

Steps for Registration

Note: Follow the instructions for filling the registration form. Take a print out of the filled form. Submit this form to the Indian embassy/ partner multilateral organization / agencies after getting it forwarded through your concerned Ministry/department.

Go to the site <https://www.itecgoi.in/meaportal/registerApplicant>. Web Page would be displayed (Fig 1.1 and Fig 1.2 given below). There are 5 tabs on this page. Currently you would be on Personal details tab.

Personal Details	Educational / Professional Details	Employment Details	Medical Details	Submit
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[Instructions for filling the form](#) [Exit Registration](#)

Nationality *	Select Country	
If not applying through Indian Mission, Please tick the check box * <input type="checkbox"/>	Secretariat Name *	Normally candidates are required to apply for ITEC scholarships through respective Indian Missions. After filling this online form, its printout is sent to Indian Mission for processing, through the local government with its recommendation. However in certain cases, applications are also received through partner multilateral organisation/ agencies. In case you intend to apply through these multilateral organisation/ agencies, please select it here and submit your printed application to that organisation /agency only. Else, please keep that check-box unchecked.
Course Details		
Courses offered from *	01-04-2015	To * 31-03-2016
Area of Study *	Select Stream	
Name of Course *	Select Course	Selected Course
Name of Institute *		
Personal Details		
Title *	Select Title	
Name *		Surname *
Gender *	Select Gender	Marital Status * Select Marital Status
Date of Birth *		Upload Image (Max size- 1MB,

Fig 1.1

Place of Issuance	<input type="text"/>	Passport Expiry Date	<input type="text"/>
Address (Residence) *	<input type="text"/>	Fax (Residence) (Country Area Number)	<input type="text"/> <input type="text"/> <input type="text"/>
Email Id *	<input type="text"/>	Mobile Number (Residence) * (Country Number)	<input type="text"/> <input type="text"/>
Address (Office) *	<input type="text"/>	Fax (Office) (Country Area Number)	<input type="text"/> <input type="text"/> <input type="text"/>
Email Id (Office) *	<input type="text"/>	Mobile Number (Office) * (Country Number)	<input type="text"/> <input type="text"/>
Special dietary needs, if any	<input type="text"/>		

Person to be notified in case of emergency

Official Contact Details		Personal / Family Contact Details	
Name *	<input type="text"/>	Name *	<input type="text"/>
Address *	<input type="text"/>	Address *	<input type="text"/>
Telephone Number (Country Area Number)	<input type="text"/> <input type="text"/> <input type="text"/>	Telephone Number (Country Area Number)	<input type="text"/> <input type="text"/> <input type="text"/>
Mobile Number * (Country Number)	<input type="text"/> <input type="text"/>	Mobile Number * (Country Number)	<input type="text"/> <input type="text"/>
Fax Number (Country Area Number)	<input type="text"/> <input type="text"/> <input type="text"/>	Fax Number (Country Area Number)	<input type="text"/> <input type="text"/> <input type="text"/>
Email Id *	<input type="text"/>	Email Id *	<input type="text"/>

NEXT

Fig 1.2

a) In the Nationality drop down list, select the country to which you belong.

Normally candidates are required to apply for ITEC scholarships through respective Indian Missions. After filling this online form, its printout is sent to Indian Mission for processing, through the local government with its recommendation. However in certain cases, applications are also received through partner multilateral organization / agencies.

If you are not applying through Indian Mission, kindly select the check box as shown in Fig 1.3. Once you have selected the check box, the drop down will be enabled through which you can select the multilateral organization / agencies as shown in Fig 1.4 and submit your printed application to that organization /agency only.



Personal Details	Educational / Professional Details	Employment Details	Medical Details
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Help [Exit Registration](#)

Nationality *

If not applying through Indian Mission, Please tick the check box *

Course Details

Courses offered from * To *

Area of Study *

Name of Course * Selected Course

Name of Institute *

Personal Details

Title *

Name *

Gender * Surname *

Marital Status *

Fig.1.3



Personal Details	Educational / Professional Details	Employment Details	Medical Details
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Help [Exit Registration](#)

Nationality *

If not applying through Indian Mission, Please tick the check box *

Select Secretariat

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

Course Details

Courses offered from * To *

Area of Study *

Name of Course * Selected Course

Name of Institute *

Personal Details

Fig. 1.4

- b) Initially the start date and end date of financial year would be displayed by default. These reflect the period in which a candidate wants to undergo the course. These can be changed to search for course offerings during specific time period.
- c) Based on the nationality selection, certain streams would be populated in Area of Study drop down box. Select the Area of study as per your interest.
- d) Based on the area of study, various courses pertaining to the area of study would be populated in the Course drop down box. Select the course for which you want to apply. Selected course title along with start and end date of the

course would be displayed in adjacent area.

- e) Based on the selection of the course, Institute name will be populated.

Next section to be filled pertains to Personal Details

Personal Details

The personal details in registration form have to be filled in following format.

- a) **Title:** Choose your title among the four options provided in drop down box.
- b) **Name:** Enter First name and Middle name in this box
- c) **Surname:** Enter your surname
- d) **Gender:** Choose your gender among the three options provided in drop down box.
- e) **Marital Status:** Choose the status among the four options provided in drop down box
- f) **Date of Birth:** You can enter the date of birth by clicking on calendar icon provided at the right hand side of the text box. The DOB will be displayed in DD-MM-YYYY format.
- g) **Upload Image:** You can upload your image by clicking the browse button & select the location where you have your photo. **The image should be in .jpg format and size less than 1MB**
- h) **Passport Number:** Enter your passport number. It can have alphanumeric data.
- i) **Passport Issue Date:** You can enter the passport issue date by clicking on the calendar icon provided on right hand side of the text box. The date will be entered in DD-MM-YYYY format.
- j) **Place of Issuance:** Enter the place from where your passport has been issued.
- k) **Passport Expiry Date:** You can enter the passport expiry date by clicking on the calendar icon provided on right hand side of the text box. The date will be entered in DD-MM-YYYY format.
- l) **Address (Residence):** In this text box enter your permanent address. Only alphanumeric characters are allowed.
- m) **Fax (Residence):** The first text box is for entering the country code, second text box is for area code, third box is for fax number.
- n) **Email Id:** In this text box enter your email id. Authentication mail while creating the account will be sent on this email id and further communication

would be done on it only. Further it would be used as username for login.

- o) Telephone Number (Residence):** In this you can enter the phone number which you are currently using. The first text box is for entering the country code and second text box is for the number.
- p) Address (Office):** In this text box enter your current office address. Only alphanumeric characters are allowed.
- q) Fax (Office):** The first text box is for entering the country code, second text box is for area (city) code and third box is for fax number.
- r) Email Id (Office):** In this text box enter your email id, which you are using for official purpose.
- s) Mobile Number (Office):** In this you can enter the mobile number which you are currently using for official purpose. The first text box is for entering the country code and second text box is for mobile number.
- t) Special dietary needs, if any:** If you have any special requirement for your diet then kindly enter the requirement in the space provided.

Emergency Contacts

Note: In this, kindly enter the details of a person in your office who can be contacted in case of any emergency.

a) Official Contact Details

Name: Enter the full name of the person i.e. first name, middle name, and surname. In this text box only characters are allowed.

Address: In this text box enter the residence address of the person. In this alphanumeric are allowed.

Telephone Number: In this you can enter the land line number of the person. The first text box is for entering the country code, second text box is for area (city) code and third box is for land line number.

Mobile Number: In this you can enter the mobile number of the person. The first text box is for entering the country code and second text box is for mobile number.

Fax Number: In this you can enter the fax number of the person. The first text box is for entering the country code, second text box is for area (city) code and

third box is for fax number.

Email Id: In this text box enter email id of the person whom the candidate would like to be contacted in case of any emergency.

b) Personal/Family Contact Details

Note: In this kindly enter the details of a person in your Family who can be contacted in case of any emergency.

Name: Enter the full name of the person i.e. first name, middle name, and surname. In this text box only characters are allowed.

Address: In this text box enter the residence address of the person. In this alphanumeric are allowed.

Telephone Number: In this you can enter the land line number of the person, the first text box is for entering the country code, second text box is for area (city) code and third box is for land line number.

Mobile Number: In this you can enter the mobile number of the person, the first text box is for entering the country code, second text box is for area (city) code and third box is for mobile number.

Fax Number: In this you can enter the fax number of the person, the first text box is for entering the country code, second text box is for area (city) code and third box is for fax number.

Email Id: In this text box enter email id, which your family person is currently using.

After filling all the details, you can move to next tab (Educational/Professional Details – Figure 2 given below) by clicking on NEXT (bottom of page) or by clicking on the tab itself (top of page).



Degree / Diploma / Certificates	Year	Institute Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

Professional Qualification	Year	Institute Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

BACK NEXT

Fig. 2

Educational/Professional Details

A. Educational Qualification(s)

- Degree/Diploma/Certificates:** Enter the name of the degree/diploma/certificate which you have qualified.
- Year:** Enter the year in which you have passed your degree/diploma/certificate. This will contain only 4 digits and it should not be greater than current year.
- Institute Name:** Enter the name of the institute from which you have qualified your degree/diploma/certificate.

*You can add more than one educational qualification detail by clicking on (+) icon provided on top right hand side, next to institute name. You can also remove any row by clicking on (X) button provided on right hand side.

B. Professional Qualification(s)

- Professional Qualification:** Enter the name of the professional qualification which you have qualified.
- Year:** Enter the year in which you have passed your professional qualification. This will contain only 4 digits and it should not be greater than current year.
- Institute Name:** Enter the name of the institute from which you have qualified your professional qualification.

*You can add more than one detail by clicking on (+) icon provided on top right hand side, next to institute name. You can also remove any row by clicking on (X) button provided on right hand side.

After filling all the details, you can move to next tab (Employment Details Fig 3.1 & 3.2) by clicking on NEXT (bottom of page) or by clicking on the tab itself (top of page).

Indian Technical & Economic Cooperation Programme
Ministry of External Affairs, Government of India

Personal Details | Educational / Professional Details | **Employment Details** | Medical Details

Help | Exit Registration

Details of Previous Employment / Profession *

Name of Employer / Department / Company	Position	From Date	To Date	Description of Work	
					(+) (X)

Employee Category *

Government Semi-government/Parastatal Private Company Others (Please Specify)

Details of Present Employer *

Name:

Address:

Telephone Number (Country Area Number):

Email Id:

Have you ever attended a course sponsored by the Government of India ? * Yes No

Fig. 3.1

Details of Present Employer *

Name:

Address:

Telephone Number (Country Area Number):

Email Id:

Have you ever attended a course sponsored by the Government of India ? * Yes No

Details of courses previously done *

Name of Course	Institute	Year of Passing	
			(+) (X)

Have you ever attended a course outside the country ? * Yes No

Details of courses previously done *

Name of Course	Country	Duration In Months	Year	Sponsor	
					(+) (X)

Reason For Applying *

BACK NEXT

Fig. 3.2

Employment details

A) Details of Previous Employment / Profession

Name of Employer / Department / Company: Enter the name of the Employer/ Department/Company for which you have worked previously.

Position: Enter your designation in the company.

From Date: In this text box enter the date on which you have joined company. You can enter the date by clicking on calendar icon provided on right hand side of the text box; date will be entered in DD-MM-YYYY format. From Date should not be greater than current date.

To Date: In this text box enter the date on which you have left the job i.e. last day in your office. You can enter the date by clicking on calendar icon provided on right hand side of the text box; date will be entered in DD-MM-YYYY format. To Date should not be greater than current date.

Description of Work: In this text box enter the nature of your work i.e. what was your role, any project you have worked on, your contribution in that project.

*You can add more than one experience details by clicking on (+) button provided on top right hand side next to description of work. You can remove your experience details by clicking on (X) button provided on the right hand side.

Employment category: In this you can select one of the four options depending upon the category of your employment. If you are choosing others then a text box will appear. Kindly provide the description for it.

B) Details of Present Employer

Name: Enter the name of your present company.

Address: Enter the address of your present company. It can contain alphanumeric.

Telephone Number: In this text box enter the telephone number of your office. The first text box is for entering the country code, second text box is for area (city) code and third box is for land line number.

Email Id: Enter the valid official email id of your company.

Have you ever attended a course sponsored by the Government of India? :

If you select 'No' then you need not enter any details.

If you select 'Yes' then you will be asked to provide the following details:

Name of the course: In this text box enter the name of the course which you have attended.

Institute: Enter the name of the institute where you have attended that course.

Year of passing: Enter the year only in which you have passed the course. This will contain only 4 digits and it should not be greater than current year.

You can add more than one course details by clicking on (+) button provided on top right hand side next to description of year of passing.

You can remove your course details by clicking on (X) button provided on the right hand side

Have you ever attended a course outside the country?

If you select 'No' then you need not enter any details.

If you select 'Yes' then you will be asked to provide the following details:

Name of the course: Enter the name of the course which you have attended.

Country: Enter the name of the country in which you have attended the course.

Duration in months: In this text box enter the duration of your course in months in digits.

Year: Enter the year only in which you have passed the course. This will contain only 4 digits and it should not be greater than current year.

Sponsor: Name of the person/organization/department/scheme which has sponsored your course.

You can add more than one course details by clicking on (+) button provided on top right hand side next to sponsor.

You can remove your course details by clicking on (X) button provided on the right hand side

Reason for Applying: In this text box enter your purpose/aim for applying for the course. Maximum limit is 4000 characters.

After filling all the details, you can move to next tab (Medical Details Fig-4) by clicking on NEXT (bottom of page) or by clicking on the tab itself (top of page).

The screenshot displays the ITEC application form interface. At the top left is the ITEC logo and the text "Indian Technical & Economic Cooperation Programme, Ministry of External Affairs, Government of India". Below this is an "Instructions:" section with three numbered points. A horizontal navigation bar contains tabs for "Personal Details", "Educational / Professional Details", "Employment Details", "Medical Details" (which is highlighted in blue), and "Submit". To the right of the navigation bar are links for "Instructions for filling the form" and "Exit Registration". Below the navigation bar is a "Medical Report" section with three input fields: "Height (cm) *", "Weight (kg) *", and "Blood Group *". Below these fields are "BACK" and "NEXT" buttons. At the bottom of the form is a note: "Note: You are required to submit a medical report, in the format provide in the Print-Out of this application form, certified by a doctor/hospital on the panel of Indian Mission/UN Mission, if any or as designated by Indian Mission".

Fig. 4

Medical details

Height: Enter your height in cm. In this only 3 numeric characters are allowed.

Weight: Enter your weight in kg. In this only 3 numeric characters are allowed.

Blood Group: Enter your blood group. It can contain any of the 8 characters in this set (a,b,o,A,B,O,+,-).

After filling all the details, you can move to next tab (Submit Fig-5) by clicking on NEXT (bottom of page) or by clicking on the tab itself (top of page).

We are creating an account for you in our portal
 (You may take printout of application and check the status of your application by logging-in at www.itecgoi.in)

Your username will be your email id which is :

Password * (Password should contain atleast one digit, one Upper Case letter, one Special Character (!@#\$%^&+=) and minimum length should be 8)


Retype Password *

I certify that

1. I have read the course brochure and that I am aware of the course contents and living conditions in India.
2. I have sufficient knowledge of English to participate in the training programme.
3. I am medically fit to participate in the Course and have submitted a medical certificate from the designated doctor.
4. I have not attended any programme previously sponsored by Government of India.
5. 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 also undertake to:

- a. Comply with the instructions and abide by the 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/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 understand 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.
- g. I confirm that I will not travel to India to attend the Course applied for in case I am pregnant-(for lady participants).



Kindly enter text:

Fig. 5

Password: In this text box enter the password with minimum length of 8 letters containing at least 1 special character, 1 numeric, 1 alphabet in upper case. Please remember the password for future use and do not share with anyone.

Retype Password: Enter the exact password which you have entered in the password text box.

Select the checkbox corresponding to “I Certify that”.

Captcha: Enter the exact characters as in the image shown. Letters are case sensitive. If characters are not visible/readable properly then click on ‘Refresh’ button to get new image.

* After you have filled all your details kindly re-check that you have entered the correct data in the form. Then click on submit details. You will get the page as shown in Fig 6



Indian Technical & Economic Cooperation Programme
Ministry of External Affairs, Government of India

Kindly Check your registered email-id and click on activation link sent to Authenticate your Candidature.

Fig. 6

Once you have submitted your details, a mail with a link will be sent to your email id (which you have entered in first page i.e. in Personal Detail Tab) for validation (Fig 7). Click on that link to activate your account.

Dear INDIRA SINGH,

We thank you for applying for training course FINANCIAL MANAGEMENT AND ACCOUNTING SYSTEMS OF POWER COMPANIES at CENTRAL INSTITUTE FOR RURAL ELECTRIFICATION from 27-07-2015 to 18-09-2015 under Indian Technical and Economic Cooperation (ITEC) Programme.

Please click on the link below for activation <http://www.itecgo.in/meaportal/applicantActivate?id=vZght5h2>

After activation you are required to take a print out of the application and send it to the Indian Mission/Post through the nominating ministry/organizations.

In case any assistance is required, you may contact our Mission.

Looking forward to see you in India.

Team ITEC

DPA-II

Ministry of External Affairs

Govt. of India.

Fig. 7

On clicking the link, you will get two buttons (Fig 8):



Important Instruction

You need to login to take print out of the Application form, get it forwarded from your respective ministry and submit it to Indian mission in your country for further processing

Your username is your email id through which you have registered and password is what you have chosen during registration. In case, you have forgotten the password, please [Click Here](#)

Fig. 8

1. HOME: You will be redirected to www.itec.mea.gov.in
2. LOGIN: To take a print out of the filled application form, you need to login into your account. Your email id will be your username & password will be the same which you have entered at the time of Registration. On login:
 - a. You can view the status of your application. You have to click on Application No. which is a hyperlink. On clicking it, you can view the details filled and take a print out of the form by clicking on Print button. This form needs to be submitted to Indian Mission/ partner multilateral organization / agencies after getting it forwarded from respective Ministry/department depending on whether the candidate is applying through Indian Mission or Multilateral Agencies.
 - b. You can also change the password by clicking on Change Password menu. When you click on the link, a page would be displayed asking you to enter email id, new password and retype new password. Click on Submit. You will get a message indicating that password has been changed. Password should have minimum 8 characters containing at least 1 special character, 1 numeric and 1 alphabet in upper case.

If you forget your password, kindly click on “Forgot Password” link you will be redirected to new page as shown in Fig 9.



Please fill in your details to Retrieve Your Password.

Enter User Id *

Fig. 9

Enter user id that is your email id in the given text box , then click on submit button a new text box will appear as shown in Fig. 10



Please fill in your details to Retrieve Your Password.

Enter User Id *

Enter Date Of Birth *

Fig. 10

Enter your date of birth by clicking on the calendar icon given on right hand side of the text box. Date would be entered in dd-mm-yyyy format. Click on submit button. A new password would be sent to your email id. Kindly log in with your new password.