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அரசாங்க நிர்வாக மற்றும் உள்நாட்டலுவல்கள் அமைச்சு
Ministry of Public Administration and Home Affairs

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எனது இல : } HR/FTR/L/Kor/04/14
My No

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உமது இல : }
Your No

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நிகதி : } 03.04.2014
Date

All District Secretaries

Master's Degree Program in Development Competency through Small and Medium Enterprises (SMEs)

From August 2014 - December 2015 - Korea

The External Resources Department (ERD) has invited nomination from eligible Government Officials for the Master's Degree Program in Development Competency through SME, which is scheduled to be conducted from August 2014 to December 2015 at Handong Graduate School of Global Development and Entrepreneurship, Handong Global University (HUG) in Korea. Accordingly nominations are invited from the confirmed Managerial Level Officers of this Ministry for this Programme.

The requirements to apply the program are as follows:

1. Be a university/college graduate or have an equivalent educational background.
2. With a minimum of 02 years of experience in SME related work, development cooperation, investment, ect.
3. Have a good command of both spoken & written English.
4. Be in good health, both physically and mentally.
5. Have not previously received a scholarship from the Korean government within the last two years.

Accordingly, you are kindly requested to submit nominations from suitable officers in your District who are confirmed in the service, for the above mentioned Master's Programme. The applications should be submitted in 04 copies along with the following documents with your recommendation on or before 07th April 2014.

1. Dully filled KOICA Application Form- along with certified copies of the certificates of Academic and Professional Qualifications.
(KOICA Application form is available at <http://www.erd.gov.lk>)
2. HGU Application form.
3. Self introduction and plan of study.
4. Curriculum vitae.
5. Two letters of recommendation.
6. Official documents.
 - Official undergraduate studies transcript.
 - Notarized certificate of a Bachelor's Degree.
7. A copy of the passport.
8. Certificate of employment.
9. English proficiency test result. (TOEIC/TOEFL etc.)
10. Doctor's opinion paper about health checkup review.
11. ERD Form 2 (can be downloaded from www.erd.gov.lk)

Please make sure to nominate officers who have fulfilled all requirements to avoid rejections from the Department of External Resources. For more information please refer to www.handong.edu

If you need further information in this regard do not hesitate to contact me. (Tp.011-2698464)



D.N.J. Gamage
Assistant Secretary
(Human Resources)

Sgd by: T.T.Upulmalee
Senior Assistant Secretary
(Human Resources)
For Secretary