



# Ministry of Civil Service and Administrative Reforms MAURITIUS

14 October 2009

**Ministry of Civil Service and Administrative Reforms**  
**Circular Letter No. 29 of 2009**  
**E/75/29/01 V3**

From: Supervising Officer, 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 2009/2010**

The Government of India is offering **one** scholarship for the Executive Post Graduate Diploma in Management under the Indian Technical and Economic Cooperation (ITEC) and Special Commonwealth Assistance for Africa Programme (SCAAP). The training course will be conducted by the International Management Institute, New Delhi, India **from 29 March 2010 to 30 March 2011 in India and from 02 April 2011 to 30 June 2011 in Mauritius**. More details about the training course can be obtained on the Institute's website <http://www.imi.edu>.

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

3. Applications are invited from **officers of the Administrative Cadre** who meet the following criteria:

- (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 **at least five years' post Bachelor's degree** working experience.

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4. The selected candidate will be required to enter into a bond in accordance with the provisions of the Personnel Management Manual. After successful completion of the training course, the officer should actively contribute towards the implementation of government policies and achievement of organizational objectives. The nominee should also be prepared to impart the newly acquired knowledge and expertise to other officers.
5. Interested officers should submit their applications in duplicate on the enclosed application form. They should submit one application form directly to the Human Resource Development Division of this Ministry, 4<sup>th</sup> floor, ATOM House, Royal Street, Port Louis by **Friday 30 October 2009 at latest** and the second application form through their respective Supervising Officer.
6. 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 7617.
7. 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. K. Pather)**  
**Supervising Officer**

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

Training in India under ITEC/SCAAP Programme for Year 2009/2010

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*):

.....  
.....  
.....  
.....  
.....  
.....

4. **EMPLOYMENT HISTORY**

**Present Employment**

Post held: .....

Temporary / Substantive: .....

Date of present appointment: .....

**Previous Employment**

| Post held | Temporary/<br>Substantive | Ministry/Department | Date of<br>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:

.....  
.....  
.....

**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.: .....