



Kapita,
Please advertise
website.

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வெளிநாட்டு வளங்கள் திணைக்களம்

Department of External Resources

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මහලුකම් කාර්යාලය (3 වැනි මහල), ත.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව

நிதி அமைச்சு

அலுவலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

Ministry of Finance

The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல
My No

TA/MY/S/13/21

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

08 April 2021

Secretaries/ All Ministries
Secretaries / All State Ministries
Chief Secretaries/ All Provincial Councils
All Heads of Departments / Institutions



Attn: Officer-in-charge of Foreign Training

Dear Sir / Madam

English Proficiency for Middle Level Officials

- From: 23 May – 17 June 2021 (Online)

The Government of Malaysia has invited nominations from eligible Government Officials in Sri Lanka for the above online programme. Copies of the programme details are enclosed.

We strongly recommend participation of suitable officers for this course and would be thankful if the nominations are submitted with the following documents on or **before 27 April 2021**.

- Dully filled Application Form (can be downloaded at https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course along with certified copies of the certificates of Academic and Professional Qualifications (in two sets)
- A copy of the passport
- Duly filled ERD form (could be downloaded from www.erd.gov.lk)

(For further enquiries please contact following officers of Technical Assistance Division;
Ms. M.R.C.K Senanayake, Deputy Director – 0112484703 or Ms. Darshika Madurapperuma, Development Officer – 0112484995)

Your early response in this regard is highly appreciated.

Yours faithfully

Udeni Udugahapattuwa
Additional Director General
for Director General

අධ්‍යක්ෂ ජනරාල්
பணிப்பாளர் நாயகம்
Director General

94-11-2484693

කාර්යාලය
அலுவலகம்
Office

94-11-2484500
94-11-2484600

ෆැක්ස් අංකය
தொலை நகல்
Fax

94-11-2447633
94-11-2387153
94-11-2434876

ABOUT US

MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)



The Malaysian Technical Cooperation Programme (MTCP) was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to the South-

South Cooperation, in particular, the Technical Cooperation among Developing Countries (TCDC). The MTCP emphasizes on the development of human resources through the provision of trainings in various areas which are essential for a country's development such as the public administration, good governance, health, education, agriculture, sustainable development, poverty alleviation, economy and finance, ICT and environment. Annually, Malaysia offered more than 65 capacity-building and technical assistance programmes under the MTCP, which have benefited more than 34,000 participants from 144 countries.

OBJECTIVES OF MTCP

- To share the development experience with other countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC); and
- To promote the technical cooperation among developing countries.

NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (INTAN)



The National Institute of Public Administration (INTAN) is the training arm of the Public Service Department, the central human resource development agency of the Malaysian

government. INTAN provides quality training for all categories of civil servants from both federal and state levels. It aims at increasing participants' level of knowledge and skills and in enhancing positive attitudes towards upgrading their ability to plan, administer, manage, and evaluate national development programmes. This is in line with its mission of developing a competent public sector workforce through quality learning.

Visit our website at www.intanbk.intan.my

APPLY NOW!

mtcpcoms.kln.gov.my/mtcpcoms/online/list_course

CLOSING DATE

3 MAY 2021

Application after closing date will not be entertained.



CONTACT US

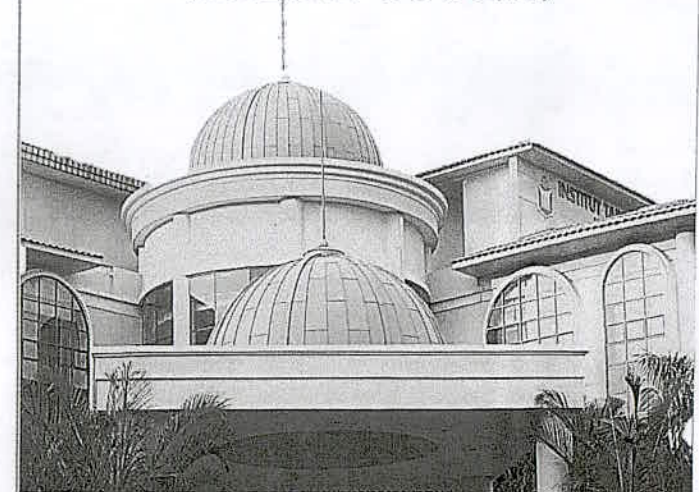
MTCP INTAN Secretariat

+603 2084 7327

mtcp@intanbk.intan.my
intan.international@gmail.com



MALAYSIAN TECHNICAL COOPERATION PROGRAMME 2021 (ONLINE COURSE)



ENGLISH PROFICIENCY FOR MIDDLE LEVEL OFFICIALS

BY
NATIONAL INSTITUTE OF
PUBLIC ADMINISTRATION (INTAN)
PUBLIC SERVICE DEPARTMENT
MALAYSIA

ABOUT THE COURSE

This course is designed to boost the English proficiency level of Middle-Level Government Officials at CEFR B2 level for them to be able to plan, solve problems and make decisions with a degree of fluency and spontaneity in spoken and written communication.

This programme uses a two-pronged approach which combines receptive and productive skills at varying levels. Specifically focusing on productive skills, namely speaking and writing for professional purposes and communicative settings, this programme also aims at increasing efficiency in receptive skills like reading and listening.

The course is expected to run for four weeks (90 hours) with three weeks of directed learning and one week of independent learning for participants to complete certain tasks assigned.



HOW TO APPLY?

- Application should be made using prescribed MTCP forms available at mtcpcoms.kln.gov.my/mtcpcoms/online/list_cOURSE
- The application must be completed and endorsed by the Ministry of Foreign Affairs/Focal Points responsible for MTCP Programme in the applicant's country, then submitted through the applicant's government with Note Verbale to the Ministry of Foreign Affairs Malaysia via the nearest Malaysian High Commission/ Embassy.
- Successful applicants will be notified via email.
- Online training link, schedule and other course details will be emailed to successful candidate.

IMPORTANT:

INCOMPLETE AND/OR UNENDORSED FORMS WILL NOT BE PROCESSED.

LEARNING OUTCOMES

After completion of the course, participants can:

- ❖ employ effective strategies for enhancing receptive skills;
- ❖ express themselves with a degree of fluency in written and verbal forms when communicating with colleagues/clients for social and professional purposes;
- ❖ perform impactful communication such as presentations, and
- ❖ using various online platforms efficiently for performing various communicative tasks.

TRAINING OUTLINE

1.30 PM – 6.30 PM (MYT) (UTC/GMT +8)

PRE-COURSE PREPARATION: 17 - 18 MAY 2021

Needs Analysis	17 May 2021
Diagnostic Test	18 May 2021

COURSE DURATION: 23 MAY -17 JUNE 2021

WEEK	DATE	TOPIC
1	23 - 27 May	Reading, Listening & Pronunciation
2	30 May - 3 June	Business Writing & Communication
3	6 - 10 June	Preparation & Consultation
4	13 - 17 June	Speaking & Oral Presentation

WHO SHOULD APPLY?

- Open to MTCP Recipient Countries/Regions that are within 6 hours difference in time-zone with Kuala Lumpur, Malaysia
(ASEAN, ASIAN, AFRICA* & EUROPE**)
- * Egypt, Djibouti, Ethiopia, Somalia, Eritrea, Kenya, Tanzania, Uganda, Rwanda, Burundi, Zimbabwe, Comoros, Malawi, Mauritius, Zambia, South Africa, Botswana, Madagascar, Swaziland
- ** Turkey, Ukraine & Georgia
- Middle-Level Government Officers at CEFR B2 Level
- Has never participated in any MTCP courses
- Satisfactory level of digital literacy, equipped with the relevant ICT tools such as laptop/desktop, web camera, microphone, speaker etc. & familiar with online learning platforms like Zoom, Google Meet etc.



Please affix
passport size
photograph

APPLICATION FORM

COURSE CONDUCTED UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

Please type or write clearly in capital letters. Do not leave any space blank. Use "NIL" or "N/A" where applicable

FOR OFFICIAL USE ONLY

Reference no	:	_____
Received	:	_____
Checked	:	_____

Title of Course:	Date of Course:
------------------	-----------------

1. PERSONAL DETAILS

Family Name (surname):	Date of birth :
First Name:	Day Month Year
Other Names:	Citizenship:
City and country of birth:	Gender:
Passport No.:	Marital status:
Type of Passport: (Diplomatic/Official/Regular)	Religion:
Expiry Date:	

2. CONTACT DETAILS

Office Address:	Postal / Home Address:
Mobile:	Home:
Country Area Number	Country Area Number
Office:	Fax:
Country Area Number	Country Area Number
Email:	
Person to be contacted in case of emergency :	
<u>Family</u>	<u>Office</u>
Name:	Name:
Relation:	Position:
Mobile Number:	Mobile Number:
Address:	Address:
Email:	Email:

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs. Forms which are incomplete or not endorsed will not be accepted

3. EDUCATION

Name of institution and place of study	Major/Field of study	Years	Degree

4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous post
Employer:	Employer:
Years of service (from – to):	Years of service (from – to):
Title of your post/position:	Title of your post/position:
Type of organization: Government / Semi Government / Private / NGO	Type of organization: Government / Semi Government / Private / NGO

Job description:

Please continue on supplementary pages if necessary

**NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs.
Forms which are incomplete or not endorsed will not be accepted**

5. REASONS FOR APPLYING THIS COURSE

Have you participated in any training programme in Malaysia before?: YES/NO

Name of Programme:

Organiser:

Year:

Have you participated in any MTCP training programme in Malaysia before?: YES/NO

Name of Course:

Name of Training Institute:

Year:

Please state briefly the reasons for applying to this course and how you hope to benefit from the course.

6. ENGLISH LANGUAGE PROFICIENCY					
	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					
Mother tongue : _____					

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs. Forms which are incomplete or not endorsed will not be accepted

8. APPLICANT'S DECLARATION

I, _____ of _____
Name of applicant Representing Country

Declare that:

- a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Malaysia;
- c) I will be personally liable for all medical expenses due to pre-existing conditions/illnesses incurred during my stay in Malaysia after my admission to any Malaysian government hospitals/clinics, and also other than those covered under the Group Personal Accident Insurance. (All successful participants are covered under Group Personal Accident. The Group Personal Accident does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for medical expenses beyond what is covered by the insurance policy. **As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Malaysia;** and
- d) For pregnant female applicants only: I am _____ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Malaysia

Upon successful selection for the training award, I undertake to:

- a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- c) submit/present any report which may be required;
- d) refrain from engaging in political activities and any form of employment for profit or gain;
- e) return to my home country upon completion of the training; and
- f) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Malaysia at my own expense.

Date

Signature of applicant

LETTER OF INDEMNITY

I _____, Passport Number: _____ having an address at _____, hereby declare that I shall be personally liable for and shall indemnify the

Government of Malaysia and _____ against all liabilities, claims, losses, demands, _____
Name of training institute

actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or common law which may be made or taken against the

Government of Malaysia and/or _____
Name Of Training Institute

or incurred or become payable by the Government of Malaysia and/or _____ in respect of any _____
Name of training institute

medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my

carelessness, negligence, omission or default, in the course of my training with _____ which _____
Name of training institute

is appointed by the Government

of Malaysia. Dated this_

_____day_____of 20__

Signature of applicant)

Name of applicant)

Date)

In the presence of

Signature of Witness)

Name of Witness)

Designation of Witness)

I/C or Passport No.)

10. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

Reasons for applicant's selection

The post which the applicant will be required to fill upon satisfactory completion of training

Relevance of the course to applicant's job

**NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs.
Forms which are incomplete or not endorsed will not be accepted**

11. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

OFFICIAL DECLARATION BY THE NOMINATING AGENCY

On behalf of the Government of _____, I _____
Country Name of Official

Certify that :

- a) I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant
- b) The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history, there is no reason to suppose that the applicant is other than fit to undertake the journey to Malaysia and to remain in Malaysia for the duration of training;
- c) Should the nominee seek medical consultation/treatment for his/her pre-existing conditions/illnesses during his/her period of stay in Malaysia, he/she would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance; an
- d) The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (Dr/Mr/Mrs/Ms*) _____ holding Passport No.: _____
_____ for the training course.

Name and Designation

Signature and Official Stamp

Name and Organisation

_____-_____-_____
Country code Area code Office tel no.

Email address

_____-_____-_____
Country code Area code Office tel no.

ENDORSEMENT BY THE MINISTRY OF FOREIGN AFFAIRS

Name

Email Address

(Ministry's Official Stamp)

Designation

Name of Organisation

Signature

_____-_____-_____
Country code Area code Office tel no.

_____-_____-_____
Country code Area code Office tel no.

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted



RECOMMENDATION FORM FOR MTCP SHORT TERM COURSE PERWAKILAN _____

DETAILS OF APPLICANT	MTCP COURSE	CRITERIA	REMARKS
Name: Country: Age: Current Position, Organization: Contact Details: Phone: (Mobile No.) (Office) Email: <u>ABC@hotmail.com</u>	(Course Title) (Date of The Course) (Name of the Training Institute)	- - - -	- - - - Proposal: Recommended: Yes [] No [] MTCP Alumni : Yes [] No [] If Yes, when did you attend the course? What course and by which training institute?

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted