



सत्यमेव जयते

High Commission of India  
Abuja

## **How to Apply for ITEC/eITEC courses ?**

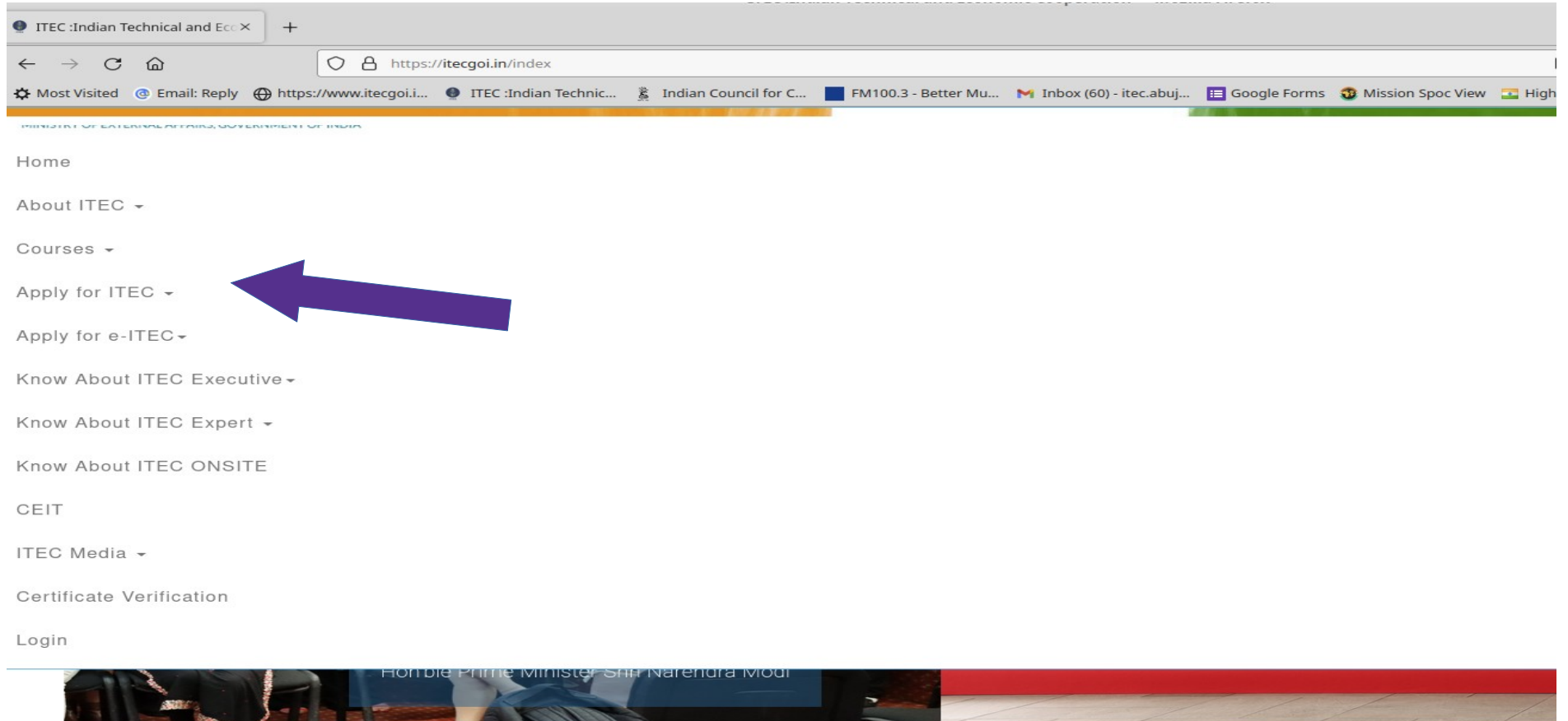
### **STEP 1**

**Please visit this link and access upcoming ITEC/eITEC courses:**

 [https://www.itecgoi.in/upcoming\\_courses](https://www.itecgoi.in/upcoming_courses)

# STEP 2

## Select Apply



# STEP 3

## Select Suitable Course and click on Apply (e.g)

OPEN ITEC



|                             |                                                |
|-----------------------------|------------------------------------------------|
| Course Name:                | QUALITY ASSURANCE OF FISH AND FISHERY PRODUCTS |
| Duration:                   | 18-Sep-2023 To 29-Sep-2023                     |
| Course Offered By:          | CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY      |
| Open for Participants From: | ALL COUNTRIES                                  |

Download

Apply

[View course details](#)

[Know more about institute](#)



# STEP 4

Select your Country from the Drop-down

Do not check the box if not working with multilateral organisation

Click on Proceed

PROGRAMME  
INDIA

You have selected: **Finance For Non-finance Background Leaders**  
at **Indian Institute Of Public Administration**  
From: **05-10-2023** To: **11-10-2023**.

## Instructions:

1. Applicants are required to apply for ITEC training program by filling up this application form and later check the status of their application by logging-in at [www.itecgoi.in](http://www.itecgoi.in). The credentials for log-in may be noted while filling up the form.

|                                                                                            |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nationality *                                                                              | NIGERIA            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 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 organization/ agencies. In case you intend to apply through these multilateral organization/ agencies, please select it here and submit your printed application to that organization /agency only. <b>Else, please keep that check-box unchecked.</b> |
|                                                                                            | Select Secretariat |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

In case of any assistance, please contact:

Email Id: itec[dot]abuja[at]mea[dot]gov[dot]in

Telephone Number: 234 - 7080622800, -

Proceed

## STEP 4 cont.

Check the box if working with **multilateral organisation** and select the your organisation from the drop down

**Click on Proceed**

PROGRAMME  
INDIA

You have selected: **Finance For Non-finance Background Leaders**  
at **Indian Institute Of Public Administration**  
From: **05-10-2023** To: **11-10-2023**.

### Instructions:

1. Applicants are required to apply for ITEC training program by filling up this application form and later check the status of their application by logging-in at [www.itecgoi.in](http://www.itecgoi.in). The credentials for log-in may be noted while filling up the form.

|                                                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nationality *                                                                              | NIGERIA                                | 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. In case you intend to apply through these multilateral organization/ agencies, please select it here and submit your printed application to that organization /agency only. <b>Else, please keep that check-box unchecked.</b> |
| If not applying through Indian Mission, Please tick the check box <input type="checkbox"/> | Secretariat Name<br>Select Secretariat |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

In case of any assistance, please contact:

Email Id: itec[dot]abuja[at]mea[dot]gov[dot]in

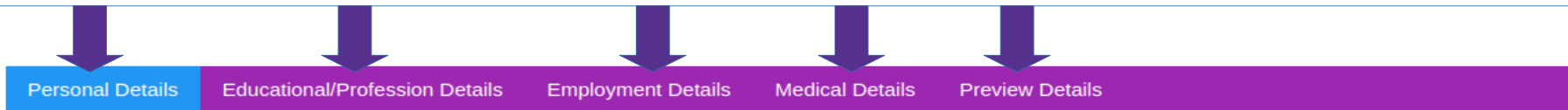
Telephone Number: 234 - 7080622800, -

**Proceed**

# STEP 5

## Fill Details

### (Such as Personal, Educational, Employment etc.)



**NOTE:**

Kindly be ready with the given below information before proceeding with the registration.

- 1.) Passport Details (in Personal Details Tab).
- 2.) Educational/Profession Details (in Educational/Profession Details Tab).
- 3.) Previous Employment Details (in Employment Details Tab).

[Exit Registration](#)

|                         |                                           |                    |                                                |
|-------------------------|-------------------------------------------|--------------------|------------------------------------------------|
| Nationality *           | NIGERIA                                   | Secretariat Name * |                                                |
| <b>Course Details :</b> |                                           |                    |                                                |
| Courses offered from    | 18-09-2023                                | To                 | 29-09-2023                                     |
| Area of Study *         | Agriculture, Food And Fertilizer          | Name of Course *   | QUALITY ASSURANCE OF FISH AND FISHERY PRODUCTS |
| Name of Institute *     | CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY |                    |                                                |

# STEP 6

## Your email is your username.

### Follow the instruction for creating password.

Personal Details

Educational / Professional Details

Employment Details

Preview Details

**NOTE:**

Kindly be ready with the given below information before proceeding with the registration.

- 1.) Educational/Profession Details (in Educational/Profession Details Tab).
- 2.) Previous Employment Details (in Employment Details Tab).

[Exit Registration](#)

You may like to cross-check the information submitted by clicking on Preview Details tab.

Your username will be your email id : ltec.abuja@gmail.com

Password \*  ("Pleas Note:- Password should be at least 8 characters in length and should include at least one upper case letter, one number, and one special character(@#\$%&) and no Sequence of numbers are allowed.")

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.

## STEP 7

**Read the terms and conditions and Click the check box to give your consent. Then refresh the captcha and enter the new captcha and submit.**

password:  (letter, one number, and one special character (@#%&\* ) and no sequence of numbers are allowed. )  
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 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:

## STEP 8

You will received a confirmation if the application was submitted successfully. If NOT you need to start all over.

NOTE: **You cannot login** until your application is activated through the link.

Your Registration has been completed successfully. Kindly Check your registered email-id(Inbox/Spam) and click on activation link sent to Authenticate your Candidature. Kindly check your spam also.



The image shows a registration form with the following fields and buttons:

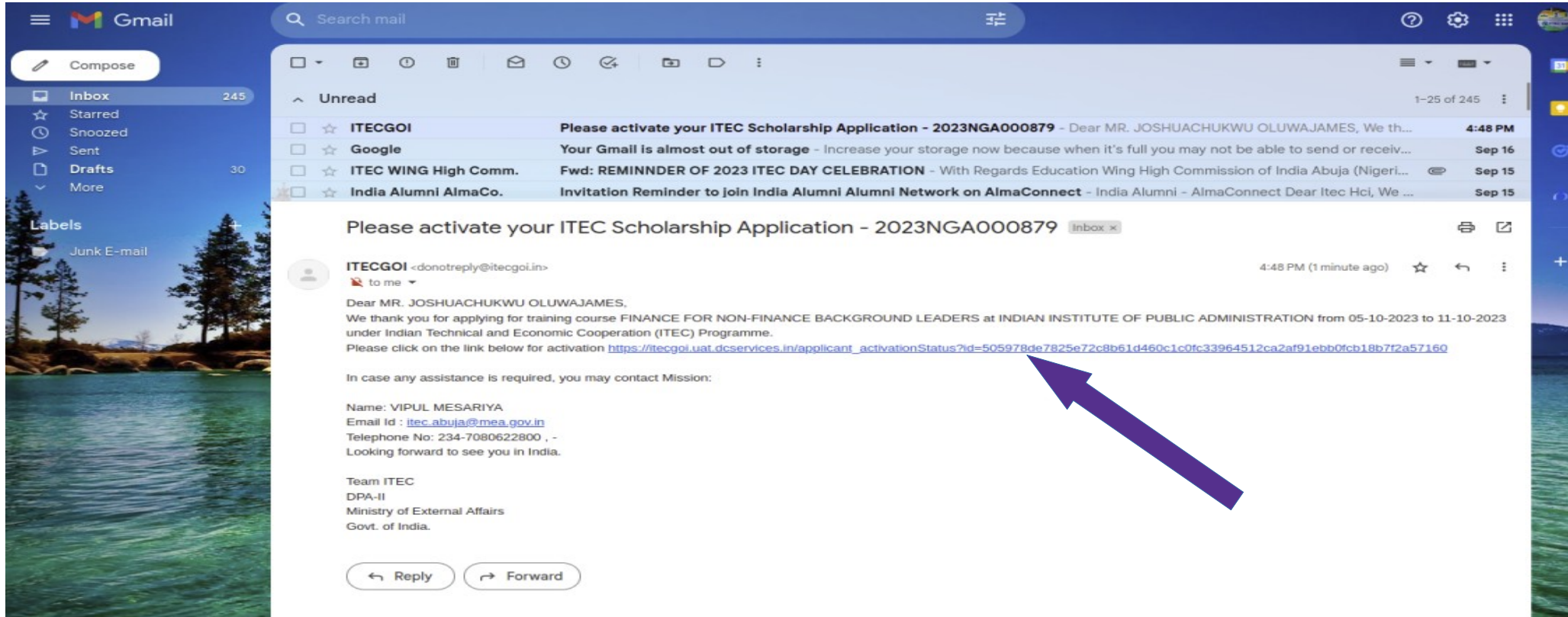
- User Name:**
- Password:**
- Enter Captcha:**
- Submit** (green button)
- Reset** (red button)
- Forgot Password?** (link)
- Captcha:** s9.dbvg
- Refresh** (blue button)

Below the Captcha field, it says: Captcha letters are case sensitive.

Three red arrows point from the success message to the form fields: one to the User Name field, one to the Password field, and one to the Captcha field. A purple arrow points from the success message to the top right of the form area.

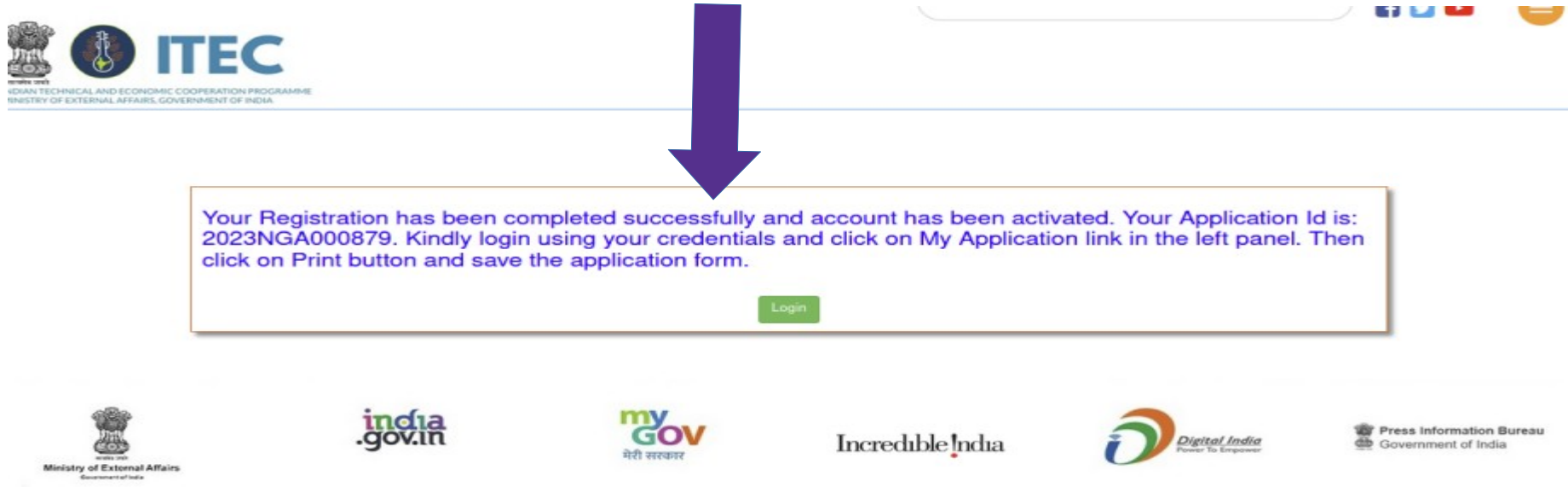
# STEP 9

## Check your email for **ONE TIME** activation link.



## STEP 10

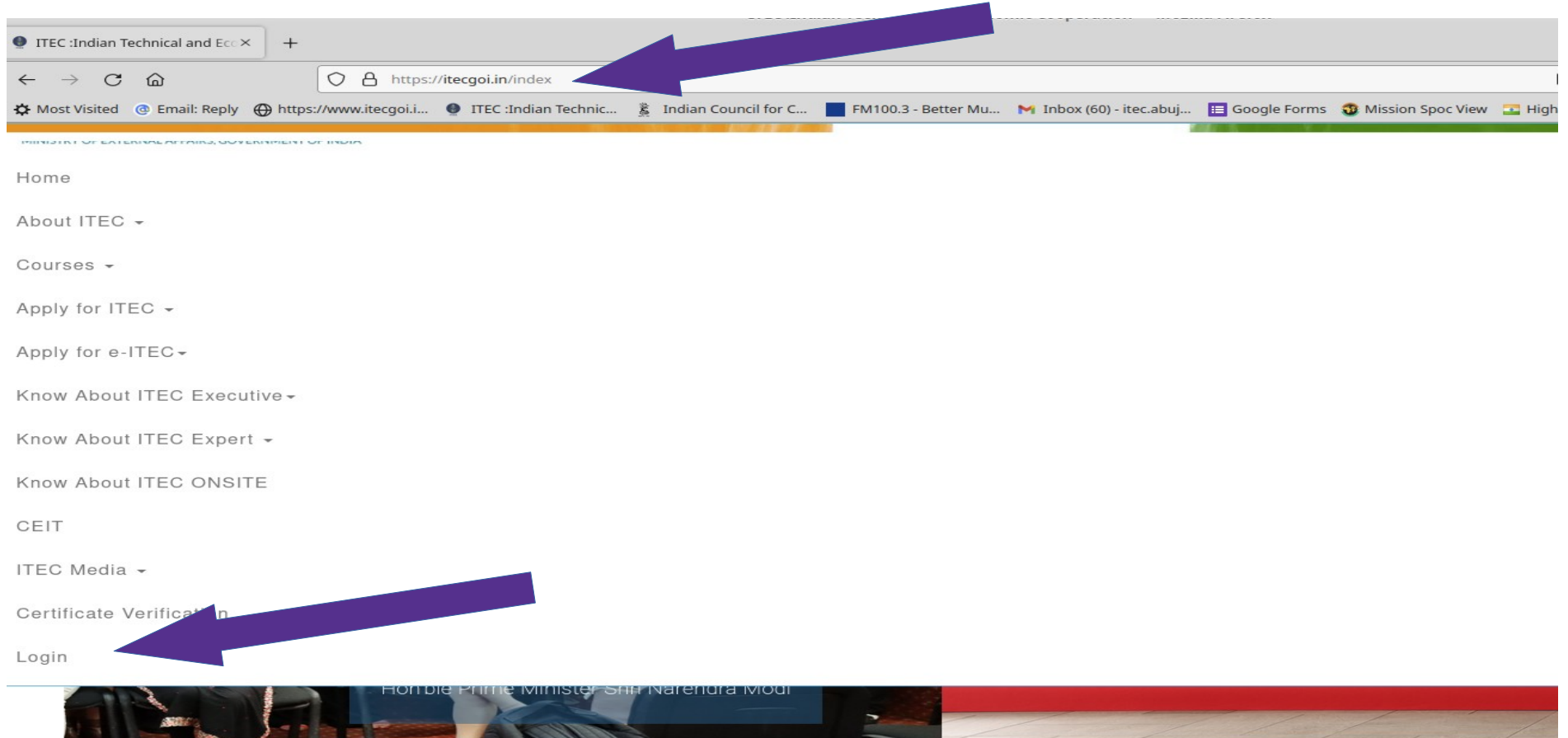
The activation link will take you to the ITEC website and display the following message.



**On this page do not click on login because you are auto logged in. Use another browser or wait for some hours to allow system to auto logged you out before attempting to login.**

## STEP 11

Do not use the link again. Go to [www.itecgoi.in](https://www.itecgoi.in) on your browser to login



## STEP 12

### Login using your username and password

User Name:

itec.abuja@gmail.com

Password:

.....

Enter Captcha:

yxh9nx|

Captcha letters are case sensitive.

[Forgot Password?](#)

yxh9nx

[Refresh](#)

Submit

Reset



india  
gov.in

my  
GOV

Incredible India



## STEP 13

### Select “My Application”

WELCOME JOSHUACHUKWU



- My Application
- Upload Image
- Change Password
- Logout

## STEP 14

### Select “Print”

**NOTE: The application will be downloaded to your device folder.**

#### Applied Course Status

| Applicant No.                                                  | Name of the Institute                     | Name of the Course                                                              | Status    |
|----------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------|-----------|
| 2023NGA000879                                                  | INDIAN INSTITUTE OF PUBLIC ADMINISTRATION | FINANCE FOR NON-FINANCE BACKGROUND LEADERS<br>[From: 08/01/2024 To: 12/01/2024] | INITIATED |
| <div><div></div><div>Print</div><div>Revoke/Modify</div></div> |                                           |                                                                                 |           |

Back

# STEP 15

## Take a print from your device folder

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GOVERNMENT OF INDIA  
MINISTRY OF EXTERNAL AFFAIRS  
INDIAN TECHNICAL AND ECONOMIC COOPERATION ( ITEC )  
(Application for the courses fully funded by the Ministry of External Affairs, Government of India)

### APPLICATION FORM

Application Id:2023NGA000879  
(To be submitted at the Indian Embassy: "ABUJA")

#### Part- I

|             |                                           |                |                                            |
|-------------|-------------------------------------------|----------------|--------------------------------------------|
| Nationality | NIGERIA                                   | Name of Course | FINANCE FOR NON-FINANCE BACKGROUND LEADERS |
| Institute   | INDIAN INSTITUTE OF PUBLIC ADMINISTRATION | Commencing     | From 08-01-2024 To: 12-01-2024             |

#### 1. Personal Particulars

|                 |                      |
|-----------------|----------------------|
| Name:           | JOSHUACHUKWU         |
| Surname:        | OLUWAJAMES           |
| Email:          | itec.abuja@gmail.com |
| Sex:            | Male                 |
| Marital Status: | Married              |
| Date of Birth:  | 01-09-1978           |

|                |  |
|----------------|--|
| ID Proof Type: |  |
| ID Proof No:   |  |

|                  |                      |
|------------------|----------------------|
| Official Details |                      |
| Address          | kogi state           |
| Telephone No.    | --                   |
| Mobile/Cell      | 234-0800000000202    |
| Fax              | --                   |
| Email            | itec.abuja@gmail.com |

## **STEP 16**

**The Certification of English Proficiency will be completed when called for interview at the High Commission of India. Applicants are to fill in their native language and other languages in the space provided.**

Medical Report is to be completed by a registered medical practitioner working in Government/Designated hospital. All details in the report must be completed. Copy of medical certificate of fitness is to be attached to the Medical Report

**Read the undertaking and provide required information.**

**Part-II of Application Form is to be filled by the Ministry.**

**STEP 17**  
**For Regular ITEC courses**

- a. The form is to be submitted to the Minister, **Ministry of Budget and Economic Planning, Abuja**, along with
- i. Nomination letter from your employer. (To be send to High Commission of India, Abuja)
  - ii. Recent passport photograph.
  - iii. Data Page of passport.
  - iv. Office Id card.
  - v. At least 2 relevant Educational Certificates.
- two months from the starting date of the course.**
- b. The Ministry is, in turn, required to forward the applications of suitable candidates to the High Commission of India, Abuja, Nigeria.

## **STEP 18**

### **For e-ITEC Courses**

**Scanned copy (PDF format) of this form is to be emailed along with the required documents below to [itec.abuja@mea.gov.in](mailto:itec.abuja@mea.gov.in) for further processing of the e-ITEC application:**

- i. Endorsed e-ITEC application form.**
- ii. Nomination letter from your employer. (To be send to High Commission of India, Abuja)**
- iii. Recent passport photograph.**
- iv. Data Page of passport.**
- v. Office Id card.**
- vi. At least 2 relevant Educational Certificates.**

## **STEP 19**

**Applicants may later check the status of their application by logging-in at [www.itecgoi.in](http://www.itecgoi.in) . The credentials for log-in may be noted while filling up the form.**

**For Terms and Conditions visit:  
[https://www.itecgoi.in/terms\\_and\\_conditions](https://www.itecgoi.in/terms_and_conditions)**



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High Commission of India  
Abuja

**Best Wishes**