

**F.No.12040/23/2023-FTC/IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel and Training**  
**[Training Division]**

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Block-4, Old JNU Campus, New Delhi-67

Dated: 28.11.2024

**TRAINING CIRCULAR**

**Subject: Applications are invited for two-year Master's Degree through HUMAN RESOURCE DEVELOPMENT SCHOLARSHIP (JDS) programme sponsored by JICA for five universities in Japan from September/October 2025 to September 2027 – extension of date to submit duly-signed Form-2 from CCA to December 13, 2024 - Reg.,**

In continuation of DoPT's Training Circular of even number dated 11.10.2024 and 25.10.2024 vide which JICA is offering scholarships in five universities of Japan through which exceptionally bright, young public administrators and government officers who are expected to play active roles in the future as national leaders, are invited for a fully-funded programme to pursue two-year Master's Degree Course.

**2. The last date for submitting Form-2 is extended up to 13<sup>th</sup> December, 2024** only for those applicants who have already submitted their online applications along with all other documents within the stipulated deadline of 22<sup>th</sup> November, 2024 and were unable to submit duly-signed Form-2 from their CCA within the stipulated time limit. They shall now submit the duly-signed Form-2 (in original) to the JDS office address in India - : JDS India Project Office, Collative, Global Foyer, White House, NBCC Plaza, Pushp Vihar, Saket, New Delhi 110017 **latest by 13<sup>th</sup> December, 2024** and also through email to [india.jds@jds21.com](mailto:india.jds@jds21.com).

**3.** It is informed that no further extensions shall be entertained. The other terms and conditions of the program will be as per this

Department's JDS Circular of even number dated 11.10.2024 and 25.10.2024.

  
(Deshraj Yadav)  
28.11.2024

Under Secretary to the Government of India  
Tele No: 011-26706310

To,

1. The Secretaries of all the Ministries/Departments of Government of India.
2. The Chief Secretaries of all the State Governments/ UTs.
3. All CCAs (as per list attached)
4. Ms. HOKUGO Kyoko, Minister(Economic), Embassy of Japan in India.  
Embassy of Japan, New Delhi
5. Shri Gourangal Das, Joint Secretary(EA Division), Ministry of External Affairs, South Block, New Delhi,
6. Dr. Anuradha Guru, Economic Adviser, Department of Economic Affairs, North Block, New Delhi
7. Mr. SAITO Mitsunori, Chief Representative, JICA, India Office
8. JDS(agent), New Delhi
9. NIC, DoPT with a request to upload the circular under 'What's New' section.
10. NIC, DoPT Training Wing, Old JNU Campus with a request to upload the circular in Training Wing website.

Copy to :-

1. PSO to Secretary(P).
2. PPS to Joint Secretary (Training).
3. PPS to DS (Academy)

Block- IV, Old JNU Campus, New Delhi

Dated: 11.10.2024

**Training Circular**

**Subject: Applications invited for two-year Masters Degree through HUMAN RESOURCE DEVELOPMENT SCHOLARSHIP (JDS) programme sponsored by JICA for five universities in Japan from September/October 2025 to September 2027.**

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JICA is offering scholarships in five Universities of Japan (as mentioned below), through which exceptionally bright, young public administrators and government officers who are expected to play active roles in the future as national leaders, are invited for a fully-funded programme to pursue two-year Masters Degree Course in various areas (as mentioned below).

Accepting Universities for the JDS Program in India (Academic Year 2025-27)

Name of the Accepting University	Name of the Masters Programme	Number of officers to be sponsored
Graduate School of Public Policy (GraSPP), University of Tokyo	Master of Public Policy, International Programme	3
Graduate School of Engineering, University of Tokyo	Master Programme on Urban Engineering	2
Graduate School of Asia-Pacific Studies, Waseda University	Master Programme on International Relations	2
Graduate School of International and Public Policy, Hitotsubashi University	Master Programme on International and Administrative Policy	1
Graduate School of International Cooperation Studies, Kobe University	Master Programme on International Studies, Economics, Laws, Political Science	1

2. JDS is designed to foster exceptional human resources capable of working to resolve various development challenges in the recipient countries in future by imparting advanced expertise to JDS Fellows through studying at Japanese universities. It contributes to strengthen the partnership between Japan and the recipient country by graduating a wide range of Fellows who have deep understanding of Japan. **The Master's Programme will be taught in English only and shall be for 2 years.**



3. The **eligibility criteria** as follows:

- i. The programme is open to officers of All India Service and Central Civil Services (list enclosed). **Officers should have completed minimum 7 years of Group ‘A’ service;**
- ii. **Age: Shall not exceed 45 years of age** (inclusive) as of April 1<sup>st</sup> of the year of arrival in Japan;
- iii. Possession of a Bachelor’s degree;
- iv. Proficiency in English language;
- v. Good health – both mental and physical;
- vi. Must not be serving in the Armed forces or as Defence civilian officers. Additional details have been enclosed in the JDS Programme Brochure (enclosed herewith).

4. **Application:**

- An applicant can apply to **up to two graduate schools.**
- Apply via JDS portal (<https://scholarship.jds21.com/india>).
- University of Tokyo (GRaSPP) applicants, in addition to applying on the JDS portal, shall be required to apply separately on the GRaSPP portal.
- The proforma application forms are attached in the Application Guidelines document (enclosed).

5. **Selection Process:**

Preliminary screening of applications submitted through the portal shall be done by the JDS agent.

A. **IELTS**

Computer-based exam will be arranged by JDS Agent company in multiple designated cities across India.

- Fee for examination and transportation/accommodation (wherever necessary) shall be borne by the JDS agent.
- All applicants must take the IELTS Academic Module unless presenting an IELTS score obtained within 2 years (not earlier than 31<sup>st</sup> May 2023) or a Certificate of English Proficiency issued by a work supervisor/academic supervisor/university as applicable. Please refer to the below table for necessary information.

<b>Accepting University</b>		<b>Equivalent certificates accepted</b>
University of Tokyo (GraSPP)*	✓	-
-University of Tokyo (Engineering)	✓	Certificate of English proficiency issued by supervisor at work
Waseda University	✓	Certificate of English proficiency issued by the academic supervisor or the university of graduation
Hitotsubashi University*	✓	-
Kobe University	✓	Certificate of English proficiency issued by supervisor at work

\*These universities shall require a mandatory IELTS score.

## 2. Mathematics Exams

- Applicants to The University of Tokyo (Engineering) and Kobe University shall mandatorily take a Maths exam conducted by the JDS agent.
- **Paper-based exam** and shall be held in **Delhi only**.
- Fee for transportation/accommodation (if necessary) shall be borne by the JDS agent.
- Kobe University requires high school level mathematics, while the University of Tokyo (Engineering) requires higher secondary level of mathematics. Past exam papers and answers shall be published on the JDS portal.

## C. Document Screening and Technical Interview by Universities

- Document screening and technical interviews are undertaken by faculties of respective graduate schools in India.
- University of Tokyo (GraSPP) has its own document screening and technically interview in addition to the JDS document screening and technical interview.

## D. Comprehensive Interview

An Operating Committee (OC) co-chaired by Indian and Japanese side shall evaluate applicants who had successfully passed technical interview by universities to determine the JDS fellows to be sponsored.

### Consideration of social inclusion

- i. "JDS Programme values diversity and inclusion. It encourages officers of all genders, castes, tribes, classes and those officers *posted in North East/J&K/LW-affected areas/Divyangjan* to apply.
- ii. The OC's decision on the selection of JDS fellows shall be final and binding.

## 6. Undertaking:

1. Before joining the programme, the officer shall be required to execute a Bond to the extent that "in the event of his/her failing to resume duty or resigning or voluntarily retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the foreign training programme or failing to complete the programme, or quitting the service at any time within a period of FIVE (5) years after his/her return to duty, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred for the programme i.e. all monies paid to him/her or expended on his/her account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the Government/agency concerned together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India and together with all costs between the attorney and the client

2. **Controlling Authorities shall ensure that selected JDS fellows are relieved from duty only after furnishing of bond to Training wing, DoPT.**



## 6. Scholarship &amp; other allowances admissible to JDS fellows:


(currency below are in Japanese Yen (JPY))

Entitlements	Frequency	UTokyo(GraSPP)	Utokyo (Eng)	Waseda	Hitots- ubashi	Kobe
Round trip air ticket and other transportation fees (Tickets are provided by JDS agent)	Once for trip to Japan and once for return to India	Actual airfare				
Travel insurance (Arranged by JDS agent)	Annual	4,77,810				
Outfit Allowance	Once, upon arrival in Japan	1,00,000				
Housing preparation allowance	One time	2,24,000				
Scholarship	Monthly after arrival in Japan	1,47,000				
Subsidiary Allowance for Purchase of Books	Twice (Once every 12 months after enrolment in university).	30,000				
Traveling and Seminar Allowance	Twice (Once every 12 months after enrolment in university).	50,000				
Research Support Allowance	One time	2,00,000				
Admission fee (Directly settled by JDS agent)	One time	2,82,000	2,82,000	3,00,000	2,82,000	2,82,000
Tuition fee (Directly settled by JDS agent)	Annual	5,35,800	5,35,800	13,76,000	5,35,800	5,35,800
Summer Preparatory Program (Directly settled by JDS agent)	Once (Only Utokyo(GraSPP))	3,00,000				

: Dependents of JDS fellows may accompany to Japan at their own cost.

8. **Other terms and conditions:**

- i. Application Form 2 is to be filled by the Controlling Authority (Central Ministry/Department or State/UT Government) under whom the officer is currently posted. For those officers who are on any deputation, no objection from parent Ministry/Department/Cadre may be obtained before filling in Form 2 by the current controlling authority.
- ii. Application Form 2 of officers working in Ministries/Departments under the Central Staffing Scheme shall be filled by the Controlling Authority only after receipt of **No Objection Certificate (NOC) from EO Division, DOPT as well as parent cadre/department.**
- iii. Applicant shall be clear from Vigilance angle.
- iv. Officers who have undergone any long-term domestic programme sponsored by DoPT, viz., IIMB, MDI, TERI, NDC, APPPA or any Scholarship course of the duration of one year and above or any foreign training programme for a duration of six months and above shall not be eligible to apply for JDS programme.
- v. The prescribed APAR/ACR grading for consideration of an officer for JDS shall not be below 'Very Good' in each of the previous 5 years before the year of application.
- vi. The officers are advised to refer to websites of the accepting universities/schools for any specific information related to admission process.
- vii. CCAs shall give clearance to only those officers who may be spared/relieved at the time of commencement of the training programmes.
- viii. **The first year of the training programme shall be treated as "Training on duty" and after completion the first year, the remaining one year shall be reckoned as Study Leave as admissible to the officer, subject to sanction of study leave from Competent Authority. Officers selected as JDS fellows after the Comprehensive Interview shall be required to apply for Study leave before the Competent Authority for the second year and their candidature is subject to sanction of the same.**
- ix. The Ministries/Departments/State/UT Governments/Cadre Controlling Authorities are expected to utilize the skills acquired by the officers in the relevant field, on their return from JDS programme and hence, may permit those officers who are likely to be utilised in the relevant field of study.
- x. The incomplete applications and those not accompanied by duly filled-in proforma by the designated controlling authorities shall not be considered and are liable to be rejected without any further notice.
- xi. The details of returning JDS fellows shall be circulated to all Central and State Civil Service Training Institutes (CSTIs) and they shall be available as guest faculty for providing training on the related subjects. They shall also be available as Subject Matter Experts (SMEs) to curate relevant courses on iGOT-Karmayogi portal.
- xii. The officers selected as JDS Fellows shall submit a case study, a theme paper based on their training received in the accepting universities. They shall also submit a debrief note on how they plan to assimilate the training received into their future roles. These reports shall be submitted to DoPT Training Wing with a copy endorsed to the respective parent Ministry/Department/cadre. Those officers on deputation shall endorse a copy of these reports to their controlling authorities as well.

  
(Vijay S)

Deputy Secretary to Government of India  
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Email ID: vijays@cag.gov.in



To,

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2. The Chief Secretaries of all the State Governments/ UTs.
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