

Foreign Training Opportunity

Nomination Process at Ministries / Departments, Eastern Provincial Council

1. Study the objectives & contents of training and the conditions & requirements of candidates.
2. Identify suitable staff categories, which eligible & useful for proposed training.
3. Invite applications from suitable officers
 - The opportunity to be given maximum possible number of eligible staff to submit their applications
 - Maintain reasonable balance among Districts, Departments, Head office, Sub offices / Divisions, Ethnic and Gender.
4. Take necessary action to receive enough applications by head office in time
5. Priority should be given to the officials, who has not get opportunity to participate foreign training in past
6. Service period after the training and application of training knowledge in future work to be considered seriously.
7. A committee should scrutinize the applications based on the Selection Criteria and submit only the required number of applications to Provincial Planning Secretariat

Selection Criteria (Sample)

S. No.	Name	Designation	Age	Qualification	Experience	Other Eligibility Factors		Office Behavior	Rank
						1	2		

Age : Consider the period of service after the training in relevant field / in government sector

Experience : The experience may be considered with different weight for

- Relevant field
- More relevant field
- Service period in present position

Office Behavior : It may contain;

- Office disciplinary factors,
- No of days leave taken in current year,
- Interest shown in local trainings
- etc.

Other Factors : Can be included according to the requirements for particular training and requirement of the department