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PROVINCIAL PUBLIC ADMINISTRATION SECRETARIAT,
NORTHERN PROVINCE



தொடர் இல: }
உயர்ப்பு எண்கள்: }

எனது இல: }
මගේ අංකය NP/02/08/FT/32 }
My No: }

10.11.2009

PPA Circular No: NP/02/2009(13)

All Secretaries
Deputy Chief Secretaries
Heads of Departments
Northern Province

Procedure for selection of candidates for foreign training programmes

It has been decided to adopt the following procedure to deal with the nominations of officers of the N.P.C for foreign training programmes with effect from 01.11.2009.

As and when opportunities arise, the officers of the N.P.C can apply for nominations to follow foreign training programmes falling under the following categories:-

- Category I: Nominations for foreign training programmes called for by the External Resources Department.
- Category II: Foreign training programmes organized by using special sector specific projects.
- Category III: Foreign training programmes sponsored by foreign funded projects/donor agencies, etc.

Selection Criteria

1. Foreign training programmes should be relevant to the functions/work programmes of the institutions.
2. Only one request should be made at a time for any prospective candidate. In case if a candidate is nominated for more than one fellowship only the first nomination will be considered.

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3. Candidates should have a minimum of three years of government service to be eligible for long term training.
4. Candidates who have received one long term training course abroad under the Government auspices are not eligible for another long term training.
5. Less priority should be given to the candidates who have had availed of short term or long term foreign training opportunities during the last 3 years.
6. The prospective candidates should preferably be below 45 years of age.
7. For short-term seminars, re-employed officers who hold key posts may be considered.
8. The prospective candidates should have proficiency in English according to the requirements of respective donor agencies. Generally for long term training a minimum score of 500 in TOEFL (Test of English as a Foreign Language) or 6.0 in IELTS (International English Language Testing System) is required. This is not applicable for short-term courses.
9. The government clearance to leave the country to participate in a training programme has to be submitted in the prescribed form Appendix-16 or 17 (Vide Annex II and III) only after the offer is granted to nominee/s. Please refer the PA circular No. 03/2000 for further information. The application will have to be submitted to the Department of External Resources prior to the applicant's departure from the Island.
10. The candidates should be well aware of the condition that those who have completed foreign training programmes are required to submit a report to the ERD and the respective sponsoring agency/donor agency (if it is necessary) through the head of department within a month of the date of return to the Island.
11. The selection of candidates shall be done by a committee comprising of the following members in accordance with the selection criteria.

i. Selection Committee

The sectoral Ministry under which the subject area of training comes shall appoint a selection committee comprising of the following members.