduate in any stream after 12 years of schooling. Knowledge of any programming language is desirable.

Sl. No. 3: 2 years technical course or graduate with knowledge of windows operating system, preferably familiarity with its administration, though not essential, and understanding of networking concepts.
# Centre For Excellence in Telecom Technology and Management

**Technology Street, Hiranandani Gardens, Powai, Mumbai- 400076**

**Telephone Numbers:** +91 22 25714585  
(After office hours) : +91 22 25704445

**Fax Numbers:**  
+ 91 22 25707274  
+ 91 22 25706700  
+ 91 22 25714545

**Email:** debdpr@mtnl.net.in  
Sdepr2@cettm.mtnl.in  
ambd@cettm.mtnl.in

**Website:** http://cettm.mtnl.in/infra

---

**Mr. M.K. Shedha**  
Principal General Manager

**Telephone Numbers:** +91 22 25707088  
Fax: No. : + 91 22 25707066  
Email : cgmtrg@mtnl.net.in

**ITEC Course Coordinator:**  
Mr. G.M. Mulgund  
AGM(BD &PR), CETTM  
Tel. No. : + 91 22 25714585  
Fax: No. : + 91 22 25706700  
Email : debdpr@mtnl.net.in  
debdpr@cettm.mtnl.in

Mobile No. : + 91 9869283344

---

**24 hrs Emergency /After Office/Holidays Contact Nos.**  
Mr. G.M. Mulgund, AGM (BD & PR)  
Tel. No. : + 91 22 2714585/25704445  
Mobile No. : + 91 9869283344/9869416043/9869265838

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<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Telecom Management</td>
<td>8 weeks</td>
<td>04.04.2011</td>
<td>30</td>
</tr>
<tr>
<td>2.</td>
<td>Intelligent Network, Value Added Services and Modern Switching Technologies</td>
<td>8 weeks</td>
<td>02.05.2011</td>
<td>30</td>
</tr>
<tr>
<td>3.</td>
<td>Broadband Technologies and Future Trends</td>
<td>8 weeks</td>
<td>06.06.2011</td>
<td>30</td>
</tr>
<tr>
<td>4.</td>
<td>Mobile Technologies and Services</td>
<td>8 weeks</td>
<td>04.07.2011</td>
<td>30</td>
</tr>
<tr>
<td>5.</td>
<td>Telecom Management</td>
<td>8 weeks</td>
<td>11.07.2011</td>
<td>30</td>
</tr>
<tr>
<td>6.</td>
<td>Data Communication and IP Technologies</td>
<td>8 weeks</td>
<td>01.08.2011</td>
<td>24</td>
</tr>
<tr>
<td>7.</td>
<td>Next Generation Network Technologies and Future Trends</td>
<td>8 weeks</td>
<td>05.09.2011</td>
<td>30</td>
</tr>
<tr>
<td>8.</td>
<td>Intelligent Network, Value Added Services and Modern Switching Technologies</td>
<td>8 weeks</td>
<td>12.09.2011</td>
<td>30</td>
</tr>
<tr>
<td>9.</td>
<td>Optical Fibre Cable, Systems</td>
<td>8 weeks</td>
<td>03.10.2011</td>
<td>30</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Course Title</td>
<td>Duration</td>
<td>Start Date</td>
<td>End Date</td>
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</tr>
<tr>
<td>13.</td>
<td>IP Networks and Advanced Routing Technologies</td>
<td>8 weeks</td>
<td>06.02.2012</td>
<td>30.03.2012</td>
</tr>
<tr>
<td>15.</td>
<td>Broadband Technologies and Future Trends</td>
<td>8 weeks</td>
<td>13.03.2012</td>
<td>04.05.2012</td>
</tr>
</tbody>
</table>

**Eligibility Criteria**

Sl. No. 1-15: Graduate / Diploma with relevant field. Also working professionals having experience in the said field.
## Sl. No. | Name of the Course | Duration | Period | Seats (Max)
--- | --- | --- | --- | ---
1. | Certificate Course in English Fluency and I.T. Skills | 12 weeks | 09.05.2011-29.07.2011 | 30
2. | Certificate Course for Proficiency in Business Communication and Life Skills & Internet Technology | 8 weeks | 06.06.2011-29.07.2011 | 30
5. | Certificate Course in English Fluency | 8 weeks | 22.08.2011-14.10.2011 | 30
9. | Certificate Course in English Fluency and IT Skills | 8 weeks | 23.01.2012-16.03.2012 | 30
Eligibility Criteria

Sl. No. 1: Participants who look forward to read, write and speak English fluently and use computers effectively.

Sl. No. 2 & 10: Participants who look forward to enhance their communications and life skills.

Sl. No. 3 & 6: Graduates who have basic knowledge of computers, preferably with prior knowledge of any one programming language.

Sl. No. 4 & 7: Graduates in Science/Maths or equivalent degree with basic knowledge of computers.

Sl. No. 5 & 9: Participants who look forward to use English effectively at work and be ready for an international work environment.
# Course Schedule

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Progress to Proficiency – Basic</td>
<td>12 weeks</td>
<td>16.06.2011 - 07.09.2011</td>
<td>30</td>
</tr>
<tr>
<td>5.</td>
<td>Business in English (Science &amp; Technology)</td>
<td>12 weeks</td>
<td>16.06.2011 - 07.09.2011</td>
<td>30</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Course Description</td>
<td>Duration</td>
<td>Start Date</td>
<td>End Date</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------</td>
<td>----------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td>12</td>
<td>Progress to Proficiency – Intermediate</td>
<td>12 weeks</td>
<td>12.01.2012</td>
<td>04.04.2012</td>
</tr>
<tr>
<td>13</td>
<td>Progress to Proficiency – Advanced</td>
<td>12 weeks</td>
<td>12.01.2012</td>
<td>04.04.2012</td>
</tr>
<tr>
<td>14</td>
<td>Business in English</td>
<td>12 weeks</td>
<td>12.01.2012</td>
<td>04.04.2012</td>
</tr>
<tr>
<td>15</td>
<td>Business in English (Science &amp; Technology)</td>
<td>12 weeks</td>
<td>12.01.2012</td>
<td>04.04.2012</td>
</tr>
</tbody>
</table>

**Eligibility Criteria**

Sl. Nos . 1-15- Basics: Professionals from any field with basic understanding and literacy in English. Intermediate: Professionals from any field with a moderate ability in receptive skills (Listening & Reading) and productive skill (Speaking & Writing). Advanced: Professionals from any field with adequate competence in using English.
10. NIIT Ltd

NIIT Limited, NIIT House, B-234, Okhla Phase-I, New Delhi-110020
Telephone Number:+91 11 41407000
Fax Numbers:+91 11 26817344
Email: hriday.saraswat@niit.com
Website: www.niit.com

Head of the Institute:
Mr. Bishnu Nepak
National Sales Head
Tel. No. : +91 11 41407058
Fax: No. : +91 11 26817344
Email : Bishnu.Nepak@niit.com

ITEC Course Coordinator:
Mr. Hriday Saraswat
Key Account Manager
Tel. No. : +91-11-41407061
Fax: No. : +91-11-26817344
Email : hriday.saraswat@niit.com
Mobile No.: +91-9711203416

24 hrs Emergency /After Office/Holidays Contact Nos.
Mr. Neel Mani
Email : neelm@niit.com
Tel. No. : +91-11-40527519
Mobile No. : + 91-9810360448

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period From</th>
<th>To</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Certificate Course in Spoken English and MS-Office Skills</td>
<td>8 weeks</td>
<td>05.04.2011</td>
<td>31.05.2011</td>
<td>30</td>
</tr>
<tr>
<td>2.</td>
<td>Diploma in Advanced Networking</td>
<td>12 weeks</td>
<td>05.04.2011</td>
<td>28.06.2011</td>
<td>30</td>
</tr>
<tr>
<td>3.</td>
<td>Diploma in Communication English, IT &amp; Networking Skills</td>
<td>12 weeks</td>
<td>07.06.2011</td>
<td>30.08.2011</td>
<td>30</td>
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<tr>
<td>4.</td>
<td>Certificate Course in Spoken English and MS-Office Skills</td>
<td>8 weeks</td>
<td>05.07.2011</td>
<td>30.08.2011</td>
<td>30</td>
</tr>
<tr>
<td>5.</td>
<td>Certificate Course in Spoken English and Web Development</td>
<td>8 weeks</td>
<td>06.09.2011</td>
<td>01.11.2011</td>
<td>30</td>
</tr>
<tr>
<td>6.</td>
<td>Certificate Course in Database Administration &amp; E-Commerce</td>
<td>8 weeks</td>
<td>06.09.2011</td>
<td>01.11.2011</td>
<td>30</td>
</tr>
<tr>
<td>7.</td>
<td>Diploma in Advanced Networking</td>
<td>12 weeks</td>
<td>08.11.2011</td>
<td>31.01.2012</td>
<td>30</td>
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<tr>
<td>10.</td>
<td>Proficiency in Spoken English</td>
<td>8 weeks</td>
<td>04.02.2012</td>
<td>01.04.2012</td>
<td>30</td>
</tr>
</tbody>
</table>
Eligibility Criteria

Sl. No. 1,3,4,8 & 9: Should be able to read and write in English language, basic knowledge of computers will be added advantage. Minimum 2-3 years of working experience.

Sl. No. 2,5, 6 & 7: Working knowledge of Microsoft® Windows as Operating System. 3-4 years of work experience.

Sl. No.10: Basic understanding with English and familiarity with the English alphabet. 2-3 years of working experience.
11. UTL Technologies Ltd.

**Address:**
19/6, Ashokapuram School Road, Industrial Suburb, Yeshwanthpur, Bangalore- 560 022

**Land Mark:** Near ISCKON Temple

**Telephone Numbers:** + 91 80 23472171 + 91 80 23472172

**Fax Numbers:** + 91 80 23572795

**Email:** itec@utltraining.com

**Website:** www.utltraining.com

---

**Mr. J Srinivasa Raju**

**Divisional Head**

Tel. No. : + 91 80 23472171/23472172

Fax: No. : + 91 80 23572795

Email : srinivasraju@utltraining.com

Mobile No. : + 91 9980866166

---

**ITEC Coordinator:**

**Mr. Rajashekar. N**

Tel. No. : + 91 80 23472171/23472172

Fax: No. : + 91 80 23572795

Email : rshekar@utltraining.com

Mobile No. : + 91 9739002631 + 91 8050603976

---

**24 hrs Emergency /After Office/Holidays Contact Nos.**

Mr. J Srinivasa Raju

Tel. No. : + 91 80 23472171/ 23472172

Mobile No. : + 91 9980866166

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<table>
<thead>
<tr>
<th>Sl No</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period from</th>
<th>Period to</th>
<th>Seats (Max)</th>
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<tbody>
<tr>
<td>2.</td>
<td>Diploma in Advanced Mobile Communication Technologies</td>
<td>10 weeks</td>
<td>20.06.2011</td>
<td>26.08.2011</td>
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<tr>
<td>10.</td>
<td>Diploma in Advanced Mobile Communication Technologies</td>
<td>10 weeks</td>
<td>12.03.2012</td>
<td>18.05.2012</td>
<td>30</td>
</tr>
</tbody>
</table>
Eligibility Criteria

Sl. No. 1 & 7: Graduates in Science, Arts, & Commerce (with prior knowledge of computers)/Engineers/Diploma holders in Electronics/ Electrical/ Computer Science/ Telecom/Instrumentation or equivalent. Exposure to networking fundamentals and network functions is desirable; Officials of IT Departments of all Ministries and people responsible for network maintenance of all departments of Universities and Companies.

Sl. No. 2, 5 & 10: Engineers/Diploma/ Graduates in Telecommunications, Electronics, Computer Science, Instrumentation or equivalent.

Sl. No. 3, 4, 6, 8 & 9: Graduates/ Engineers/Diploma Holders in any discipline with prior computer Networking knowledge.
Management Courses
12. Administrative Staff College of India

Bella Vista, Raj Bhavan Road, Hyderabad-500 082
Telephone Number: +91 40 6653 3000
Fax Number: +91 40 2331 2954
Email:poffice@asci.org.in
Website: http://www.asci.org.in

Head of the Institute:
Dr. Siripurapu K Rao
Director General
Tel. No. : +91 40 6653 4223/ 4251
Fax: No. : +91 40 23321401
Email : skrao@asci.org.in

ITEC Course Coordinator:
Prof. Raj V. Ponnaluri
Dean of Management Programmes
Tel. No. : +91 40 6653 3080
Fax: No. : +91 40 2331 2100
Email : rvp@asci.org.in
Mobile No. :+91 9440 887100

24 hrs Emergency /After Office/Holidays Contact Nos.
Col. S.R. Damle
Tel. No. : +91 40 6653 3000

<table>
<thead>
<tr>
<th>Sl. No.</th>
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<th>Seats (Max)</th>
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<tbody>
<tr>
<td>1.</td>
<td>General Management Programme for Senior Executives: Session –117</td>
<td>4 weeks</td>
<td>06.06.2011-01.07.2011</td>
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<tr>
<td>2.</td>
<td>General Management Programme for Senior Executives: Session –118</td>
<td>4 weeks</td>
<td>09.01.2012-03.02.2012</td>
<td>15</td>
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</tbody>
</table>

Eligibility Criteria

Sl. No. 1-2 : Senior Executives holding management positions in their respective organizations in both Public and Private sector organizations.
13. Institute of Applied Manpower Research

Plot No. 25, Sector A-7, Institutional Area
Narela, Delhi

Telephone Numbers: +91 11 2778 3467, 2778 7211, 2778 7213
EPBX : +91 11 2778 7214-18
Fax Number: +91 11 2778 7211
Email: iamr@vsnl.com, iamr_pgdc@vsnl.net
Website: http://www.iamrindia.org

<table>
<thead>
<tr>
<th>Head of the Institute:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Santosh K. Mehrotra</td>
</tr>
<tr>
<td>Director General</td>
</tr>
<tr>
<td>Tel. No. : +91 11 2778 3468</td>
</tr>
<tr>
<td>Fax: No. : +91 11 2778 3467</td>
</tr>
<tr>
<td>Email : <a href="mailto:iamrdir@gmail.com">iamrdir@gmail.com</a></td>
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<table>
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<tr>
<th>ITEC Course Coordinator:</th>
</tr>
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<tbody>
<tr>
<td>[Master's Degree &amp; Advance Diploma]</td>
</tr>
<tr>
<td>Dr. Shachi Joshi</td>
</tr>
<tr>
<td>S.R.O</td>
</tr>
<tr>
<td>Tel. No. : +91 11 2778 7212</td>
</tr>
<tr>
<td>Fax: No. : +91 11 2778 2251, 2778 7211</td>
</tr>
<tr>
<td>Email : <a href="mailto:shachi.joshi7@gmail.com">shachi.joshi7@gmail.com</a></td>
</tr>
<tr>
<td>Mobile No. : +91 9212376275</td>
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<th>[International Training Programmes]</th>
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<tbody>
<tr>
<td>Mrs. Madhu Srivastava</td>
</tr>
<tr>
<td>Joint Chief</td>
</tr>
<tr>
<td>Tel. No. : +91 11 2778 7081</td>
</tr>
<tr>
<td>Fax: No. : +91 11 2778 2251, 2778 7211</td>
</tr>
<tr>
<td>Email : <a href="mailto:madhusrivastava59@rediffmail.com">madhusrivastava59@rediffmail.com</a></td>
</tr>
<tr>
<td>Mobile : + 91 9313773353</td>
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24 hrs Emergency /After Office/Holidays Contact Nos.

<table>
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<th>Dr. Shachi Joshi</th>
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<tr>
<td>S.R.O</td>
</tr>
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<td>Tel. No. : +91 11 2778 7212</td>
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<tr>
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<tr>
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<td>Mobile : + 91 9313773353</td>
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<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
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<tbody>
<tr>
<td>1.</td>
<td>International Training Programme on Human Capabilities</td>
<td>4 weeks</td>
<td>05.04.2011 - 04.05.2011</td>
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<td>2.</td>
<td>International Training Programme on Global Human Resource Management</td>
<td>4 weeks</td>
<td>01.06.2011 - 30.06.2011</td>
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<td>Course Name</td>
<td>Duration</td>
<td>Start Date</td>
<td>End Date</td>
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<tr>
<td>6.</td>
<td>Master’s Degree in Human Resource Planning and Development</td>
<td>52 weeks</td>
<td>01.02.2012</td>
<td>31.01.2013</td>
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</tbody>
</table>

**Eligibility Criteria**

Sl. No. 1-6: Bachelor’s degree or its equivalent, and minimum of 2 years work experience.
14. International Management Institute

B-10, 30 & 31, Qutab Institutional Area, Tara Crescents, New Delhi-110016

Telephone Numbers: + 91 11 4601 2729, 4601 2730, 2696 1437/3519/6143/9089
Fax Number: + 91 11 2686 7539
Email: imiinfo@imi.edu
Website: www.imi.edu

Head of the Institute:
Dr. P.K. Bhaumik
Director
Tel. No. :+91 11 2696 8351, 2652 9241
Fax: No. : +91 11 2686 7539
Email : pkbhaumik@imi.edu
Mobile : +91 7838744425

ITEC Course Coordinator:
Por. Ramesh Behl
Professor & Programme Director
Tel. No. : +91 11 47194130, 4601230, 46012731
Fax: No. : +91 11 26867539
Email : rbehl@imi.edu
Mobile No. : +91 9811380066

24 hrs Emergency /After Office/Holidays Contact Nos.
Prof. Somayajulu Garimella
Tel. No. : +91 11 47194130, 46012730,46012731, 2696 1437/3519/6143/9089
Mobile No. : +91 9810488031

<table>
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<th>Period From</th>
<th>Period To</th>
<th>Seats (Max)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Programme on General Management Skills</td>
<td>5 weeks</td>
<td>03.10.2011</td>
<td>04.11.2011</td>
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<tr>
<td>2.</td>
<td>Executive Post Graduate Diploma in Management</td>
<td>52 weeks</td>
<td>28.03.2012</td>
<td>30.03.2013</td>
<td>15</td>
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<tr>
<td>3.</td>
<td>Certificate Course in Operation Management</td>
<td>12 weeks</td>
<td>29.03.2012</td>
<td>30.06.2012</td>
<td>30</td>
</tr>
</tbody>
</table>

Eligibility Criteria

Sl. No. 1. Bachelor Degree with 2 years of experience

Sl. No. 2. Bachelor Degree with 5 years full time experience

Sl. No. 3. Bachelor Degree preferably in Science or Engineering with 3 years full time experience in officer grade.
SME/Rural Development Courses
## 15. Entrepreneurship Development Institute of India

**Address:** Via Ahmedabad Airport & Indira Bridge  
PO Bhat- 382 428  
Distt. Gandhinagar (Gujarat)

**Telephone Numbers:** +91 79 23969151, 23969158, 23969161, 23969163

**Fax Number:** +91 79 2396 9164

**Email:** info@ediindia.org  
**Website:** www.ediindia.org

### Head of the Institute:

- **Dr. Dinesh Awasthi**  
  **Director General**
  **Tel. No.:** +91 79 2396 9157  
  **Fax:** +91 79 2396 9160  
  **Email:** dinesh@ediindia.org

### ITEC Course Coordinator:

- **Ms. Lalitha Krishnan**
  **Tel. No.:** +91 79 2396 9158/161/163  
  **Fax:** +91 79 23969160/ 2396 9164  
  **Email:** lalitha@ediindia.org  
  **Mobile No.:** +91 9974694496

### 24 hrs Emergency /After Office/Holidays Contact Nos.

- **Mr. K. K. Soni,** Chief Administrative Officer (Adm, Per & Estate) In-charge
  **Tel. No.:** +91 79 2396 9151, 2396 9158, 2396 9161, 2396 9163
  **Mobile No.:** +91 9925016850  
  **Res:** +91 79 26753818

### Sl. No. | Name of the Course | Duration | Period From | Period To | Seats (Max) |
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<th></th>
<th></th>
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<tbody>
<tr>
<td>1.</td>
<td>Governance &amp; Management of Non-Profit Organizations (NPOs)/NGOs</td>
<td>6 weeks</td>
<td>04.07.2011</td>
<td>12.08.2011</td>
<td>40</td>
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<tr>
<td>2.</td>
<td>Use of English Language in Business Communication</td>
<td>6 weeks</td>
<td>04.07.2011</td>
<td>12.08.2011</td>
<td>40</td>
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<td>4.</td>
<td>Informal Sector Enterprise, Entrepreneurship and Local Economic Development</td>
<td>8 weeks</td>
<td>22.08.2011</td>
<td>14.10.2011</td>
<td>40</td>
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<td>7.</td>
<td>Entrepreneurship &amp; Small Business Promotion</td>
<td>6 weeks</td>
<td>02.01.2012</td>
<td>10.02.2012</td>
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<td>8.</td>
<td>Industrial &amp; Infrastructure Project Preparation &amp; Appraisal</td>
<td>6 weeks</td>
<td>02.01.2012</td>
<td>10.02.2012</td>
<td>40</td>
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<td></td>
<td>Course Title</td>
<td>Duration</td>
<td>Start Date</td>
<td>End Date</td>
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<tr>
<td>10</td>
<td>Promoting Innovation and Entrepreneurship through Incubation</td>
<td>6 weeks</td>
<td>20.02.2012</td>
<td>30.03.2012</td>
<td>40</td>
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<tr>
<td>11</td>
<td>Addressing ‘Bottom of the Pyramid’ through Fostering Social Entrepreneurship / Social Business</td>
<td>6 weeks</td>
<td>20.02.2012</td>
<td>30.03.2012</td>
<td>40</td>
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<tr>
<td>12</td>
<td>Capital Markets / Commodity Markets &amp; Investment Banking</td>
<td>6 weeks</td>
<td>20.02.2012</td>
<td>30.03.2012</td>
<td>40</td>
</tr>
</tbody>
</table>

**Eligibility Criteria**

Sl. No. 1-8 & 10-12 : Graduates with basic knowledge of English:

Sl. No. 9 : Certificate/Diploma/Degree in any discipline with basic knowledge of English and familiarity with MS Office.
### 16. National Institute of Entrepreneurship and Small Business Development

A-23, Sector-62, (Institutional Area), Noida-201 301, U.P.

Telephone Numbers: +91 120 2403054-62
Fax Number: +91 120 2403057/62
Email: [rrsingh004@yahoo.in](mailto:rrsingh004@yahoo.in)
[rrsingh004@gmail.com](mailto:rrsingh004@gmail.com)
[drrsbishnoi@yahoo.com](mailto:drrsbishnoi@yahoo.com)

Website: [http://www.niesbud.org/niesbud.nic.in](http://www.niesbud.org/niesbud.nic.in)

**Head of the Institute:**
Director General
Tel. No.: 2403055-56
Fax No.: 2403057/62
E-Mail: [edniesbud@rediffmail.com](mailto:edniesbud@rediffmail.com)

**ITEC Course Coordinator:**
Dr. Rishi Raj Singh
Director Training UEPA & Training Officer
Tel. No.: +91 120 2403062
Fax No.: +91 120 2403062
E-Mail: [rrsingh004@yahoo.in](mailto:rrsingh004@yahoo.in)
[rrsingh004@gmail.com](mailto:rrsingh004@gmail.com)
[drrsbishnoi@yahoo.com](mailto:drrsbishnoi@yahoo.com)
Mobile No.: +91 9818658897

**24 hrs Emergency /After Office/Holidays Contact Nos.**
**Dr. Rishi Raj Singh**, Director Training UEPA & Training Officer
Tel. No.: +91 120 2403062
Mobile No.: +91 9818658897

<table>
<thead>
<tr>
<th>Sl. No.</th>
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<th>Period From</th>
<th>Period To</th>
<th>Seats (Max)</th>
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<tbody>
<tr>
<td>2.</td>
<td>Business Advisors’ Training (BAT)</td>
<td>8 weeks</td>
<td>22.08.2011</td>
<td>14.10.2011</td>
<td>35</td>
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<td>3.</td>
<td>Small Business Planning and Promotion (SBPP)</td>
<td>8 weeks</td>
<td>03.10.2011</td>
<td>25.11.2011</td>
<td>35</td>
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<td>4.</td>
<td>Trainers Training on Self Help Groups Formation, Growth &amp; Sustenance (TT-SHFGS)</td>
<td>8 weeks</td>
<td>03.10.2011</td>
<td>25.11.2011</td>
<td>35</td>
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<tr>
<td>5.</td>
<td>Trainers Training on Entrepreneurship and Promotion of Income Generation Activities (TT-EPIGA)</td>
<td>8 weeks</td>
<td>29.11.2011</td>
<td>20.01.2012</td>
<td>35</td>
</tr>
<tr>
<td>7.</td>
<td>Innovative Leadership for Organization Growth and Excellence (ILOGE)</td>
<td>8 weeks</td>
<td>30.01.2012</td>
<td>25.03.2012</td>
<td>35</td>
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<tr>
<td>Sl. No.</td>
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<tr>
<td>8.</td>
<td>Entrepreneurship for Small Business Trainers/Promoters (ESB-TP)</td>
<td>8 weeks</td>
<td>30.01.2012</td>
<td>25.03.2012</td>
<td>35</td>
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</table>

**Eligibility Criteria**

Sl. No. 1-8: ‘A’ Level or Equivalent; Adequate knowledge of English is necessary for effective participation.
## 17. National Institute of Micro Small & Medium Enterprises

**Yousufguda, Hyderabad- 500 045**

Telephone Numbers: +91 40 23608544 – 46, 23608316 - 18

Fax No.: +91 40 23608547, 23608956

Email: registrar@nimsme.org, registraroffice@nimsme.org

Website: www.nimsme.org

### Head of the Institute:

- **Dr Chukka Kondaiah**
- **Director General**
  - Tel. No.: +91 40 23608577
  - Fax No.: +91 40 23608547
  - Email: ck@nimsme.org

### ITEC Course Coordinator:

- **Prof. NVNS Dev**
- **Registrar**
  - Tel. No.: +91 40 23608544 – 46 Ext 258
  - Fax No.: +91-40-23608956
  - E- Mail: registrar@nimsme.org
  - Mobile No.: +91 9866426680

### 24 hrs Emergency /After Office/Holidays Contact Nos.

**Mr. N Murali Kishore, Assistant Registrar**

- Tel. No.: +91 40 23608544 - 46 Ext 260 & 217
- Mobile: +91 9391032238

### Sl. No | Name of the Course | Duration | Period From | To | Seats (Max)
--- | --- | --- | --- | --- | ---
1. | Communication Skills in English and Promotion of Micro, Small and Medium Enterprises (EPMSMEs) | 12 weeks | 08.08.2011 | 28.10.2011 | 30
2. | Communication Skills in English and Promotion of Food Processing Enterprises for Women (EPFPWs) | 12 weeks | 08.08.2011 | 28.10.2011 | 30
3. | Communication Skills in English and Information Systems & Services for SMEs (EISSMEs) | 12 weeks | 08.08.2011 | 28.10.2011 | 30
4. | Communication Skills in English and ICT for Business Promotion of SMEs (EIBPSMEs) | 12 weeks | 08.08.2011 | 28.10.2011 | 30
5. | Communication Skills in English and Capacity Building for providing Alternative Livelihood Opportunities for | 12 weeks | 08.08.2011 | 28.10.2011 | 30


<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Course Title</th>
<th>Duration</th>
<th>Start Date</th>
<th>End Date</th>
<th>Seats</th>
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<tbody>
<tr>
<td>6.</td>
<td>Tourism and Hospitality Management (THM)</td>
<td>8 weeks</td>
<td>05.09.2011</td>
<td>28.10.2011</td>
<td>30</td>
</tr>
<tr>
<td>7.</td>
<td>Innovative Strategies for SME Development (ISSD)</td>
<td>8 weeks</td>
<td>05.09.2011</td>
<td>28.10.2011</td>
<td>30</td>
</tr>
<tr>
<td>8.</td>
<td>Enterprise Development through Micro Finance (EDMF)</td>
<td>8 weeks</td>
<td>05.09.2011</td>
<td>28.10.2011</td>
<td>30</td>
</tr>
<tr>
<td>9.</td>
<td>Empowerment of Women through Enterprises (EWE)</td>
<td>8 weeks</td>
<td>14.11.2011</td>
<td>06.01.2012</td>
<td>30</td>
</tr>
<tr>
<td>10.</td>
<td>Intellectual Property Rights (IPRs) and Implications for SMEs (IPRIS)</td>
<td>8 weeks</td>
<td>14.11.2011</td>
<td>06.01.2012</td>
<td>30</td>
</tr>
<tr>
<td>11.</td>
<td>Training Methods and Skills for Managers (TMSM)</td>
<td>8 weeks</td>
<td>14.11.2011</td>
<td>06.01.2012</td>
<td>30</td>
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<tr>
<td>12.</td>
<td>SMEs Financing: Approaches and Strategies (SMEFAS)</td>
<td>8 weeks</td>
<td>14.11.2011</td>
<td>06.01.2012</td>
<td>30</td>
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<tr>
<td>14.</td>
<td>Planning and Promotion of Agro and Food Enterprises (PAFE)</td>
<td>8 weeks</td>
<td>14.11.2011</td>
<td>06.01.2012</td>
<td>30</td>
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<td>15.</td>
<td>Promotion of Micro Enterprises (POME)</td>
<td>8 weeks</td>
<td>23.01.2012</td>
<td>16.03.2012</td>
<td>30</td>
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<tr>
<td>16.</td>
<td>Promotion of Financial Markets (PFM)</td>
<td>8 weeks</td>
<td>23.01.2012</td>
<td>16.03.2012</td>
<td>30</td>
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<tr>
<td>17.</td>
<td>Training of Trainers in Entrepreneurship and Skill Development (ToTE-ESD)</td>
<td>8 weeks</td>
<td>23.01.2012</td>
<td>16.03.2012</td>
<td>30</td>
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<tr>
<td>18.</td>
<td>Micro Credit for Promotion of Sustainable SHG Livelihood (MPSL)</td>
<td>8 weeks</td>
<td>23.01.2012</td>
<td>16.03.2012</td>
<td>30</td>
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<td>19.</td>
<td>Management Consultancy Services for SMEs (MCSS)</td>
<td>8 weeks</td>
<td>23.01.2012</td>
<td>16.03.2012</td>
<td>30</td>
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<tr>
<td>20.</td>
<td>Tourism and Hospitality Management (THM)</td>
<td>8 weeks</td>
<td>23.01.2012</td>
<td>16.03.2012</td>
<td>30</td>
</tr>
</tbody>
</table>

**Eligibility Criteria**

Sl. No. 1-20 : Graduation with 3 yrs experience Or Diploma with 5 years experience Or Certificate with 7 years experience
18. National Institute Rural Development

Rajendranagar, Hyderabad 500 030, Andhra Pradesh

Telephone Numbers: +91 40 2400 8426, 2400 8464

Fax Numbers: +91 40 2401 6500, 2400 8464

Email: dg@nird.gov.in

Head of the Institute:
Mr. Mathew C Kunnumkal, IAS
Director General
Tel No.: +91 40 2400 8426
Fax No.: +91 40 2401 6500
E-mail: dg@nird.gov.in

ITEC Course Coordinator:
Dr K Suman Chandra
Prof. & Head
(Research & Training Division) NIRD
Tel No. +91 40 24008515
Fax No.+91 40 24008515
E-mail: sum@nird.gov.in
Mobile No.+91 9848997643

Dr R P Achari
Associate Professor
(Training Division of RTD) NIRD
Tel. fax No.91-040-24008439
E-mail: rpa@nird.gov.in
Mobile No.+91 9848992619

24 hrs Emergency /After Office/Holidays Contact Nos.
1. Shri. M.V.Rao IAS, Registrar & Director (Administration)
Tel. No. 91 – 040-24008498
Mobile No.+91 9848040391
Email: regoffice@nird.gov.in
2. Shri K C. Behara, Public Relation Officer: Mobile +91 9848521043

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period From</th>
<th>To</th>
<th>Seats (Max)</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Planning, Monitoring and Evaluation of Rural Development Programme</td>
<td>4 weeks</td>
<td>20.06.2011</td>
<td>18.07.2011</td>
<td>25</td>
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<tr>
<td>2.</td>
<td>Livelihood Technologies for Empowerment of Rural Poor Women</td>
<td>4 weeks</td>
<td>20.06.2011</td>
<td>18.07.2011</td>
<td>25</td>
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<tr>
<td>5.</td>
<td>Management of Rural</td>
<td>4 weeks</td>
<td>03.08.2011</td>
<td>30.08.2011</td>
<td>25</td>
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<td>Course Code</td>
<td>Course Title</td>
<td>Duration</td>
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<td>End Date</td>
<td>Credits</td>
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<td>6.</td>
<td>Drinking Water and Sanitation Programmes</td>
<td>4 weeks</td>
<td>05.09.2011</td>
<td>02.10.2011</td>
<td>25</td>
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<tr>
<td>7.</td>
<td>Management of Rural Development and Good Governance</td>
<td>4 weeks</td>
<td>05.09.2011</td>
<td>02.10.2011</td>
<td>25</td>
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<tr>
<td>8.</td>
<td>HRD for Development Professionals</td>
<td>4 weeks</td>
<td>05.09.2011</td>
<td>02.10.2011</td>
<td>25</td>
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<tr>
<td>9.</td>
<td>Planning and Management of Rural Energy Programmes</td>
<td>4 weeks</td>
<td>05.09.2011</td>
<td>02.10.2011</td>
<td>25</td>
</tr>
<tr>
<td>10.</td>
<td>Community Based Disaster Management: Preparedness and Coping Strategies</td>
<td>6 weeks</td>
<td>05.09.2011</td>
<td>02.10.2011</td>
<td>25</td>
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<tr>
<td>11.</td>
<td>Planning and Management of Rural Energy Programmes</td>
<td>4 weeks</td>
<td>05.09.2011</td>
<td>02.10.2011</td>
<td>25</td>
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<tr>
<td>13.</td>
<td>Community Based Disaster Management: Preparedness and Coping Strategies</td>
<td>6 weeks</td>
<td>05.09.2011</td>
<td>02.10.2011</td>
<td>25</td>
</tr>
<tr>
<td>14.</td>
<td>Planning and Management of Rural Energy Programmes</td>
<td>4 weeks</td>
<td>05.09.2011</td>
<td>02.10.2011</td>
<td>25</td>
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<tr>
<td>15.</td>
<td>Community Based Disaster Management: Preparedness and Coping Strategies</td>
<td>6 weeks</td>
<td>05.09.2011</td>
<td>02.10.2011</td>
<td>25</td>
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<td>16.</td>
<td>Planning and Management of Rural Energy Programmes</td>
<td>4 weeks</td>
<td>05.09.2011</td>
<td>02.10.2011</td>
<td>25</td>
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</tbody>
</table>
Eligibility Criteria

Sl. No. 1: Senior level development functionaries directly concerned with the planning and implementation of poverty reduction and rural development projects; managers of rural development programmes;

Sl. No. 2, 3, 6, & 7, 9, 10, 13, 14, & 15: Graduates with good familiarity in English with minimum 2 years experience;

Sl. No. 4: Officials working in Agriculture and Rural Development sector;

Sl. No. 5: Graduates with working experience in Drinking Water and Sanitation Projects;

Sl. No. 8, 11, 12 & 16: Senior and middle level policy makers, administrators, entrepreneurs, bankers, academics, scientists and executives of corporate sector, voluntary sector representatives having interest in rural development sector/ poverty alleviation/agriculture
Specialized Courses

Parliament Library Building, Pandit Pant Marg, New Delhi-110001

Telephone Numbers: +91 11 23034563, 23035017

Fax Numbers: +91 11 23015293

Email: bpst@sansad.nic.in

Website: www.parliamentofindia.nic.in/bpst/bpst.htm

Head of the Institute:
Mr. T.K. Viswanathan
Secretary-General, Lok Sabha
Tel. No.: +91 11 23017465, 23034255
Fax: No.: +91 11 23017465
Email: vathan@sansad.nic.in

ITEC Course Coordinator:
Mr. R. L. Shali,
Additional Director
Tel. No.: +91 11 23034656
Fax: No.: +91 11 23015293
Email: shalirl@sansad.nic.in
Mobile No.: +91 9810856339

24 hrs Emergency /After Office/Holidays Contact Nos.
Mr. Munish Kumar Rewari, Executive Officer
Tel. No.: +91 11 23034563
Mobile No.: +91 9868103985

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>1</td>
<td>Parliamentary Internship Programme (PIP)</td>
<td>4 weeks</td>
<td>02.11.2011</td>
<td>02.12.2011</td>
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<tr>
<td>2</td>
<td>International Training Programme in Legislative Drafting (LD)</td>
<td>4 weeks</td>
<td>10.01.2012</td>
<td>10.02.2012</td>
</tr>
</tbody>
</table>

Eligibility Criteria:

Sl. No. 1: Senior Parliamentary official with good knowledge of written and spoken English;

Sl. No. 2: Senior Parliamentary/Government official with good knowledge of written and spoken English; should be a Law Graduate.
20. Human Settlement Management Institute

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period From</th>
<th>Period To</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Planning and Management of Sustainable Cities</td>
<td>8 weeks</td>
<td>20.01.2012</td>
<td>15.03.2012</td>
<td>25</td>
</tr>
</tbody>
</table>

Eligibility Criteria:

Engineers, Architects, Town Planners, Landscape Architects, Urban Designers, Community Development Professionals, Health Workers, Sociologist with 5 years experience; professionals working with National Government, Provincial Government, Local Government and Community.
21. Indian Institute of Mass Communication

Aruna Asaf Ali Marg, New Delhi -110067
Telephone Numbers : +91 11 2674 1268, 2674 2920, 2674 2940, 2674 2960
Mobile : +91 9999882948
Fax Number : +91 - 11 - 2674 1268
Email: jaideepbhatnagar@hotmail.com
Website: www.iimc.gov.in

Head of the Institute:
Mr. Sunit Tandon
Director
Tel No.: +91 11 2674 2492 (Off)
Fax No.: +91 11 264 1532
Email : sunit.tandon@gmail.com

ITEC Course Coordinator:
Dr. Sunetra Sen Narayan
Associate Professor
Tel No.: +91 11  2671 1330
Fax No. : +91 11 2674 2472
Email : sunetran@gmail.com
Mobile : +91 9818613631

24 hrs Emergency /After Office/Holidays Contact Nos.
Dr. Anand Pradhan
Tel. No. :+91 11 2674 2482
Mobile No. :+91 9818305418

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Diploma Course in Development Journalism for Non-aligned and other Developing Countries</td>
<td>4 months</td>
<td>01.08.2011 - 30.11.2011</td>
<td>25</td>
</tr>
<tr>
<td>2.</td>
<td>Diploma Course in Development Journalism for Non-aligned and other Developing Countries</td>
<td>4 months</td>
<td>02.01.2012 - 30.04.2012</td>
<td>25</td>
</tr>
</tbody>
</table>

Eligibility Criteria:

Sl No. 1 & 2 : Graduation in any discipline with minimum of five years experience in media with ability to comprehend, converse and write in English; Mid-career working journalists/ Government employees and media academics.
# 22. International Statistical Education Centre

**203 B T Road,**  
Kolkata  700108

**Telephone Numbers:** +91 33 2575 2520/2521/2522  
**Fax Number:** +91 33 2578 1834  
**Email:** isec@isical.ac.in  
**Website:** [http://www.isical.ac.in/~isecweb](http://www.isical.ac.in/~isecweb)

**Head of the Institute:**  
Prof. Pabitra Pal Choudhury  
**Member Secretary**

Board of Directors  
TeleFax No. : +91 33 2578 1834  
Tel. No. +91 33 2575-2520/2521/2522  
E- Mail : isec@isical.ac.in  
Mobile No.: +91 9433388449

**ITEC Course Coordinator:**  
Dr. Buddhadeb Ghosh  
Tel. No.: +91 33 2575 2521/2522/2520  
Fax No. : +91 33 2578 1834  
E- Mail : isec@isical.ac.in  
Mobile No. : +91 9433164711

### 24 hrs Emergency /After Office/Holidays Contact Nos.

**Dr. Premananda Bharati,**  
Warden, ISEC Hostel  
Tel. No.: +91 33 2575 3210  
Mobile No. : +91 9830261859

**Dr. Buddhadeb Ghosh,**  
Programme Coordinator, ISEC  
Tel. No.: +91 33 2575 2522  
Mobile No. : +91 9433164711

### Sl. No. | Name of the Course | Duration | Period | Seats (Max)
--- | --- | --- | --- | ---
1. | ISEC Regular Course - 65th Term | 43 weeks | 01.06.2011 - 31.03.2012 | 42

**Eligibility Criteria:**

Graduate with the ability to comprehend class room instructions in English; must have the knowledge of Mathematics up to GCE (O-Level); Government officials working in Statistics, Finance, Foreign Trade, Banking, etc.
## 23. National Crime Records Bureau

**East Block-7, Sector-1, R.K.Puram, New Delhi-110 066.**

Telephone Number: + 91 11 26101767

Fax Number: +91 11 26180347

Email: ncrbtrg@gmail.com  
training@ncrb.nic.in

Website: [http://ncrb.gov.in](http://ncrb.gov.in)

### Head of the Institute:

**Mr. Rajiv Mathur, IPS**

**Director General**

Tel. No.: +91 11 2610 4648

Fax No.: +91 11 2618 6576

E-Mail: director@ncrb.nic.in

### ITEC Course Coordinator:

**Mrs. Vibhu Raj, IPS**

**Deputy Director**

Tel. No.: +91 11 2610 1767

Fax No.: +91 11 2618 0347

E-Mail: vibhurajips@ncrb.nic.in

Mobile No.: +91 9818261589

### 24 hrs Emergency /After Office/Holidays Contact Nos.

**Mr. N. Sushil Kannan, JAD (Trg)**

Tel. No.: +91 11 2610 1767

Mobile: +91 9958050211

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Advanced Programme in Computer Networking and Security for IT Personnel in Police</td>
<td>4 weeks</td>
<td>01.06.2011-30.06.2011</td>
<td>20</td>
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<tr>
<td>2.</td>
<td>Advanced Fingerprint Science for Fingerprint Experts</td>
<td>4 weeks</td>
<td>01.06.2011-30.06.2011</td>
<td>20</td>
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<tr>
<td>3.</td>
<td>Advanced Programme for IT in Law Enforcement</td>
<td>6 weeks</td>
<td>03.10.2011-11.11.2011</td>
<td>20</td>
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<tr>
<td>4.</td>
<td>Advanced Fingerprint Science</td>
<td>6 weeks</td>
<td>03.10.2011-11.11.2011</td>
<td>20</td>
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<td>5.</td>
<td>IT in Law Enforcement</td>
<td>12 weeks</td>
<td>02.01.2012-23.03.2012</td>
<td>20</td>
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<tr>
<td>6.</td>
<td>Advanced Fingerprint Science &amp; Computers</td>
<td>12 weeks</td>
<td>02.01.2012-23.03.2012</td>
<td>20</td>
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</table>

### Eligibility Criteria

Sl. No. 1, 3, 5: Middle level Law Enforcement Officers with at least 8 to 10 years of service; Graduate with knowledge of computer programming; should be able to speak, read and write English;

Sl. No. 2, 4 & 6: Middle level Law Enforcement Officers with at least 8 to 10 years of service; Graduate with ability to speak, read and write English; should be a Fingerprint Expert.
### National Institute of Training for Standardization (Bureau of Indian Standards)

**A-20,21 Institutional Area**  
**Sector 62, Noida, 201307, U.P.**

- **Tel:** +91 120 240 2201-04  
- **Fax:** +91 120 240 2202-03

- **Email:** nits@bis.org.in  
- **Website:** [www.bis.org.in](http://www.bis.org.in)

**Head of the Institute:**
- **Name:**  
- **Designation:**  
- **Tel. No.:**  
- **Fax No.:**  
- **Email:**

**ITEC Course Coordinator:**
- **Name:**  
- **Designation:**  
- **Tel. No.:**  
- **Fax No.:**  
- **Email:**  
- **Mobile No.:**

**24 hrs Emergency /After Office/Holidays Contact Nos.:**
- **Name & Designation:**
- **Tel. No.:**  
- **Mobile No.:**

Courses will be intimated separately.
## 25. National Institute of Technical Teachers Training and Research

Taramani, Chennai – 600 113

**Telephone Number:** + 91 44 2254 5405

**Fax Number:** +91 44 2254 1126

**Email:** director@nitttrc.ac.in

**Website:** Http://www.nitttrc.ac.in

**Head of the Institute:**

Dr. S. Mohan  
**Director**  
Tel. No. : + 91 44 2254 2334  
Fax No. : +91 44 2254 1126  
E- Mail : director@nitttrc.ac.in

**ITEC Course Coordinator:**

Dr. V. Thanikachalam  
**Professor and Head**  
Tel. No. :+91 44 2254 5447  
Fax: No. :+91 44 2254 1126  
Email : drthanikachalam@in.com  
Mobile No. :+91 9445119426

24 hrs Emergency /After Office/Holidays Contact Nos.

**Dr. G.; Kulandaivel, Co-head, CIA**  
Tel. No.  :+91 44 2254 5411  
Mobile No. :+91 9444189486

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Advanced Certificate on Curriculum Design and Instructional Materials Development</td>
<td>8 weeks</td>
<td>03.08.2011 - 27.09.2011</td>
<td>25</td>
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<tr>
<td>3.</td>
<td>Advanced Certificate on Developing Technical Education to meet the National Growth</td>
<td>6 weeks</td>
<td>05.10.2011 - 16.11.2011</td>
<td>25</td>
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</table>
6. **Certificate Course on Women Empowerment through Technical and Vocation Education**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Course Details</th>
<th>Duration</th>
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<th>End Date</th>
<th>Capacity</th>
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<tbody>
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<td>6</td>
<td></td>
<td>8 weeks</td>
<td>18.01.2012</td>
<td>15.03.2012</td>
<td>25</td>
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</table>

**Eligibility Criteria**

Sl. Nos. : 1, 2, 3, & 6: Degree or diploma in engineering / technology or in any vocational field.

Sl. No. 4: 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. 5: Degree / Diploma in engineering / Science / Arts with interest in Video film production.

Sl. No. 7: Degree in Arts / Science / Commerce / Engineering / MBA with good proficiency in English.
26. National University of Educational Planning and Administration

17-B, Sri Aurobindo Marg
New Delhi-110016

Telephone Numbers: EPBX:
+91 11 2696 2120, 2696 7780
Ext. 207 & 217

Fax Numbers: +91 11 2685 3041,
2686 5180

Email: idepa@nuepa.org

Website: http://www.nuepa.org

Head of the Institute:
Prof. R. Govinda
Vice-Chancellor
Tel. No.: +91 11 2651 5472, 2685 3038
Fax No.: +91 11 2685 3041, 2686 5180
E- Mail: vc@nuepa.org,
rgovinda@nuepa.org

ITEC Course Coordinator:
Prof. Pranati Panda

Tel. No.: EPBX: +91 11 2696 2120,
26967780 Ext. 207
Fax No.: +91 11 2685 3041
2686 5180
E- Mail: pranatipanda@nuepa.org,
pranatipanda@gmail.com
Mobile No.: +91 9811353409

24 hrs Emergency /After Office/Holidays Contact Nos.
Dr. Vetukuri P.S. Raju
EPBX: 26962335, 26967786 Ext. 217
MOBILE: + 91 9871239700
Email: vpsraju@nuepa.org, rajuvetukuri@rediff.com

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
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<tbody>
<tr>
<td>1.</td>
<td>International Diploma in Educational Planning and Administration (IDEPA-XXVIII)</td>
<td>12 weeks in India (Total Course: 6 months) (Phase II from 01.05.2012 to 31.07.2012 in home country)</td>
<td>01.02.2012 to 30.04.2012</td>
<td>45</td>
</tr>
</tbody>
</table>

Eligibility Criteria

Education officers working at the national, provincial, district or institutional level, heads of educational institutions (school, college), regional and district education departments, functionaries working in the university system teacher-training colleges are eligible for this programme.
27. Postal Staff College

CGO Complex, Ghaziabad-201002
Telephone Number: + 91 120 2789060
Fax Number: + 91 120 2789503
Email: dpsc_ghaziabad@indiapost.gov.in
Website: www.indiapost.gov.in

Head of the Institute:
Mr. S. Sarkar
Director Postal Staff College of India
Tel. No.: +91 120 278 9060
Fax: No.: +91 120 278 9503
Email: dpsc_ghaziabad@indiapost.gov.in

ITEC Course Coordinator:
Mr. O.S. Veerwal
Additional Director
Tel. No.:+91 120 278 9061
Fax: No:+91 120 278 9679
Email: oveerwal@gmail.com
Mobile No. :+91 9868824210

24 hrs Emergency /After Office/Holidays Contact Nos.
Mr. R.P. Singh, Assistant Director
Tel. No.: +91 120 2789871
Mobile No. : + 91 9968846665

<table>
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<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
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<tbody>
<tr>
<td>1.</td>
<td>International Training Programme on Postal Life Insurance</td>
<td>2 weeks</td>
<td>05.09.2011 - 16.09.2011</td>
<td>30</td>
</tr>
<tr>
<td>3.</td>
<td>International Executive Development Programme for Postal Managers</td>
<td>2 weeks</td>
<td>12.03.2012 - 23.03.2012</td>
<td>30</td>
</tr>
</tbody>
</table>

Eligibility Criteria

Sl.1 : Graduates with minimum of 10 years service as Postal Managers at middle to senior management level;

Sl. No.2 : Graduates with minimum of 7 years service as Post Masters of a medium or large Post Office/Manager in charge of a Region/ Manager working in Administrative Office;

Sl No. 3: Graduates with minimum of 7 years service as Postal Managers at middle management level.
28. Research and Information System for Developing Countries

Core IVB, 4th Floor, India Habitat Centre, Lodhi Road, New Delhi -110003
Telephone Numbers: +91 11 2468 2177-80
Fax Number: 91-11-2468 2173/74
Email: dgoffice@ris.org.in
Website: http://www.ris.org.in

Head of the Institute:
Dr Biswajit Dhar
Director General
Tel. No. : +91 11 24682176
Fax: No. : 91-11-24682175
Email : biswajit@ris.org.in

ITEC Course Coordinator:
Dr Ram Upendra Das
Senior Fellow
Tel. No. : 91-11-24682177-80
Fax: No. : 91-11-24682173-74
Email: upendra@ris.org.in
Mobile :+91 9650278504

24 hrs Emergency /After Office/Holidays Contact Nos.:
Lt. Col. (Retd.) B.S. Panwar
Tel. No.: 24682177-80 Ext. 147
Mobile No. : 9871130385

<table>
<thead>
<tr>
<th>Sl. No.</th>
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<th>Duration</th>
<th>Period From</th>
<th>Period To</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>International Economic Issues &amp; Development Policy (IEIDP)</td>
<td>4 weeks</td>
<td>13.02.2012</td>
<td>09.03.2012</td>
<td>30</td>
</tr>
</tbody>
</table>

Eligibility Criteria

Sl. No. 1 : Government officials, diplomats, academicians and journalists; Masters degree with two years experience in working relating to international economic issues.
29. V.V. Giri National Labour Institute

Sector-24, NOIDA, Distt. Gautam Budh Nagar Uttar Pradesh, PIN: 201301

Telephone Numbers: +91 120 241 1471, 241 1533-34-35

Fax Numbers: +91 120 2411474, 2411536 2411471

Email: vvgnlivsnl.com

Website: www.vvgnli.org

Head of the Institute:
Mr. V.P. Yajurvedi
Director
Tel.No.: +91 120 2411470
Fax No.: +91 120 2411472
Email: vvgnlivsnl.com

ITEC Course Coordinator:
Mr. J.K. Kaul
Programme Officer
Tel & Fax: +91 120 2411471
E.mail: jkkaulvvgnli@rediffmail.com

24 hrs Emergency /After Office/Holidays Contact Nos.
Mr. V.K. Sharma, Asstt. Administrative Officer
Tel: +91-2411471 / Ext. 219
Mobile: +91 9213102817

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Course</th>
<th>Duration</th>
<th>Period From</th>
<th>To</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>International Training Programme on Prevention of HIV/AIDS in the world of work</td>
<td>3 weeks</td>
<td>05.09.2011</td>
<td>23.09.2011</td>
<td>30</td>
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<td>2</td>
<td>International Training Programme on Leadership Development</td>
<td>3 weeks</td>
<td>10.10.2011</td>
<td>28.10.2011</td>
<td>30</td>
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<tr>
<td>3</td>
<td>International Training Programme on Labour &amp; Employment Relations in a Global Economy</td>
<td>3 weeks</td>
<td>07.11.2011</td>
<td>25.11.2011</td>
<td>30</td>
</tr>
<tr>
<td>5</td>
<td>International Training Programme On Skill Development And Employment Generation</td>
<td>3 weeks</td>
<td>09.01.2012</td>
<td>27.01.2012</td>
<td>30</td>
</tr>
<tr>
<td>6</td>
<td>International Training Programme on Gender</td>
<td>3 weeks</td>
<td>06.02.2012</td>
<td>24.01.2012</td>
<td>30</td>
</tr>
</tbody>
</table>
Eligibility Criteria

Sl. No. 1 : Graduates; Senior and middle level functionaries from Government, Trade Unions, Employers’ Organisations and Industries who are involved with health issues.

(Note: This programme will focus on HIV/AIDS and workplace issues only and not treatment/medical aspects of HIV/AIDS. This may be noted by medical practitioners before sending their nominations.)

Sl. No. 2 : Officials from Government Departments, Institutions, Representatives from Employee/Employers’ Organizations, Executives from industrial and service sector and other officials connected with Administrative work etc.

Sl. No. 3 : Senior and Middle Level Functionaries from Government, Employers’ Associations, Trade Unions and Institutions involved with labour and social policy. Participants must also have a working knowledge of English.

Sl. No. 4 & 5 : Government Officials, Representatives of Civil Society Organisations, Officials from employers’/employees organisations, institutions and industries, service sector/NGOs etc.

Sl. No. 6: Researchers from universities/colleges/research institutions and professionals in government organizations pursuing/intending to pursue their interests in labour research and policy.

Sl. No. 7 : Tripartite partners, officials involved with implementation of vocational education and skill training programmes, trainers and instructors, research institutes, organizational/institutions involved in imparting vocational education and training.
Technical Courses
30. Central Fertilizer Quality Control & Training Institute

N.H.IV, Faridabad-121001 (HARYANA)

Telephone Numbers: +91 129 241 4712, 241 8282, 241 8484

Fax No.: +91 129 2414712

Email: cfqcti@nic.in

Website: http://Dacnet.nic.in/cfqcti

Head of the Institute:
Dr. G. Chakraborti
Director
Tel. No.: +91 129 241 4712, 241 8282, 241 8484

Fax No.: +91 129 2414712
Email: cfqcti@nic.in
Mobile: +91 9868262976

ITEC Course Coordinator:
Mr. S.B. Meena
Tel. No.: +91 129 241 4712, 241 8282, 241 8484

Fax No.: +91 129 2414712
Email: cfqcti@nic.in
Mobile: +91 9871085610

24 hrs Emergency /After Office/Holidays Contact Nos.

Dr. G. Chakraborti/Mr. S.B. Meena
Tel. No.: +91 129 2439430(R)/+91 129 2423779(R)

Mobile: +91 9868262976/+91 9871085610

<table>
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<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Training Programme on Fertilizer Quality Control</td>
<td>5 weeks</td>
<td>09.11.2011-13.12.2011</td>
<td>20</td>
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</tbody>
</table>

Eligibility Criteria

Post Graduate in Chemistry/Agriculture, Chemistry or Graduate in Agriculture/Science with Chemistry; Working experience in the field of Fertilizer Quality Control-specially Enforcement or Analysis, Fertilizer Marketing & Distribution.
### 31. Central Institute of Rural Electrification

**CIRE, Shivampally, Near Aramghar X Road, NPA Post, Hyderabad-500 052**

- **Telephone Numbers:** +91 40 2401 8583, 2401 8584
- **Fax Number:** +91 40 2401 5896
- **Email:** cire.rec@gmail.com
- **Website:** www.recindia.nic.in

**Head of the Institute:**
- **Mr. Ramesh Kode**
- **Additional Director (i/c)**
  - Tel. No.: +91 40 2401 5901 (O)
  - Fax: No.: +91 40 2401 8596
  - Email: cire.rec@gmail.com

**ITC Course Coordinator:**
- **Mr. G. Shanker**
- **Deputy General Manager**
  - Tel. No.: +91 40 2401 8583 (O)
  - Fax: No.: +91 40 2401 8596
  - Email: cire.rec@gmail.com
  - Mobile No.: +91 9490189023

**24 hrs Emergency /After Office/Holidays Contact Nos.**
- **Mr. G. Shanker, DGM**
  - Tel. No.: +91 40 2401 7252 (Hostel)
  - Mobile No.: +91 9490189023

### Sl. No. | Name of the Course                                                                 | Duration | Period    | Seats (Max) |
--- | --- | --- | --- | --- |
1.  | Business Management of Power Utilities through IT / Automated Solutions | 4 weeks | 04/07/11 - 29.07.2011 | 25 |
7.  | Financial, Management and Account System for Power Companies       | 8 weeks | 09.01.2012 - 02.03.2012 | 25 |
**Eligibility Criteria**

Sl No. 1. Diploma/Degree (in Electrical Engineering or Computer Science / Information Technology) working in Power Sector / Energy related Organisation/ IT/ MIS/ Automation Department of Ministries / Universities etc.

Sl No. 2,3,4,5 & 6: Diploma/Degree (in Electrical Engineering), working in Power / Energy Departments of Ministries, Electrical Engineering Department of Universities etc.

Sl No. 7: Diploma/Degree in Engineering/Finance/Accounting; working in Power Sector/Energy related organization
# 32. Central Institute of Tool Design

A-1 to A-8, APIE, Balanagar
Hyderabad – 500 037

Telephone Numbers: +91 40 2377 1959, 2377 6156, 2377 4536, 2377 2747/48/49

Fax Number: +91 40 2377 2658

E-Mail: [citdplacements@citdindia.org](mailto:citdplacements@citdindia.org), [hyd1_citdhyd@sancharnet.in](mailto:hyd1_citdhyd@sancharnet.in)

Website: [www.citdindia.org](http://www.citdindia.org)

---

**Head of the Institute:**
Shri Shujayat Khan
Principal Director
Tel. No.: +91 40 2377 4536 (O)
+91 40 2377 1853 (R)
Fax No.: +91 40 2377 2658
E-Mail: hyd1_citdhyd@sancharnet.in
Mobile: +91 9959148618

**ITEC Course Coordinator:**
Shri H. Venkatesh
Deputy Director (Trg)
Tel. No.: +91 40 2377 1656/1959
Fax No.: +91 40 2377 2658
E-Mail: [citdplacements@citdindia.org](mailto:citdplacements@citdindia.org)
Mobile: +91 9441296680

---

24 hrs Emergency /After Office/Holidays Contact Nos.

**Mrs. M.M. Suhasini, Asstt. Training Officer/ Mr. S.Z. Hussain, Assistant**
TEL. No.: +91 40 2377 1959, +91 40 2377 2747/48/49
MOBILE: +91 9949519535/ +91 9949145889

---

<table>
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<tr>
<th>Sl. No.</th>
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<th>Period From</th>
<th>Period To</th>
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<tbody>
<tr>
<td>1.</td>
<td>Design of Cutting Tools</td>
<td>10 weeks</td>
<td>20.06.2011</td>
<td>26.08.2011</td>
<td>20</td>
</tr>
<tr>
<td>2.</td>
<td>3-D Modeling using Unigraphics Software</td>
<td>10 weeks</td>
<td>20.06.2011</td>
<td>26.08.2011</td>
<td>20</td>
</tr>
<tr>
<td>3.</td>
<td>Very Large Scale Integration (VLSI) Design</td>
<td>10 weeks</td>
<td>20.06.2011</td>
<td>26.08.2011</td>
<td>20</td>
</tr>
<tr>
<td>5.</td>
<td>3D Modeling and Surfacing using CATIA V5 Software</td>
<td>10 weeks</td>
<td>29.08.2011</td>
<td>04.11.2011</td>
<td>20</td>
</tr>
<tr>
<td>6.</td>
<td>Programmable Logic Controllers for Advanced Automation</td>
<td>10 weeks</td>
<td>29.08.2011</td>
<td>04.11.2011</td>
<td>20</td>
</tr>
<tr>
<td>8.</td>
<td>3-D Modeling using Solid Works Software</td>
<td>10 weeks</td>
<td>07.11.2011</td>
<td>13.01.2012</td>
<td>20</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Course Title</td>
<td>Duration</td>
<td>Start Date</td>
<td>End Date</td>
<td>Capacity</td>
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<td>----------</td>
</tr>
<tr>
<td>11.</td>
<td>Analysis using Ansys and Hypermesh Software</td>
<td>10 weeks</td>
<td>16.01.2012</td>
<td>23.03.2012</td>
<td>20</td>
</tr>
<tr>
<td>12.</td>
<td>Mechatronics &amp; its Applications</td>
<td>10 weeks</td>
<td>16.01.2012</td>
<td>23.03.2012</td>
<td>20</td>
</tr>
</tbody>
</table>

**Eligibility Criteria**

Sl. No. 1 & 2: Degree or Diploma in Mechanical Engineering or its equivalent with an aptitude towards Tool Design.

Sl. No. 3, 4, 5, 7, 8, 10 & 11: Degree or Diploma in Mechanical Engineering or its equivalent with experience in the relevant field.

Sl. No. 6, 9 & 12: Degree/diploma in Engineering or its equivalent with experience in the relevant field.
33. Central Scientific Instruments Organization

CSIR Complex, 2nd Floor, Opposite Institute of Hotel Management, Pusa, New Delhi-110 012

Tel. No. : +91 11 2584 6290, 2573 3791, 2573 3794

Fax No. : +91 11 2584 6290

Email: hkpir1@gmail.com
       hkpir@yahoo.co.in
       hkpir@csio.res.in

Website: www.csio.res.in

Head of the Institute:
Dr. Pawan Kapur
Director, CSIO

Mr. H.K. Pir
Head, CSIO, Delhi Centre

Tel. No. : +91 11 2584 6290, 2573 3791, 2573 3794
Fax No. : +91 11 2584 6290
E-Mail : hkpir1@gmail.com
         hkpir@yahoo.co.in
         hkpir@csio.res.in

Mobile.: +91 9899119910

ITEC Course Coordinator:
Mr. H.K. Pir
Head, CSIO, Delhi Centre

Tel. No. : +91 11 2584 6290, 2573 3791, 2573 3794
Fax No. : +91 11 2584 6290
E-Mail : hkpir1@gmail.com
         hkpir@yahoo.co.in

Mobile.: +91 9899119910

24 hrs Emergency /After Office/Holidays Contact Nos.
Tel. No.: +91 11 2570 5556                                              +91 11 4566 8790
Email : Shashi_moitra@hotmail.com                         sudhavmando@gmail.com
Mobile No. : +91 9810612117                                         +91 9873122387

<table>
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<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period From</th>
<th>Period To</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Management Development Programme on Operation, Maintenance &amp; Repair of Biomedical Equipment</td>
<td>8 weeks</td>
<td>14.09.2011</td>
<td>08.11.2011</td>
<td>25</td>
</tr>
<tr>
<td>3.</td>
<td>Management Development</td>
<td>8 weeks</td>
<td>14.03.2012</td>
<td>08.05.2012</td>
<td>25</td>
</tr>
</tbody>
</table>
Eligibility Criteria

Sl. No. 1: Graduate/ Diploma in Electronics/Electrical/ Instrumentation/ Biomedical Engineering or Post Graduate/ Graduate in Physics with Electronics & Experience in Maintenance of Biomedical Equipment or Biomedical Instrument User or Medical Doctor having Experience/ Responsibility of Maintenance and Management of Biomedical Equipment.

Sl. No. 2: Graduate/ Diploma in Electronics/Electrical/Instrumentation/ Biomedical Engineering or a Post Graduate/ Graduate in Physics or Diploma/ Certificate in Ophthalmic Sciences & Experience in Maintenance of Optical/ Ophthalmic Equipment or Optical/ Ophthalmic Instrument User or Medical Doctor/ Ophthalmologist having Experience/ Responsibility of Maintenance and Management of Optical/ Ophthalmic Equipment.

Sl. No.3: Graduate/ Diploma in Electronics/Electrical/Instrumentation/ Biomedical Engineering or Post Graduate/ Graduate in Physics/ Chemistry/Bio-Chemistry & Experience in Maintenance of Analytical Equipment or Analytical Instrument User OR Medical Doctor/ Biochemist/ Forensic Scientist/ Agricultural Research Scientist & Technologist having Experience/ Responsibility of Maintenance and Management of Analytical Equipment.
34. Fluid Control Research Institute

Kanjikode West
Palghat 678 623, Kerala
India

Telephone Numbers: +91 491 256 6120, 256 6206, 256 7992
Fax Number: +91 491 2566326
Email: fcrl@fcrlindia.com
Website: www.fcrlindia.com

Head of the Institute
Commodore S. Saseendran
Director
Tel. No.: +91 491 2566119
Fax: No.: +91 491 2566326
Email: fcrl@vsnl.com

ITEC Course Coordinator
Mr. K.I. Raphael
Dy. Director (P&A) & Admn
Tel. No.: +91 491 2566206, 2567992
Fax: No.: +91 491 2566326
Email: fcrl@vsnl.com, k.i.raphael@fcrlindia.com
Mobile No.: +91 9847024119

24 hrs Emergency /After Office/Holidays Contact Nos.
Mr. K.I. Raphael, Dy. Director (P&A) & Admn. & Admn. Co-ordinator (Trg.)
Tel. No. +91 491 2567992, 2566120 +91 491 2566 596 (R)
Mobile No.: +91 9847024119

<table>
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<tr>
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<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Flow Measurement &amp; Control Techniques /Software in Industrial Process &amp; Water</td>
<td>8 weeks</td>
<td>01.06.2011</td>
<td>25</td>
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<tr>
<td></td>
<td>Distribution System</td>
<td></td>
<td>30.07.2011</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Oil and Gas Flow Measurement and Control Techniques &amp; Standards</td>
<td>12 weeks</td>
<td>10.08.2011</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10.11.2011</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Management</td>
<td></td>
<td>10.01.2012</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Engineering Industries/Service Organizations and Modern Management in Govt. and</td>
<td></td>
<td>30.01.2012</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Instrumentation &amp; Control and Data Acquisition System in Fluid Flow in Process and Petroleum</td>
<td>8 weeks</td>
<td>16.01.2012</td>
<td>25</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>15.03.2012</td>
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</table>
Eligibility Criteria

Sl. No.1 : Diploma/ Degree in Mechanical/ Instrumentation/ Civil/ Chemical or Electrical Engineering.

Sl. No. 2 & 5 : Diploma/Degree in Petroleum/ Instrumentation/ Electrical / Mechanical/ Chemical/ Industrial Engineering & working in process industries, oil & gas industry and related fields.

Sl. No. 3 : Professionals with Graduation in any discipline.

35. Geological Survey of India- Training Institute

GSI Complex, Bandlaguda, Near Nagole, Hyderabad-500068

Telephone Numbers: +91 40 2422 0681, 2422 0682
Fax N0.: + 91 40 2422 0680
Email: ddggsiti@gmail.com
Website: www.gsi.gov.in

Head of the Institute:
Mr. K. Ayyasami
Deputy Director General
Tel. No. : +91 40 2422 0178, 2422 0859
Fax: No. : +91 40 2422 0680
Email : ddggsiti@gmail.com
Mobile No. : +91 9490479730

ITEC Course Coordinator:
Mr. N. Kutumba Rao
Director (Tech.Coord)
Tel. No. : +91 40 24220682
Fax: No. : +91 40 24220680
Email : ddggsiti@gmail.com
Mobile No.: + 91 9440498590

24 hrs Emergency /After Office/Holidays Contact Nos.

Hyderabad
Mr. N. Kutumba Rao
Director (Tech.Coord)
Tel. No. : +91 40 24220682
Fax: No. : +91 40 24220680
Email : ddggsiti@gmail.com
Mobile No.: + 91 9440498590

Zawar Centre, Udaipur
Dr. P.R. Golani, Suptd. Geologist
GSTI Zawar Centre,
Dist: Udaipur -313901, Rajasthan
Tel No. +91 294 274 2301
Fax No. +91 294 274 2301
Mobile No. +91 9460727764

<table>
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<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Petrological Techniques &amp; Ore Microscopy (at Hyderabad)</td>
<td>4 weeks</td>
<td>27.06.2011 to 26.07.2011</td>
<td>16</td>
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<tr>
<td>2.</td>
<td>Mineral Exploration (at Zawar, Rajasthan)</td>
<td>4 weeks</td>
<td>03.10.2011 to 02.11.2011</td>
<td>15</td>
</tr>
<tr>
<td>4.</td>
<td>Geographic Information System (at Hyderabad)</td>
<td>4 weeks</td>
<td>01.02.2012 to 01.03.2012</td>
<td>16</td>
</tr>
</tbody>
</table>
Eligibility Criteria

Sl. No. 1: Post Graduation/Graduation in Geological Science and working knowledge of geological mapping in different scales.

Sl. No. 2: Post Graduation/Graduation in Geological Science and working knowledge of geological mapping in different scales.

Sl. No. 3: Graduation in any subject in earth sciences or related technical courses and working knowledge in computers with Window OS and MS Office.

Sl. No. 4: Graduation in any subject in earth sciences or related technical courses and working knowledge in computers with Window OS and MS Office.
### 36. Indian Institute of Production Management

At/Po: Kansbahal, Dist. Sundargarh – 770034 Orissa  
Telephone Numbers: : +91 6624 280322, 280948, 280576  
Fax Number.: +91  6624 280 122  
Email: info@iipm.ac.in  
Website: www.iipm.ac.in

<table>
<thead>
<tr>
<th>Head of the Institute:</th>
</tr>
</thead>
</table>
| Dr. M.R. Nayak  
Deputy Director |
| Tel. No. : +91 6624 280322, |
| Fax: No. : +91 6624 280 122 |

<table>
<thead>
<tr>
<th>ITEC Course Coordinator:</th>
</tr>
</thead>
</table>
| Mr. R.N. Pal  
Asstt. Director |
| Tel. No.: + 91 6624  280322, 280948, 280576 |
| Mobile: +91 9437046576 |

24 hrs Emergency /After Office/Holidays Contact Nos.  
**Mr. R.N. Pal**  
Tel No.: +91  6624 280 142  
Mobile: +91 9437046576

<table>
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<th>Sl. No.</th>
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<th>Period To</th>
<th>Seats (Max)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Maintenance Engineering and Management</td>
<td>10 weeks</td>
<td>11.07.2011</td>
<td>16.09.2011</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Industrial Electronics and Instrumentation</td>
<td>10 weeks</td>
<td>03.10.2011</td>
<td>09.12.2011</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>Condition based Maintenance</td>
<td>10 weeks</td>
<td>03.10.2011</td>
<td>09.12.2011</td>
<td>20</td>
</tr>
<tr>
<td>4</td>
<td>Management Development</td>
<td>10 weeks</td>
<td>09.01.2012</td>
<td>17.03.2012</td>
<td>20</td>
</tr>
</tbody>
</table>

### Eligibility Criteria

Sl. No. 1 & 3  : Degree/Diploma holders in Mechanical/ Electrical Engineering with around 5/10 years of experience respectively in industries in maintenance related activities.  

Sl. No. 2 : Degree/Diploma holders in Electrical Engineering with around 5/10 years of experience in industries in the field of control, automation, maintenance etc.  

Sl. No. 4: Degree/Diploma holders in Engineering and Post-Graduates/Graduates in Science/ Arts with around 5/10 years of experience in any functional area in organisations and those who are recently promoted to management positions will find the programme very useful.
37. Indian Institute of Remote Sensing

4, Kalidas Road, Dehradun-248001

Telephone Number: + 91 135 274 4583
Fax Number: + 91 135 274 1987
Email: dean@iirs.gov.in
Website: www.iirs-nrsc.gov.in

Head of the Institute:
Dr. P.S. Roy
Dean, IIRS and Associate Director
(Capacity Building), NRSC
Tel. No. : +91 135 2744583
Fax: No. : +91 135 2741987
Email : dean@iirs.gov.in

ITEC Course Coordinator:
Ms. Minakshi Kumar
Scientist/Engineer, ITEC
Tel. No. : +91 135 252 4118
Fax: No. : + 91 135 274 1987
Email : minakshi@iirs.gov.in
Mobile.: +91 9410394497

24 hrs Emergency /After Office/Holidays Contact Nos.
Ms. Minakshi Kumar                                               Mr. M. L. Batra
Scientist/Engineer, ITEC                                         Administrative Officer
Tel. No. : +91 135 252 4118                                  +91 135-2524106 (O) +91 135-2629112(R)
Mobile No. : +91 9410394497                                  +91 9997480914

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Short Course on Geoinformatics</td>
<td>8 weeks</td>
<td>26.09.2011 to 18.11.2011</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Short Course on Remote Sensing with special emphasis on Digital Image Processing</td>
<td>8 weeks</td>
<td>02.01.2012 to 24.02.2012</td>
<td>20</td>
</tr>
</tbody>
</table>

Eligibility Criteria

Sl No.1 : Post Graduate degree in natural sciences, graduate in any engineering discipline, or graduate in natural sciences with sufficient knowledge of mathematics/statistics at high school level.

Sl No. 2: Post Graduate degree in natural sciences, graduate in any engineering discipline, or graduate in natural sciences with sufficient knowledge of mathematics/statistics at high school level.
38. Indian Institute of Technology – Roorkee
(Department of Hydrology)

Department of Hydrology,
Roorkee - 247667 Uttrakhand

Telephone Numbers: +91 1332 285 236,
285 936, 285 390
Fax Numbers: +91 1332 285 236, 273 560
Email: hydro@iitr.ernet.in

Head of the Institute
Dr. S.C. Saxena
Director, IITR
Tel No.: +91 - 1332 - 285 500
Fax No.: +91 - 1332 - 285 815
E-mail: director@iitr.ernet.in

ITEC Course Coordinator
Dr. Himanshu Joshi
Professor & Head
Tel No.: +91 1332 285 390
Fax No.: +91 1332 285 236
E-mail: hydro@iitr.ernet.in
hydrology.iitr@gmail.com
Mobile: +91 9412394288

24 hrs Emergency /After Office/Holidays Contact Nos.
Dr. Himanshu Joshi
Tel No.: +91 1332 285 390
Mobile: +91 9412394288

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period From</th>
<th>Period To</th>
<th>Seats (Max)</th>
</tr>
</thead>
</table>

Eligibility Criteria

Sl. No. 1 & 2: Bachelor Degree in Civil/Agriculture/Mechanical Engineering/ Hydrology with minimum 60% marks. Minimum of 2 years work experience or Master’s Degree in Physics/Geology/ Applied Geology/ Chemistry/ Applied Geophysics/Meteorology/Geography/Atmospheric Physics/Environmental Science with Mathematics at B.Sc. level as per IIT, Roorkee norms with minimum 60% marks or Master’s Degree in Statistics with Physics or Mathematics at B.Sc. level or Master’s Degree in Mathematics with Physics at B.Sc. Level.
Indian Institute of Technology – Roorkee
(Department of Water Resources Development and Management)

Department of Water Resources Development & Management,
Roorkee – 247667, Uttrakhand, INDIA

Telephone Numbers: +91 1332 285 251, 271 073, 285 951
Fax Numbers: +91 1332 271 073, 273 560
E-mail: wrdtc@iitr.ernet.in
nayanfwt@iitr.ernet.in
Website:
http://www.iitr.ernet.in/departments/WRT/pages/index.html

Head of the Institute:
Dr. S.C. Saxena
Director, IITR
Tel No.: +91 1332 285 500
Fax No.: +91 1332 285 815
E-mail: director@iitr.ernet.in

ITEC Course Coordinator:
Prof. Nayan Sharma
Head, WRD&M Deptt.
Tel No.: +91 1332 285 251, 271 073, 285 951
Fax No.: +91 - 1332 - 271 073, 273 560
E-mail: wrdtc@iitr.ernet.in
nayanfwt@iitr.ernet.in
nayanfwt@gmail.com
Mobile: +91 9897040762

24 hrs Emergency /After Office/Holidays Contact Nos.
Prof. Nayan Sharma
Tel No.: +91 1332 285 251, 271 073, 285 951
Mobile: +91 9897040762

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period From</th>
<th>Period To</th>
<th>Seats (Max)</th>
</tr>
</thead>
</table>

Eligibility Criteria

Sl. No. 1& 3: Bachelor’s Degree in Civil/Electrical/Mechanical / Electronics & Communication Engineering; Minimum 60% marks or equivalent grade is required; Minimum 2 years work experience in Water Resources and Energy & Power Departments.

Sl. No. 2&4: Bachelor’s Degree in Civil/Agricultural Engineering or M. Sc. Agriculture in Agronomy, Soil Science, Agro-meteorology with Mathematics as one of the paper at the level of B.Sc./ B.Sc. Agriculture; Minimum 60% marks or equivalent grade is required and Minimum 2 years work experience in responsible capacity in Water Resources and Agriculture Departments.
###/sl. No./Name of the Course

1. Advanced Analytical Techniques: Basic Principles & Application for Quality Assessment of Drugs and Pharmaceuticals for Exports

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
</tr>
</thead>
</table>

###Eligibility Criteria

Bachelor’s degree in Pharmacy or equivalent or B.Sc. with 5 years experience in relevant field.
41. RITES (Courses for Railway Personnel only)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Management Development Program for Railway Managers</td>
<td>4 weeks</td>
<td>n.a.</td>
<td>25</td>
</tr>
<tr>
<td>2.</td>
<td>Railway Track Technology</td>
<td>6 weeks</td>
<td>n.a.</td>
<td>25</td>
</tr>
<tr>
<td>3.</td>
<td>Diesel Locomotive Technology</td>
<td>6 weeks</td>
<td>n.a.</td>
<td>25</td>
</tr>
<tr>
<td>4.</td>
<td>Professional Course on Railway Signal Engineering &amp; Telecommunications</td>
<td>6 weeks</td>
<td>n.a.</td>
<td>25</td>
</tr>
</tbody>
</table>

Dates will be intimated later.

Eligibility Criteria
Sl. No. 1 : Middle & Junior level Railway Managers/ Engineers with minimum 3 years of experience.
Sl. No. 2 : Engineers/ Managers of Railway Civil Discipline with minimum 5-6 years of experience in executive cadres.
Sl. No. 3 : Railway Mechanical Engineers with experience in maintenance of diesel locomotives with minimum 2-3 years of experience.
Sl. No. 4 : Engineers/ Managers of Railway Signal & Telecom. Discipline with Diploma/ Degree in Mechanical / Electrical /Electronics Engineering, minimum 5 - 6 years of experience required.
42. South India Textile Research Association

Post Box No.3205,
Coimbatore Aerodrome Post
Coimbatore – 641014

Telephone Numbers: + 91 422 257 4367-9,
421 5333, 654 4188

Fax Numbers: + 91 422 257 1896, 4215300
E.mail : sitraindia@dataone.in
sitra@vsnl.com

Website : www.sitra.org.in

Head of the Institute:
Dr. Arindam Basu
Director
Tel.No.: +91 422 257 4367
Fax.No.: +91 422 257 1896
Email : sitraindia@dataone.in
sitra@vsnl.com

ITEC Course Coordinator:
Mr. M.P.S. Ravindran
Tel.No.: +91 422 257 4367
Fax.No.: +91 422 257 1896
E.mail : sitraindia@dataone.in
sitra@vsnl.com
Mobile : +91 9952307519

24 hrs Emergency /After Office/Holidays Contact Nos.
Mr. M.P.S. Ravindran
Tel. No. : +91 422 2574367
Mobile: +91 9952307519

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
</tr>
</thead>
</table>

Eligibility Criteria

Sl. No. 1 : Diploma/degree in Textiles around 5 years experience in Textile or allied industries.
Sl. No. 2 : Diploma/degree in Textiles /Science At least 2 years experience in laboratories of textiles or allied industries.
Environment and Renewable Energy Courses
43. Alternate Hydro Energy Centre
(Indian Institute of Technology, Roorkee)

Alternate Hydro Energy Centre
Indian Institute of Technology, Roorkee
Roorkee - 247 667 (Uttarakhand)

Telephone Numbers: +91 1332 274 254, 285 213
Fax Number: +91 1332 273 517
Email: ahec@iitr.ernet.in; aheciitr@gmail.com
Website: www.ahec.org.in

Head of the Institute:
Prof S C Saxena,
Director, IITR
Tel: +91 1332 285500, 272742
Fax: +91 1332 285815,
E-mail: director@iitr.ernet.in

ITEC Course Coordinator:
Dr Arun Kumar,
Head, AHEC
Phone: +91 1332 274254, 285213
Fax: +91 1332 273517, 273560
E-mail: ahec@iitr.ernet.in,
aheciitr@gmail.com
Mobile No.: +91 98 370 16919

24 hrs Emergency /After Office/Holidays Contact Nos.
Dr Arun Kumar, Head, AHEC
Tel: +91 1332-274254, 285213
Mob: +91 98 370 16919

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
</tr>
</thead>
</table>

Eligibility Criteria
Sl.1: Bachelor degree in Civil/ Electrical / Electronics / Mechanical/ Industrial/ Chemical / Agricultural / Environmental Engineering/ its equivalent with minimum 60% marks or CGPA of 6.75 out of 10. Minimum two years of professional experience.

Sl. 2: Bachelors degree in Civil/ Electrical/ Mechanical/ Industrial/ Chemical/ Agricultural / Environmental Engineering/ Architecture/ Town Planning or its equivalent/Master in Science in any subject with mathematics at graduation level with minimum 60% marks or CGPA of 6.75 out of 10. Minimum two years of professional experience.
44. Barefoot College – Tilonia

Barefoot College – Tilonia
Tilonia 305816, Via- Madanganj
District- Ajmer, Rajasthan
Telephone Number: +91 1463 288 210
Fax Number: +91 1463 288 206
Email: barefootcollege@gmail.com
Website: www.barefootcollege.org

Head of the Institute
Mr. Bunker (Sanjit) Roy
Director
Tel. No. : +91 1463 288 205/288 212
Fax: No. : +91 1463 288206
Email : bunker_roy@yahoo.com
Mobile: +91 9414007446

ITEC Course Coordinator
Mr. Laxman Singh
Tel. No. : 01463 288209
Fax: No. : 01463 288206
Email : barefootcollege@gmail.com
Mobile No.: +91 9414253025

24 hrs Emergency /After Office/Holidays Contact Nos.
Mr. Bhagwat Nandan
Tel. No. : + 91 1463 288 211
Mobile No. : + 91 9414766993

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period From</th>
<th>Period To</th>
<th>Seats (Max)</th>
</tr>
</thead>
</table>

Eligibility Criteria
Sl. No. 1&2 : Illiterate rural women
45. Centre for Wind Energy Technology

Survey No. 657/1A2, Velachery – Tambaram High Road Pallikaranai, Chennai-600100.
Telephone Numbers: +91 44 2246 3982/83/84
Fax Number: +91 44 22463980/85
Email: info@cwet.res.in
Website: www.cwet.tn.nic.in

Head of the Institute:
Dr. S. Gomathinayagam
Executive Director
Tel. No. : + 91 44 2246 3981
Fax: No.: + 91 44 2246 3980/85
Email : ed@cwet.res.in

ITEC Course Coordinator
Mr. P. Kanagavel
Scientist & Unit Chief (i/c), ITCS
Tel. No.: + 91 44 2246 3994
Fax: No.: + 91 44 2246 3980/85
Email : pkanagavel@cwet.res.in
Mobile No.: +91 9444116305

24 hrs Emergency /After Office/Holidays Contact Nos.
Mr. P. Kanagavel
Scientist & Unit Chief (i/c), ITCS
Tel. No.: + 91 44 2247 5259
Email : pkanagavel@cwet.res.in
Mobile No.: +91 9444116305

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period From</th>
<th>To</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Seventh International Training Programme on Wind Turbine Technology and Applications</td>
<td>4 weeks</td>
<td>03.08.2011</td>
<td>26.08.2011</td>
<td>30</td>
</tr>
</tbody>
</table>

**Eligibility Criteria**

Degree in Science/Diploma/Engineering disciplines with knowledge of English; relevant experience in Wind Energy preferred.
### 46. Indian Institute of Science

Indian Institute of Science  
Bangalore – 560012, Karnataka

Telephone Numbers: +91 80 2360 0536  
Fax Number: +91 80 2360 1692  
Email: abets@cgpl.iisc.ernet.in  
Website: [http://cgpl.iisc.ernet.in](http://cgpl.iisc.ernet.in)

Head of the Institute  
The Registrar, IISc  
Tel: +91-80-23601692  
E-mail: regr@admin.iisc.ernet.in  
abets@cgpl.iisc.ernet.in

ITEC Course Coordinator  
Prof. P J Paul,  
Chief Executive, ABETS, IISc  
Tel: +91-80-23600536  
Fax: +91-80-23601692  
Email: paul@cgpl.iisc.ernet.in

24 hrs Emergency /After Office/Holidays Contact Nos.  
**Mr. D.N. Subbukrishna**  
Tel. No.: +91 80 2360 0536  
Mobile: +91 98455 98206  
**Mr. K.C. Suresh**  
Tel.: +91-80-22932338  
Mobile: +91 98455 98205

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period From</th>
<th>Period To</th>
<th>Seats (Max)</th>
</tr>
</thead>
</table>

**Eligibility Criteria**

Degree or Diploma in Science or Engineering, 2 years experience in any technical area, preferably in energy sector.
47. Solar Energy Centre

19th Mile Stone,
Gurgaon-Faridabad Road,
Gwal Pahari
Distt. : Gurgaon, Haryana-1221001

Telefax : +91 124 2579207
Telefax : +91 11 2436 0331
Email : sec@nic.in
Website : www.mnre.nic.in

Head of the Institute
Dr. Bibek Bandyopadhyay
Adviser and Head
Tel: +91 124 2579208, 3291135
Fax : +91-124-2579207
Telefax : +91-11-24360331
E-mail: bbibek@nic.in

ITEC Course Coordinator:
Dr. P.C. Pant
Director
Tel. No. : +91 124 257 9214,
+91 11 2436 5496
Telefax : +91 124 2579207
Telefax : +91-11-24360331
Email : pcpant@nic.in

24 hrs Emergency /After Office/Holidays Contact Nos.
Mr. S.S. Bedi
Tel. No.:+91 124 257 9210, 257 9205
Mobile : +91 9560889489

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>1.</td>
<td>International Training Programme on Solar Energy Technologies and Applications</td>
<td>3 weeks</td>
<td>25.04.2011</td>
<td>14.05.2011</td>
</tr>
</tbody>
</table>

Eligibility Criteria

Sl. No. 1 & 2 Post Graduate in Science or Bachelor in Engineering/Technology with knowledge in English; relevant experience in renewable energy desirable.
48. TERI (The Energy & Resources Institute)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Course</th>
<th>Duration</th>
<th>Period</th>
<th>Seats (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Integrated Approach towards Sustainable Development</td>
<td>3 weeks</td>
<td>04.07.2011 – 23.07.2011</td>
<td>30</td>
</tr>
<tr>
<td>4.</td>
<td>Climate Change and Sustainability</td>
<td>3 weeks</td>
<td>03.10.2011 – 21.10.2011</td>
<td>30</td>
</tr>
</tbody>
</table>
Eligibility Criteria

Sl. No. 1, 4,5 & 7: Bachelors’ degree in any discipline with 2 years work experience.
Sl. No. 2. Bachelors’ degree with science in school with 2 years work experience
Sl. No. 3: Bachelors degree in technology or science with 2 years work experience.
Sl. No. 6. Bachelors degree in any discipline, preferably Masters with 2 years work experience.
Please read instructions carefully before applying

APPLICATION FORM

PART-I

| Nationality: ___________________ | Name of Course: ______________________________ |
| Institute: _____________________ | Commencing: From _____________ to ____________ |
| _______________________________ | DD/MM/YYYY | DD/MM/YYYY |

1. Personal Particulars

| Name(s): _____________________ |
| Surname: _____________________ |

| Sex (tick one): MALE / FEMALE |
| Marital Status: ________________ |

| Date of Birth: ________________ | Date - Month - Year |
| Passport No.: ________________ | Date & Place of issue: ________________ | Valid till: ________________ |

| Address: Office | Res. |
| Tel Nos. | Mobile/Cell: |
| Fax: | E-mail: |

Special dietary needs, if any: ______________________________
### Person(s) to be notified in case of Emergency

<table>
<thead>
<tr>
<th>Name :</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel Nos:</td>
<td>Mobile /Cell :</td>
</tr>
<tr>
<td>Fax:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

| Official Contact | Personal / Family Contact |

### Educational Qualification(s)

<table>
<thead>
<tr>
<th>Degree / Diploma / Certificates</th>
<th>Year</th>
<th>Name of Educational Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Professional Qualification(s), if any:

<table>
<thead>
<tr>
<th>Professional Qualification(s)</th>
<th>Year</th>
<th>Name of Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name of Employer / Department / Company</th>
<th>Position</th>
<th>Period</th>
<th>Description of Work</th>
</tr>
</thead>
</table>

### 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  NO

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

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

<table>
<thead>
<tr>
<th>Country</th>
<th>Course Details &amp; Duration</th>
<th>Year</th>
<th>Sponsor/Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th></th>
<th>Good</th>
<th>Basic</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spoken</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>(i) Name of Applicant:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(ii) Age:</td>
<td></td>
</tr>
<tr>
<td>(iii) Sex: (Male / Female)</td>
<td></td>
</tr>
<tr>
<td>(iv) Height (cm):</td>
<td></td>
</tr>
<tr>
<td>(v) Weight (kg):</td>
<td></td>
</tr>
<tr>
<td>(vi) Blood Group:</td>
<td></td>
</tr>
<tr>
<td>(vii) Blood Pressure:</td>
<td></td>
</tr>
<tr>
<td>(viii) Blood Sugar: (Fasting) (PP)</td>
<td></td>
</tr>
</tbody>
</table>

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 have 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) I have read the course brochure and that I am aware of the course contents and living conditions in India *

(ii) I have sufficient knowledge of English to participate in the training programme.

(iii) I am medically fit to participate in the Course and have submitted a medical certificate from the designated doctor.

(iv) I have not attended any programme previously sponsored by Government of India.

(v) 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:

(a) 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;

(b) 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;

(c) Submit periodic assessments / tests conducted by the Institute (progress report which may be prescribed);

(d) Refrain from engaging in political activity, or any form of employment for profit or gain;

(e) Return to my home country at the end of the course of study or training;

(f) 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:
Address:
Date:
Place:

Signature
(With seal)

Name and Designation
(in block letters)
Some Guidelines

Who can apply
- Employees and officials in Government, Private and Public Sector, Parastatals, Universities, Chambers of Commerce and Industry
- Having 5 years minimum work experience
- Applicants who are between the age group of 25 to 45 years.
- Who are medically fit.

How to apply
- Applications must be submitted in the prescribed ITEC/SCAAP Form to the nodal Government Department/Agency of your country designated to nominate candidates.
- The nodal Department/Agency will in turn forward the applications to the Embassy/High Commission of India.

Eligibility criteria for admission to courses
- Must have the required academic qualifications as laid down by the Institute for the selected Course.
- Must have working knowledge of English to follow the Course.

Scholarship
Government of India will bear the following expenses for the selected candidate:
- Return international airfare by excursion/ economy class
- Course fees
- Accommodation – hostel (depending on availability, it could be on single or sharing basis) or hotel in case of non-availability of hostel accommodation.
- Living Allowance @ Rs. 25,000/- per month. Candidates are, among other things, expected to meet the expenditure for their meals from this amount.

General Information
- Applications must reach the Indian Embassy/High Commission no later than 3 months before the commencement of the Course.
- Upon selection, the Embassy/High Commission of India will inform the concerned nodal Department/Agency who will in turn inform the applicant.
- Selected candidates are required to fully familiarize themselves regarding living conditions in India and the Institutes through the websites of the concerned Institute.
- Decision for grant of scholarship rests solely with the Ministry of External Affairs, Government of India.

Contact Address:
The Joint Secretary
Technical Cooperation Division
Ministry of External Affairs
Government of India
Akbar Bhawan, Chanakyapuri
New Delhi - 110021, India
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Fax: +91-11-2467 7017, 2688 7294, 2412 1468
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