

No.17/3/2024-BPC&T.  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(BPC&T Section)

North Block, New Delhi,  
Dated the 22<sup>nd</sup> February, 2024.

**TRAINING CIRCULAR**

Subject:- **In-person** Malaysian Technical Cooperation Programme (MTCP) Courses on "**Chemical, Biological, Radiological, Nuclear Explosive - Terrorism 101 Programme**" from 4th to 12th June, 2024 in Kuala Lumpur, Malaysia.

The Republic of Malaysia has invited nominations for **In-person** course on "**Chemical, Biological, Radiological, Nuclear Explosive - Terrorism 101 Programme**" from 4th to 12th June, 2024 in Kuala Lumpur, Malaysia under the Technical Assistance Programme with India. The programme is intended for Officers from institutes/governments and other public agencies. Priority will be given to those candidates/officers whose nature of work involves in either one of these : (i) First Responders: Fire and Rescue and Medical Services (ii) Law Enforcement: Law enforcement officials with knowledge and background in Counter Terrorism, CBRNE Crisis Management and Forensic Investigation. 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 round-trip air fare, accommodation meals and daily allowance. All nominees are to submit their applications prescribed MTCP forms available at: <https://mtcp.kln.gov.my>.

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 Governments application form together with the Medical Report.
- (ii) DEA's prescribed proforma - duly countersigned by competent authority (**Annex-III**).
- (iii) A photocopy of the Passport.

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 05.04.2024 positively at the following address:-**

**Shri Jagdish Singh Panwar,**  
**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- [panwar.js@nic.in](mailto:panwar.js@nic.in)  
[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)

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>].



( **Pankaj Gangwar** )

Under Secretary to the Govt. of India  
Tele: 23095233

1. Joint Secretary(Admn.), Ministry of Home Affairs, North Block, New Delhi.
2. Joint Secretary(Police), Ministry of Home Affairs, North Block, New Delhi.
3. Joint Secretary(Disaster management), Ministry of Home Affairs, New Delhi.
4. Joint Secretary (Estt.), Ministry of Defence, South Block, New Delhi.
5. Joint Secretary(A&A), Department of Atomic Energy, Anushakti Bhavan, C. S. M. Marg, Mumbai.
6. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
7. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON MOF'S WEBSITE

[<https://mofapp.nic.in/training/default.aspx>].



## MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) 2024



### Chemical Biological Radiological Nuclear Explosive – Terrorism 101 Programme



04<sup>th</sup> -12<sup>th</sup> June 2024



KUALA LUMPUR

organized by:



**Southeast Asia Regional Centre for Counter  
Terrorism**



## ABOUT MTCP

The Malaysian Technical Cooperation Programme (MTCP) was initiated at the First Commonwealth Heads of Government Meeting (CHOGM) for Asia Pacific Region held in Sydney in February 1978. It was officially launched on 7<sup>th</sup> September 1980 at the 2<sup>nd</sup> CHOGM in New Delhi, India to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).

The MTCP emphasises on the development of human resources through the provision of training in various areas which is essential for a country's development. These areas include diplomacy and diplomatic practices, economy, good governance, education, tourism, environment, social development, halal industry, safety and security as well as technology, among others. As of 31st December 2023, 37,815 participants from 144 recipient countries have benefited from the various programmes offered under the MTCP.

For more information;

MTCP Official Portal: <https://mtcp.kln.gov.my/>

MTCP Official Facebook Page: <https://www.facebook.com/MTCPMalaysia>

## OBJECTIVE OF THE MTCP

- To share development experiences with other developing countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC); and
- To promote Technical Cooperation among Developing Countries (TCDC)

## ABOUT SEARCCT

Established on 1 July 2003, the Southeast Asia Regional Centre for Counter-Terrorism (SEARCCT). The Centre aims to conduct research, capacity-building and public awareness programmes in countering terrorism. Since its inception, SEARCCT has held various types of training courses, seminars, workshops, conferences, and forums, in collaboration with numerous countries, under five (5) core areas, which are:

- (i) Investigation and Legal Aspects;
- (ii) Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) and Crisis Management;
- (iii) Terrorism Financing;
- (iv) Critical Infrastructure Protection (CIP); and
- (v) Preventing and Countering Violent Extremism (P/CVE)

SEARCCT conducts research activities in terrorism and counter-terrorism related issues such as Aviation Security, Youth and Terrorism, Internet Radicalisation and Cyber Security via field-work and academic exercises. The Centre has also published articles and monographs and is actively involved in delivering papers and lectures at the local, regional and international level.

## COURSE BACKGROUND

Terrorist groups have shown interest in acquiring CBRNE agents for their operations. This training programme will identify and expose the various methods and response when dealing with a CBRNE threat along with Terrorism 101

The programme will define a CBRNE terrorist incident and discuss the likely targets of terrorist attack. The programme will also present the type and characteristics of various CBRNE agents and its effect in Terrorism context. The response structure in dealing with such threats will also be discussed.

## COURSE OBJECTIVE

- To raise awareness of the shared CBRNE threat among policy and operational Agencies;
- To identify policies and practices to reduce the threat of CBRNE by enhancing multi-sectoral coordination and response to potential incidents;
- To explore strategies and approaches to enhance multi-sectoral information in addressing CBRNE; and
- To introduce Malaysian best practices in handling CBRNE threat.

## METHODOLOGY

The programme will provide a series of lectures, group discussions and study visits. Representatives from each country will be required to present a 10-minute country report on the mechanism and practices in dealing with the CBRNE threat. The presentation should include the issues and responses of the country in handling the CBRNE threat.

## ENTRY REQUIREMENTS

Officers from institutes/ governments and other public agencies. Priority will be given to candidates/ officers whose nature of work involves in either one of the following:

- First Responders: Officials from:
  - i) Fire and Rescue; and
  - ii) Medical Services.
- Law Enforcement: Law enforcement officials with knowledge and background in:
  - i) Counter-terrorism;
  - ii) CBRNE Crisis Management; and
  - iii) Forensic Investigation.

- To be eligible to apply, applicants are obliged to fulfil the following requirements:
  - i) Must demonstrate good command of spoken and written English;
  - ii) Certified medically and physically fit to attend the programme; and
  - iii) Age between 26 – 50 years old;

## GENERAL CONDITIONS OF PARTICIPATION

Participants will receive support from the Governments of Malaysia including:

### Accommodation

Participants will be accommodated at a hotel / hostel within the vicinity of the training institute. Participants are strictly not allowed to bring any family members during the programme.

### Meals

Meals will be provided throughout the duration of the course. Please justify food allergy in application form

### Air Fares

A return flight ticket from the capital city of the recipient country to Kuala Lumpur on economy class is provided for participants.

### Course Fees

All course fees are borne by the Government of Malaysia.

### Daily Allowance

Participants will be provided with a daily allowance.

### Attire

Participants are required to dress in formal or office attire throughout the class sessions as well as during official visits to Government Ministries/ Agencies.

## VISA AND VACCINATION

All participants **must** enter Malaysia with Visa with Reference (VWR). Participants for the programme will receive a copy of the approval letter from **SEARCCT, Ministry of Foreign Affairs of Malaysia**. Participant are required to obtain the VWR stamping from the nearest Malaysian Embassy/ High Commission. Participants are required to be vaccinated for Covid-19 prior to arriving to Malaysia. Participants from countries listed in <https://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country/> are required to take a mandatory vaccination for Yellow Fever at least ten (10) days prior to their departure to Malaysia. Yellow Fever certificate is required upon landing in Malaysia.



## APPLICATION AND ENQUIRIES

Applications should be made using the prescribed MTCP forms available through <https://mtcp.kln.gov.my>. MTCP application forms can also be obtained from the nearest Malaysian Embassy / High Commission in MTCP recipient countries. Submitted application forms must be accompanied by the following documents:

- Copy of Passport (all coloured pages including blank pages, front & back cover)
- 2 copies Passport sized photo (3.5cm x 5cm) (White background)
- 6 months passport validity
- Medical Report (with clinics' official seal)

All application forms must be duly completed and endorsed by the Ministry of Foreign Affairs of candidates' respective countries and should be submitted only through the diplomatic channel via Malaysian Embassy/ High Commission of Malaysia.

Successful candidates will be duly notified by SEARCCT, Ministry of Foreign Affairs of Malaysia, one (1) month before the commencement of the course.

Incomplete and/or unendorsed forms will not be considered.

*Application Deadline:*

**12<sup>th</sup> April 2024 (FRIDAY)**



## CONTACT PERSON FOR ENQUIRIES

### PROGRAMME COORDINATOR

Captain Mohamad Irfan Bin Md Ali  
(6)03 2280 2848  
[irfan@searcct.gov.my](mailto:irfan@searcct.gov.my)

Mrs. Siti Aminah Binti Bairosh Khan  
(6)03 2280 2828  
[siti.aminah@searcct.gov.my](mailto:siti.aminah@searcct.gov.my)



**MTCP WEBSITE**



**APPLICATION FORM**



**MTCP VIDEO**

**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**

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

**Note:-** Project-related training/official visits abroad are exempted from the provisions 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 nomination 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, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, 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 filed 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. Clearance:-**

Once the nomination forwarded by DEA to the sponsoring 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.

**Abbreviation:-**

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**

<b>1. Name</b>				
<b>2. Date of Birth</b>		<b>3. Male/Female</b>		
<b>4. Educational Qualifications</b>		<b>5. Date of Entry into Govt. Service</b>		
<b>6. Service to which Officer belongs</b>		<b>7. Date of Regular appointment</b>		
<b>8. Details of Posts held during the last five years (starting from present) :</b>				
<b>S.No.</b>	<b>Post held &amp; Pay level</b>	<b>Period of Posting</b>	<b>Ministry/Department/ Organization</b>	<b>Nature of Work</b>
<b>9. Name of training programme applied for and its relevance to the candidate</b>				
<b>10. Papers etc, if any, published by the candidate</b>				
<b>11. Details of Foreign Training Programmes attended during the last two years :</b>				
<b>S.No.</b>	<b>Dates &amp; Duration Of Training</b>	<b>Subject/title of training</b>	<b>Name of the Training Institution</b>	<b>Source of funding</b>
<b>Signature of the candidate:</b>				
<b>Office Phone :</b>				
<b>Mobile No. :</b>				
<b>E-mail :</b>				
<b><u>CERTIFICATE</u></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.				
<b>Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)</b>				

**CHECK LIST**

<b>Sl. No.</b>	<b>Required Documents</b>	<b>YES/NO</b>
1.	<b>MTCP Application Form/ JICA Application Form / Online Submitted Singapore Application Form alongwith supervisor endorsement</b>	
2.	<b>Complete DEA Proforma alongwith Vigilance Clearance</b>	
3.	<b>Whether Application has been recommended/ nominated by Line Ministry/Department/State Government</b>	
4.	<b>Whether undertaking by Ministry/Department is given for bearing the air fare for the travel where training is not fully funded.</b>	





Please affix  
passport  
size  
photograph

## APPLICATION FORM

### COURSE CONDUCTED UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

Please type in capital letters using only English Language. 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

Office Address:	Postal / Home 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:	
Family Name: Relation: Mobile Number: Address: Email:	Office Name: Position: Mobile Number: Address: Email:

### 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

Job description:

Please continue on supplementary pages if necessary

## 5. REASONS FOR APPLYING THIS COURSE

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

Please continue on supplementary pages if necessary

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:

## 6. ENGLISH LANGUAGE PROFICIENCY

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

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

## 7. MEDICAL REPORT

Name of Applicant:			
Age:	Gender:	Height: cm	Weight: kg
<b>Blood Pressure:</b>			
Blood Group: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> AB <input type="checkbox"/> O <input type="checkbox"/> Other ( )			
Any history of surgery?		Is the person examined physically and mentally able to carry out intensive training away from home?	
a) Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases, COVID - 19, etc.)?  b) Please attach the vaccine certificate as proof that you have completed the COVID vaccination.		Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X ray:		Pregnancy Test:	
<p>I certify that the applicant is medically fit to undertake a course in Malaysia.</p> <p>Name of Physician : _____</p> <p>Address of Clinic : _____ (printed) _____</p> <p>Telephone : _____ (printed) _____</p> <p>Email : _____ Date: _____</p> <p>Signature of Physician : _____ Seal of Clinic: _____</p>			

## 8. 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 willfully 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 in Malaysia;
- c) I will be personally liable for **all** medical expenses due to pre-existing conditions/illnesses incurred during my stay in Malaysia after my admission to any Malaysian government hospitals/clinics, and also other than those covered under the Group Personal Accident Insurance. (All successful participants are covered under Group Personal Accident. The Group Personal Accident does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for medical expenses beyond what is covered by the insurance policy. **As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Malaysia;** and
- d) For pregnant female applicants only: I am \_\_\_\_\_ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Malaysia

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;
- e) return to my home country upon completion of the training; and
- f) 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 and I will be liable to depart from Malaysia at my own expense.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant

**9. 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 20 \_\_\_\_\_

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. )



**10. TO BE COMPLETED BY THE NOMINATING GOVERNMENT**

Reasons for applicant's selection

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The post which the applicant will be required to fill upon satisfactory completion of training

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Relevance of the course to applicant's job

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## 11. 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, there is no reason to suppose that the applicant is other than fit to undertake the journey to Malaysia and to remain in Malaysia for the duration of training;
- Should the nominee seek medical consultation/treatment for his/her pre-existing conditions/illnesses during his/her period of stay in Malaysia, he/she would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance; an
- 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 Organization

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

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

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

### ENDORSEMENT BY THE MINISTRY OF FOREIGN AFFAIRS

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
(Ministry's Official Stamp)

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Signature

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

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