

ITEC Application Procedure

1. CHOOSE A COURSE

Go to: Indian Technical and Economic Cooperation Programme portal
www.itecgoi.in

2. START YOUR APPLICATION

- On the homepage, click "Apply for ITEC"
- From the dropdown, select "Apply Now"

3. CHOOSE COURSE BY INSTITUTE

- Click on "By Institute"
- Browse the list and select your preferred course
- Click "Apply"

4. SELECT YOUR COUNTRY

- Choose Bhutan
- Click "Proceed" to continue the application

5. COMPLETE ONLINE REGISTRATION

- Fill in all required details carefully
- After submission, check your email
- Click the verification link sent to your email to activate your application

6. COMPLETE REQUIRED DOCUMENTS

After logging in again, complete your application by preparing:

- English Language Certificate from Bhutan Council for School Examinations and Assessment (Olakha, Thimphu)
- Medical Report (all fields must be filled)
- Nomination/Recommendation from your department of work

7. SUBMISSION TO

For Government/Semi-Government Employees:

Submit through:

- Mr. Sonam Palden, Desk Officer, Department of Bilateral Affairs Bhutan, Ministry of Foreign Affairs & External Trade(email:spalden@mfa.gov.bt)

For Private Candidates:

Submit through:

- Ms. Pema Yangden, Assistant Development Officer, Bhutan Chamber of Commerce and Industry, Thimphu (email:pema.yangden@bccci.org.bt)

Attach the following documents:

- Educational certificates
- English language proficiency certificate (BCSEA)
- Employer's consent letter
- Valid Citizenship ID or Passport
- Security Clearance (NoC)
- Audit Clearance

ITEC COVERS (For selected candidates)



Free tuition



Accommodation



Living allowance



Airfare (usually economy class)

Screening, Nomination and Selection

- Will be done by Embassy of India.
- The application is then sent to India for final selection
- The **Ministry of External Affairs** and the training institute evaluate applications based on:
 - Eligibility
 - Experience
 - Relevance of course

Offer & Acceptance

- If selected, you receive an official offer.
- Confirm participation within the given deadline

Travel Arrangements

- Travel arrangements (usually airfare) are coordinated as per ITEC guidelines
- Bhutanese participants do not require VISA for training in India

IMPORTANT NOTES:

- Use an updated browser like Mozilla Firefox for smooth registration
- Do not forget to click the email verification link - your application will not be complete without it.
- Apply well in advance (courses fill quickly)
- Ensure accurate documentation
- Coordinate with your employer or government office early

FOR ASSISTANCE:

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