



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

Ministry of Civil Service and Administrative Reforms
Circular Letter No.57 of 2014
E/75/29/01 V7

09 September 2014

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms
To: Supervising Officers i/c of Ministries/Departments

Executive Post Graduate Diploma in Management
under the ITEC/SCAAP Programme for Year 2014/2015

Applications are invited from officers of the Administrative Cadre in respect of **two** scholarships for the Executive Post Graduate Diploma in Management under the Indian Technical and Economic Cooperation (ITEC) and Special Commonwealth Assistance for Africa Programme (SCAAP).

2. The training course will be conducted by the International Management Institute, New Delhi, India **from 30 March 2015 to 29 March 2016 in India and from 01 April 2016 to 24 June 2016 in Mauritius**. More details about the training course can be obtained on the Institute's website <http://www.imi.edu>.

3. The scholarship will cover all costs of participation including international airfares and subsistence allowance.

4. Only candidates satisfying the following criteria will be considered for the scholarship:

- (i) should **not** have attended any training course under the ITEC/SCAAP Programme;
- (ii) should be **between 25 and 45** years of age; and
- (iii) must have a **post-degree with 5 years or more full-time** working experience.

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5. The selected candidate will be required to enter into a bond in accordance with the provisions of the Human Resource Management Manual. After successful completion of the training course, the officers should actively contribute towards the implementation of government policies and achievement of organizational objectives. The nominees should also be prepared to impart the newly acquired knowledge and expertise to other officers.
6. Interested officers should submit their applications in duplicate on the enclosed application form. They should submit the original application form directly to the Human Resource Development Division of this Ministry, 4th Floor, ATOM House, Royal Street, Port Louis by **Monday 15 September 2014 at latest** and the duplicate application form through their respective Supervising Officer.
7. This Circular Letter together with the application form may also be downloaded from this Ministry's website <http://civilservice.gov.mu>. For any additional information, officers of the Human Resource Development Division may be contacted on phone number 208-7653.
8. I should be grateful if the contents of this Circular Letter could be brought to the attention of officers of the Administrative Cadre serving in your Ministry/Department.



(S. Seebaluck)

Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service

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Training in India under ITEC/SCAAP Programme for Year 2014/2015

Executive Post Graduate Diploma in Management

APPLICATION FORM

1. PERSONAL DETAILS

Title:

Surname:

Other name(s):

Designation:

Present posting:

National Identity No.:

Date of birth: Age:

2. CONTACT DETAILS

	Office	Residence
Address		
Telephone No.:		
Mobile No.:		
Fax No.:		
E-mail		

3. QUALIFICATIONS

Diploma / Degree / Post Graduate / Professional Qualifications (*Attach Photocopies*):

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4. **EMPLOYMENT HISTORY**

Present Employment

Post held:

Temporary / Substantive:

Date of present appointment:

Previous Employment

Post held	Temporary/ Substantive	Ministry/Department	Date of Appointment

5. **COURSES ABROAD**

Government sponsored Courses/Seminars/Workshops which you attended overseas

Title	Date	Country

Have you attended any training course under ITEC/SCAAP Programme: Yes/No.....

If yes, please give details of the course:

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I certify that the information provided by me in this form is true, complete and correct.

Signature of applicant: Date:



To be filled by Supervising Officer

I certify that the above information have been verified and are correct

Signature of Supervising Officer:

Name:

Designation:

Date: Tel No.:

