

IS (Admn)  
F/60696/2015/CR  
13/10

No.13/30/2015-PMU&TRG.  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(PMU & Trg. Section)

North Block, New Delhi,  
5<sup>th</sup> September, 2015.

**TRAINING CIRCULAR**

Subject:- Knowledge Co-Creation Program on “**Improving ICT Policy Planning Skills Utilizing Standards**” – The deployment of better ICT Infrastructure to overcome challenges in Japan from 20<sup>th</sup> January to 6<sup>th</sup> February, 2016.

The Government of Japan has invited nominations for the above mentioned training programme to be held in Japan under the Technical Cooperation Programme with India. The programme is intended for Government officers in charge of telecommunications administration or department of telecommunications who is in charge of standardization of telecommunications. The eligibility conditions and other information about the course are mentioned in the Information Booklet received from the sponsoring Government (**Annex-I**). Number of slots available for India is **one**. In addition, name of the one “reserve” candidate may also be forwarded.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, as synopsis of which is attached as **Annex-II**.
3. **The course is fully funded** and the Government of Japan will provide round-trip air fare, accommodation and living allowance.
4. The following forms need to be duly completed and certified by the participant and the competent authority in the nominating Ministry/Department, as required under various columns.
  - (i) Prescribed application form together with the medical history questionnaire.
  - (ii) DEA's prescribed proforma - duly countersigned by competent authority (**Annex-III**).
  - (iii) The desired Country Report (Two copies).

5. Application Form complete in all respects is to be sent at the following address on or before 10.11.2015 positively:-

**Shri Arun Sobti,**  
Under Secretary (PMU),  
Department of Economic Affairs, Ministry of Finance,  
Room No. 241-F, North Block, New Delhi.

6. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at later stage. The candidates are therefore advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website [www.finmin.nic.in](http://www.finmin.nic.in) under the link “Training Programmes”.

*Arun Sobti*

(Arun Sobti)

Under Secretary to the Govt. of India  
Tele: 23093532

1. Joint Secretary (Admn.), Department of Telecommunication, Ministry of Communication & Information Technology, Sanchar Bhavan, New Delhi.
2. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
3. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON MOF'S WEBSITE

*report*

Last date :- 10/11/15

*pl process for self nomination*

DIR (UR) / ADG (CR) 16/10/15

*13/10*  
*IS (Admn)*  
*DIR (CR II)*