Steps for Registration

Step-1: In the webpage of ITEC, i.e. www.itecgoi.in and click "Apply" for ITEC.

Step-2: Select SME/Rural Development course from the icon Area of Study

Step-3: Under the name of the institute select "Entrepreneurship Development Institute of India"

Step-4: In the Name of the course select Cluster Development Executives Programme and click "Apply"

The Application form web page would be displayed as under (Fig 1.1 and Fig 1.2 given below). There are 4 tabs on this page. Currently you would be on Personal details tab.

Fig 1.1

Fig 1.2

a) In the Nationality drop down list, select the country to which you belong. Initially the start date and end date of financial year would be displayed by default. These reflect the period in which a candidate wants to undergo the course. These can be changed to search for course offerings during specific time period.

b) Based on the nationality selection, certain streams would be populated in Area of Study drop down box. Select the Area of study as per your interest.

c) Based on the area of study, various courses pertaining to the area of study would be populated in the Course drop down box. Select the course for which you want to apply. Selected course title along with start and end date of the course would be displayed in adjacent area.

d) Based on the selection of the course, Institute names will be populated. Select the Institute in which you want to undergo the course.

Next section to be filled pertains to Personal Details

Personal Details

The personal details in registration form have to be filled in following format.

a) **Title**: Choose your title among the four options provided in drop down box.

b) **Name:** Enter First name and Middle name in this box

c) **Surname**: Enter your surname

d) **Gender**: Choose your gender among the three options provided in drop down box.

e) **Marital Status**: Choose the status among the four options provided in drop down box

f) **Date of Birth**: You can enter the date of birth by clicking on calendar icon provided at the right hand side of the text box. The DOB will be displayed in DD-MM-YYYY format.

g) **Upload Image**: You can upload your image by clicking the browse button & select the location where you have your photo. The image should be in .jpg format and size less than 1MB

h) Passport Number: Enter your passport number. It can have alphanumeric data.

i) Passport Issue Date: You can enter the passport issue date by clicking on the calendar icon provided on right hand side of the text box. The date will be entered in DD-MM-YYYY format.

j) Place of Issuance: Enter the place from where your passport has been issued.

k) Passport Expiry Date: You can enter the passport expiry date by clicking on the calendar icon provided on right hand side of the text box. The date will be entered in DD-MM-YYYY format.

l) Address (Residence): In this text box enter your permanent address. Only alphanumeric characters are allowed.

m) Fax (Residence): The first text box is for entering the country code, second text box is for area code, third box is for fax number.

n) Email Id: In this text box enter your email id. Authentication mail while creating the account will be sent on this email id and further communication would be done on it only. Further it would be used as username for login.

o) Mobile Number (Residence): In this you can enter the mobile number which you are currently using. The first text box is for entering the country code and second text box is for mobile number.

p) Address (Office): In this text box enter your current office address. Only alphanumeric characters are allowed.

q) Fax (Office): The first text box is for entering the country code, second text box is for area (city) code and third box is for fax number.

r) Email Id (Office): In this text box enter your email id, which you are using for official purpose.

s) Mobile Number (Office): In this you can enter the mobile number which you are currently using for official purpose. The first text box is for entering the country code and second text box is for mobile number.

t) Special dietary needs, if any: If you have any special requirement for your diet then kindly enter the requirement in the space provided.

Emergency Contacts

a) **Official Contact Details**
   Name: Enter the full name of the person i.e. first name, middle name, and surname. In this text box only characters are allowed.

   Address: In this text box enter the residence address of the person. In this alphanumeric are allowed.

   Telephone Number: In this you can enter the land line number of the person. The first text box is for entering the country code, second text box is for area (city) code and third box is for land line number.

   Mobile Number: In this you can enter the mobile number of the person. The first text box is for entering the country code and second text box is for mobile number.

   Fax Number: In this you can enter the fax number of the person. The first text box is for entering the country code, second text box is for area (city) code and third box is for fax number.

   Email Id: In this text box enter email id of the person whom the candidate would like to be contacted in case of any emergency.

b) **Personal/Family Contact Details**

   Name: Enter the full name of the person i.e. first name, middle name, and surname. In this text box only characters are allowed.

   Address: In this text box enter the residence address of the person. In this alphanumeric are allowed.

   Telephone Number: In this you can enter the land line number of the person, the first text box is for entering the country code, second text box is for area (city) code and third box is for land line number.

   Mobile Number: In this you can enter the mobile number of the person, the first text box is for entering the country code, second text box is for area (city) code and third box is for mobile number.

Fax Number: In this you can enter the fax number of the person, the first text box is for entering the country code, second text box is for area (city) code and third box is for fax number.

Email Id: In this text box enter email id, which your family person is currently using.

After filling all the details, you can move to next tab (Educational/Professional Details – Figure 2 given below) by clicking on NEXT (bottom of page) or by clicking on the tab itself (top of page).

Fig-2

Educational/Professional Details

A. Educational Qualification(s)

a) **Degree/Diploma/Certificates:** Enter the name of the degree/diploma/certificate which you have qualified.

b) **Year**: Enter the year in which you have passed your degree/diploma/certificate. This will contain only 4 digits and it should not be greater than current year.

c) **Institute Name**: Enter the name of the institute from which you have qualified your degree/diploma/certificate.

*You can add more than one educational qualification detail by clicking on (+) icon provided on top right hand side, next to institute name. You can also remove any row by clicking on (**X**) button provided on right hand side.

B. Professional Qualification(s)

a) **Professional Qualification:** Enter the name of the professional qualification which you have qualified.

b) Year: Enter the year in which you have passed your professional qualification. This will contain only 4 digits and it should not be greater than current year.

c) Institute Name: Enter the name of the institute from which you have qualified your professional qualification.

*You can add more than one detail by clicking on **(+)** icon provided on top right hand side, next to institute name. You can also remove any row by clicking on **(X)** button provided on right hand side.

After filling all the details, you can move to next tab (Employment Details Fig 3.1 & 3.2) by clicking on NEXT (bottom of page) or by clicking on the tab itself (top of page).

Fig 3.1

Fig 3.2

Employment details

A)   Details of Previous Employment / Profession

Name of Employer / Department / Company: Enter the name of the Employer/ Department/Company for which you have worked previously.

Position: Enter your designation in the company.

From Date: In this text box enter the date on which you have joined company. You can enter the date by clicking on calendar icon provided on right hand side of the text box; date will be entered in DD-MM-YYYY format. From Date should not be greater than current date.

To Date: In this text box enter the date on which you have left the job i.e. last day in your office. You can enter the date by clicking on calendar icon provided on right hand side of the text box; date will be entered in DD-MM-YYYY format. To Date should not be greater than current date.

Description of Work: In this text box enter the nature of your work i.e. what was your role, any project you have worked on, your contribution in that project.

* You can add more than one experience details by clicking on **(+)** button provided on top right hand side next to description of work. You can remove your experience details by clicking on **(X)** button provided on the right hand side.

Employment category: In this you can select one of the four options depending upon the category of your employment. If you are choosing others then a text box will appear. Kindly provide the description for it.

B)   Details of Present Employer

Name: Enter the name of your present company.

Address: Enter the address of your present company. It can contain alphanumeric.

Telephone Number: In this text box enter the telephone number of your office. The first text box is for entering the country code, second text box is for area (city) code and third box is for land line number.

Email Id: Enter the valid official email id of your company.

Have you ever attended a course sponsored by the Government of India?:

If you select 'No' then you need not enter any details.

If you select 'Yes' then you will be asked to provide the following details:

Name of the course: In this text box enter the name of the course which you have attended.

Institute: Enter the name of the institute where you have attended that course.

Year of passing: Enter the year only in which you have passed the course. This will contain only 4 digits and it should not be greater than current year.

You can add more than one course details by clicking on (+) button provided on top right hand side next to description of year of passing.

You can remove your course details by clicking on (**X**) button provided on the right hand side

Have you ever attended a course outside the country?

If you select 'No' then you need not enter any details.

If you select 'Yes' then you will be asked to provide the following details:

Name of the course: Enter the name of the course which you have attended.

Country: Enter the name of the country in which you have attended the course.

Duration in months: In this text box enter the duration of your course in months in digits.

Year: Enter the year only in which you have passed the course. This will contain only 4 digits and it should not be greater than current year.

Sponsor: Name of the person/organisation/department/scheme which has sponsored your course.

You can add more than one course details by clicking on **(+)** button provided on top right hand side next to sponsor.

You can remove your course details by clicking on **(X)** button provided on the right hand side

Reason for Applying: In this text box enter your purpose/aim for applying for the course. Maximum limit is 4000 characters.

After filling all the details, you can move to next tab (Medical Details Fig-4) by clicking on NEXT (bottom of page) or by clicking on the tab itself (top of page).

Fig 4

Medical details

   Height: Enter your height in cm. In this only 3 numeric characters are allowed.

   Weight: Enter your weight in kg. In this only 3 numeric characters are allowed.

Blood Group: Enter your blood group. It can contain any of the 8 characters in this set (a,b,o,A,B,O,+,-).

Password: In this text box enter the password with minimum length of 8 letters containing at least 1 special character, 1 numeric, 1 alphabet in upper case. Please remember the password for future use and do not share with anyone.

Retype Password: Enter the exact password which you have entered in the password text box.

Select the checkbox corresponding to "I Certify that".

Captcha: Enter the exact characters as in the image shown. Letters are case sensitive. If characters are not visible/readable properly then click on 'Refresh' button to get new image.

*After you have filled all your details kindly re-check that you have entered the correct data in the form. Then click on submit details. You will get the page as shown in Fig 5

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Kindly Check your registered email-id and click on activation link sent to Authenticate your Candidature.

Once you have submitted your details, a mail with a link will be sent to your email id (which you have entered in first page i.e. in Personal Detail Tab) for validation (Fig 6). Click on that link to activate your account.
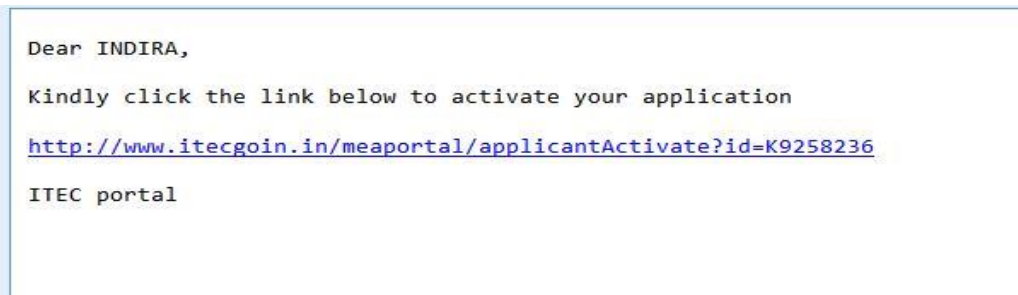
Dear INDIRA,

Kindly click the link below to activate your application

http://www.itecgoin.in/meaportal/applicantActivate?id=K9258236

ITEC portal

Fig 6

On clicking the link, you will get three buttons (Fig 7):

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Your Registration has been completed successfully and account has been activated.Your Application Id is:
2015ALB000027. You may log in or take out the print out of the form

Important Instruction
You need to take print out of the form , get it forwarded from your respective ministry and submit it to Indian
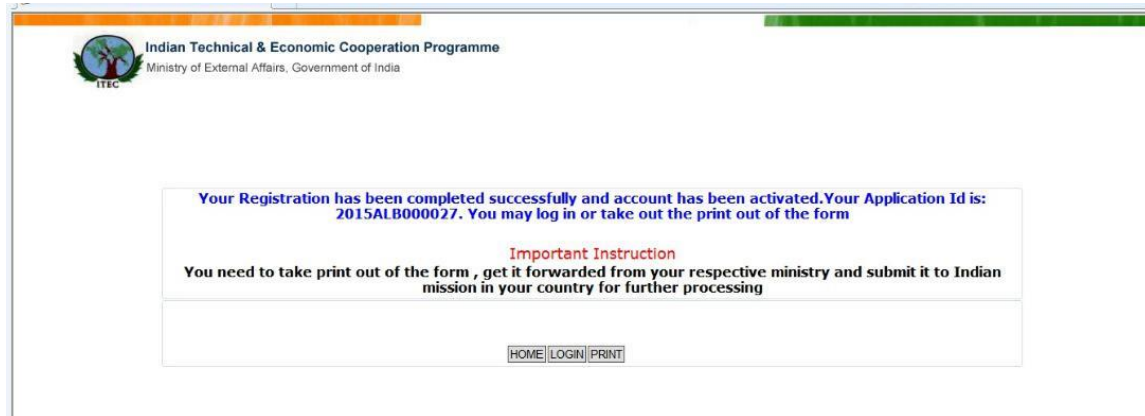mission in your country for further processing

HOME LOGIN PRINT

Fig 7

1. HOME: You will be redirected to www.itec.mea.gov.in
2. LOGIN: To Login into your account, click on this button. Your email id will be your username & password will be the same which you have entered at the time of Registration. On login:
   a. You can view the status of your application. You can also click on Application No. which is a hyperlink. On clicking it, you can view the details filled and can also take print out of the form.
   b. You can also change the password by clicking on Change Password menu. When you click on the link, a page would be displayed asking you to enter emailid, new password and retype new password. Click on Submit. You will get a message indicating that password has been changed. Password should have minimum 8 characters containing at least 1 special character, 1 numeric and 1 alphabet in upper case.
3. PRINT: Click on this button to take the print out of the application form filled by you. Submit this form to the Indian embassy after getting it forwarded through your concerned Ministry/department.

If you forget your password, kindly click on "Forgot Password" link you will be redirected to new page as shown in fig 8

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Please fill in your details to Retrieve Your Password.
Enter User Id *
Submit   Close

Fig. 8

Enter user id that is your email id in the given text box , then click on submit button a new text box will appear as shown in fig. 9

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Please fill in your details to Retrieve Your Password.
Enter User Id *two@gmail.com
Enter Date Of Birth *
Submit   Close

Enter your date of birth by clicking on the calendar icon given on right hand side of the text box. Date would be entered in dd-mm-yyyy format. Click on submit button. A new password would be sent to your email id. Kindly log in with your new password.