

No.17/39/2022-BPC&T.  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(BPC&T Section)

North Block, New Delhi,  
21<sup>st</sup> March, 2022.

**TRAINING CIRCULAR**

Subject:- Online Malaysian Technical Cooperation Programme on "**Capacity Development for Administrator of Primary Schools by the Institute of Teacher Education, International Language Campus (IPGKBA)**" from 8th to 12th August, 2022.

The Republic of Malaysia has invited nominations for online course on "**Capacity Development for Administrator of Primary Schools by the Institute of Teacher Education, International Language Campus (IPGKBA)**" from 8th to 12th August, 2022 at Malaysia under the Technical Assistance Programme with India. The programme is intended for a Primary School Headmaster/Headmistress aged 25 to 55 years with 2 to 3 years working experience. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **two**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored by Government of Malaysia**, who will provide course fees under the MTCP. All nominees are to submit their applications prescribed MTCP forms available at: <http://www.kln.gov.my/documents/8390448/8392184/mtcp+2022+APPLICATION+FORM.pdf/31506fe1-acea-44d1-88a2-7b4227e6bd2a>.

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department :

- (i) Sponsoring Government's application form along with the other forms.
- (ii) DEA's proforma - duly countersigned by competent authority (**Annex-III**).

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department not later than 01.07.2022 positively at the following address:-**

**Shri R. Murali,**  
Section Officer(BPC&T),  
Department of Economic Affairs, Ministry of Finance,  
Room No. 271 B, North Block, New Delhi-110001.  
Ph:- 011 - 2309 5135  
Email- murali.r@nic.in

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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 a later stage. The candidates are 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 "Foreign Training Programmes [<https://mofapp.nic.in/training/default.aspx>].

  
(Sanjay Kumar)

Under Secretary to the Govt. of India

Tele: 23095233

Email:- [kumar.sanjay76@nic.in](mailto:kumar.sanjay76@nic.in)

1. Joint Secretary(Admn.), Ministry of Education, Shastri 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' WEBSITE-  
[<https://mofapp.nic.in/training/default.aspx>].



## **MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) 2022**

### **CAPACITY DEVELOPMENT FOR ADMINISTRATORS OF PRIMARY SCHOOLS**

**8 – 12 AUGUST 2021  
1200 – 1800 (GMT +8)**

*\*Only successful applicants will be notified.*

**ORGANIZED BY:  
THE INSTITUTE OF TEACHER  
EDUCATION,  
INTERNATIONAL LANGUAGES CAMPUS,  
MINISTRY OF EDUCATION,  
MALAYSIA  
(@IPGKBA)**

## **MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)**

The Malaysian Technical Cooperation Programme (MTCP) was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to the South-South Cooperation, in particular, the Technical Cooperation among Developing Countries (TCDC).

The MTCP emphasizes on the development of human resources through the provision of training in various areas which are essential for a country's development such as agriculture, economy, finance, public management and administration, science & technology and ICT, health diplomacy, safety and security including cyber security, cultural diplomacy, social development, environment-related to SDG2030, education, industrial and technical training. Annually, Malaysia offered more than 60 technical and capacity-building programs under the MTCP, which have benefited more than 35,500 participants from 144 countries.

For more information at MTCP Official Facebook Page:

<https://m.facebook.com/MTCPMalaysia>

### **OBJECTIVES OF MTCP**

- I. To share the development experience with other countries;
- II. To strengthen bilateral relations between Malaysia and other developing countries;
- III. To promote South-South Cooperation (SSC); and
- IV. To promote the technical cooperation among Developing Countries

### **BACKGROUND OF TRAINING INSTITUTION**

The Institute of Teacher Education, International Languages Campus (*aka* Institut Pendidikan Guru, Kampus Bahasa Antarabangsa or IPGKBA), which is located at Lembah Pantai in Kuala Lumpur, is one of twenty-seven teacher education institutes under the administration of the Institute of Teacher Education, the Ministry of Education. IPGKBA provides training and accreditation for both pre- and in-service teachers pursuing diploma and degree level qualifications in the teaching and learning of English as a Second Language, Islamic Education, and Malay Language.

In addition, IPGKBA in its expanding role provides courses for the teaching and learning of other international languages such as French, Japanese, German and Korean. Recognising the growing demand for these international languages at the local and regional levels, IPGKBA also offers language courses for government and private sector clientele, including non-teaching personnel.

IPGKBA has been conducting MTCP courses since 2001. To date a total of 58 short courses has been conducted for 904 participants from various MTCP participating countries.





## COURSE OVERVIEW

This course focuses on the schools and community leaders, their mindset and leadership methods. The power of a developed mindset can transform not only leadership, but also strategic planning, and new approaches to teaching and learning. It is not only critical for school and community leaders but also for teachers and students.

Community and school leaders with a developed mindset will empower the school and community; thus, providing abundance of opportunities for teachers and students in sustainable learning.

This training will be conducted by experts in the field of Pedagogy in Education from IPGKBA. This programme will be held using an online approach according to the current new normal.

## COURSE OBJECTIVES

- To share and exchange knowledge and experience in leadership skills, experience Malaysia through and beyond classroom activities,
- To explore a range of skills involved in leadership, communication, and cooperation, and
- To enhance their knowledge and skills in andragogy, leadership, and management.

## COURSE CONTENT

This course covers topics with the following themes:

- Teacher Leaders
- Mentoring and Coaching
- Leadership and Management Skills
- VUCA
- Dealing with Change
- Total hours: 25 hours

## COURSE METHODOLOGY

- Lectures
- Group discussion
- Video viewing/Critique
- Discussions
- Workshops
- Task-based and hands on activities
- Presentations

## FACILITATORS

The course will be conducted by lecturers from the Institute of Teacher Education, International Languages Campus, Lembah Pantai, Kuala Lumpur, Malaysia (IPGKBA).

## CRITERIA OF APPLICANTS

- A Primary school Headmaster / Headmistress
- 2 to 3 years working experience
- Competent in English language
- Age between 25 to 55 years old
- Basic knowledge of computers and ICT skills
- Has not participated in any course under MTCP

## APPLICATION GUIDELINES

- Application should be made using prescribed MTCP forms available at:
- The course fees are **fully sponsored** by the Government of Malaysia.
- Applications should be made using the prescribed MTCP forms available at  
<https://www.kln.gov.my/documents/8390448/8392184/MTCP+2022+-+APPLICATION+FORM.pdf/31506fe1-acea-44d1-88a2-7b4227e6bd2a>
- MTCP application forms can also be obtained from the nearest Malaysian Embassy/High Commission in recipient countries.
- All application forms must be duly completed and endorsed by the Ministry of Foreign Affairs or National Focal/Aid Coordinator Agency in the respective countries and submitted **ONLY** through the diplomatic channel via the Embassy/High Commission of Malaysia.

## MANNERS

- Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP participants and abide by the laws, rules and regulations as may be stipulated by the host government in respect of this training course.
- The course is held entirely on-line, participants must adhere to the schedule by filling up the attendance form each time the course session takes place.
- Participants are required to maintain order and adhere to a proper dress code during the sessions.
- Participants must follow all the given instructions and complete each assignment/ task given for each session.
- Participants need to make sure that they are in a place where internet access is excellent and avoid noisy areas so as to ensure that there is no disturbance throughout the course.
- If the participant fails to complete the total allocated course hours, the certificate will not be issued.

## FURTHER ENQUIRIES:

Course Coordinator of MTCP  
Institute of Teacher Education (ITE),  
International Languages Campus, Lembah Pantai,  
59200, Kuala Lumpur, MALAYSIA

### 1. Dr. Munirah Binti Hanafi @ Mohd. Ghani

[munirahhanafi@ipgm.edu.my](mailto:munirahhanafi@ipgm.edu.my)

### 2. Dr. Noorazi Bin Rani

[noorazi.rani@ipgm.edu.my](mailto:noorazi.rani@ipgm.edu.my)

Tel: (603) 2284 7525 / 2284 7543 / 2284 8515  
(Ext. 263)

Fax: (603) 2284 7364

*Only successful applicants will receive the Official  
Invitation notification one (1) week from the  
course date, via email.*

**APPLICATION DEADLINE:**

**8 JULY 2022**

## SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

### Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit as on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

**Note:-** Project-related training/official visits abroad are exempt from the provision of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nominations to DEA.

### HOW TO APPLY

#### 3. Filling up of application forms:-

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, applications will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respects. Wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filled in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) In case of **training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

#### 4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly **indicate the prioritization** of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications **are not to be sent** to the sponsoring foreign country/agency **direct** unless the same has been endorsed by the Nodal Department i.e. DEA.

#### 5. Clearances:-

Once the nomination forwarded by DEA to the sponsoring foreign Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

### Abbreviations:-

**JICA** – Japan International Cooperation Agency, **SCPTA** – Singapore Cooperation Programme Training Award, **IMF** – International Monetary Fund, **MTCP** – Malaysian Technical Cooperation Programme



## DEA PROFORMA FOR FOREIGN TRAINING

1. Name			
2. Date of Birth		3. Male/Female	
4. Educational Qualifications			
5. Service to which the officer belongs		6. Date of regular appointment	
7. Details of posts held during the last five years (starting from the present):			
S.No.	Post held	Ministry/Department/ Organization	Nature of work/Job profile
8. Name of foreign training programme applied for and its relevance to the candidate			
9. Papers etc. if any published by the candidate			
10. Details of Foreign Training Programmes attended during the last two years			
S. No.	Dates & Duration of the training programme	Subject/title of training	Name of the training Institution
			Source of funding
Signature of the candidate:			
Office Phone No. Mobile No.:			
E-mail:			
<b>CERTIFICATE</b>			
Certified that Shri/Ms _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.			
Signature of the competent administrative authority of the applicant with Name, Designation, Phone number and E-mail (along with office seal)			



# MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

Please affix  
passport size  
photograph

## APPLICATION FORM (ONLINE) 2022

Please type or write clearly in capital letters. Do not leave any space blank. Use "NIL" or "N/A" where applicable

### FOR OFFICIAL USE ONLY

Reference no : \_\_\_\_\_  
 Received : \_\_\_\_\_  
 Checked : \_\_\_\_\_  
 Recommendation: ☐ YES  
 by Mission ☐ NO

Title of Course:	Date of Course:
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### 1. PERSONAL DETAILS

Family Name (surname):	Date of birth : Day   Month   Year
First Name:	Citizenship:
Other Names:	Gender:
City and country of birth:	Marital status:
Passport No.: Type of Passport: (Diplomatic/Official/Regular) Expiry Date:	Religion:

### 2. CONTACT DETAILS

Mailing Address:	Office Address:
Mobile: Country   Area   Number	Home: Country   Area   Number
Office: Country   Area   Number	Fax: Country   Area   Number
Email:	
Person to be contacted in case of emergency :	
<u>Family</u> Name: Relation: Mobile Number: Address: Email:	<u>Office</u> Name: Position: Mobile Number: Address: Email:

**NOTE :** This application form should be duly completed and endorsed by the National Focal Point incharge of Technical Cooperation in your country. Forms which are incomplete or not endorsed will not be accepted.



### 3. EDUCATION

Name of institution and place of study	Major/Field of study	Years	Degree

### 4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous post
Employer:	Employer:
Years of service ( from – to):	Years of service (from – to):
Title of your post/position:	Title of your post/position:
Type of organization: Government / Semi Government / Private / NGO	Type of organization: Government / Semi Government / Private / NGO

Please describe briefly your work including your responsibility.

\*Please continue on supplementary pages if necessary

## 5. REASONS FOR APPLYING THIS COURSE

Have you participated in any training programme in Malaysia before?: YES/NO

Name of Programme:

Organiser:

Year:

Have you participated in any MTCP training programme in Malaysia before?: YES/NO

Name of Course:

Name of Training Institute:

Year:

Please state briefly the reasons for applying to this course and how you hope to benefit from the course.

## 6. ENGLISH LANGUAGE PROFICIENCY

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue : \_\_\_\_\_

## 7. APPLICANT'S DECLARATION

I, \_\_\_\_\_ of \_\_\_\_\_  
Name of applicant Representing Country

Declare that:

- a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training; and
- c) I grant my portrait right licence to MTCP, which is to allow MTCP to shoot photographs and/or videos of my participation to the MTCP and utilize them for the public relation materials of MTCP where and when necessary.

Upon successful selection for the training award, I undertake to:

- a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- c) submit/present any report which may be required;
- d) refrain from engaging in political activities and any form of employment for profit or gain; and
- e) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect.

Date

Signature of applicant

\_\_\_\_\_

\_\_\_\_\_



8. TO: GOVERNMENT OF MALAYSIA

## LETTER OF INDEMNITY

I \_\_\_\_\_, Passport Number: \_\_\_\_\_ having an address at \_\_\_\_\_, hereby declare that I shall be personally liable for and shall indemnify the Government of Malaysia and \_\_\_\_\_ against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or common law which may be made or taken against the Government of Malaysia and/or \_\_\_\_\_ or incurred or become payable by the Government of Malaysia and/or \_\_\_\_\_ in respect of any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my carelessness, negligence, omission or default, in the course of my training with \_\_\_\_\_ which is appointed by the Government of Malaysia. Dated this \_\_\_\_ day \_\_\_\_ of 2022.

Signature of applicant )  
Name of applicant )  
Date )

In the presence of  
Signature of Witness )  
Name of Witness )  
Designation of Witness )  
I/C or Passport No. )

## 9. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

### OFFICIAL DECLARATION BY THE NOMINATING AGENCY

On behalf of the Government of \_\_\_\_\_, I \_\_\_\_\_  
Country Name of Official

Certify that :

- I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant;
- The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history; and
- The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate ( Dr/Mr/Mrs/Ms\* ) \_\_\_\_\_ holding Passport No.: \_\_\_\_\_ for the training course.

\_\_\_\_\_  
Name and Designation

Signature and Official Stamp

\_\_\_\_\_  
Name and Organisation

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Country code Area code Office tel no.

\_\_\_\_\_  
Email address

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Country code Area code Office tel no.

### ENDORSEMENT BY THE NATIONAL FOCAL POINT INCHARGE OF TECHNICAL COOPERATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email Address  
(Official Stamp)

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Name of Organisation

\_\_\_\_\_  
Signature

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Country code Area code Office tel no.

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Country code Area code Office tel no.