

**জাপানের Institute of Developing Economies Advanced School (IDEAS)-এ অনুষ্ঠেয় প্রশিক্ষণে  
কর্মকর্তা মনোনয়নের জন্য আবেদন আহ্বান।**

জাপানের Institute of Developing Economies Advanced School (IDEAS)-এ ২৭/০৯/২০১৬ হতে ০৯/০৩/২০১৭ মেয়াদে অনুষ্ঠেয় ফেলোশীপ প্রোগ্রামে অংশগ্রহণের জন্য নিম্নোক্ত শর্ত সাপেক্ষে সরকারি কর্মকর্তা মনোনয়নের লক্ষ্যে আবেদন আহ্বান করা যাচ্ছে:

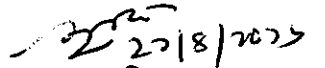
**শর্তসমূহ:**

১. আবেদনকারী বাংলাদেশের নাগরিক ও সরকারি চাকুরিজীবী হতে হবে। আবেদনকারীর বয়স আবেদনের সময় ৩৫ এর নীচে হতে হবে;
২. আবেদনকারীর চাকুরি স্থায়ী হতে হবে;
৩. আবেদনকারীকে চাহিত সকল যোগ্যতা ও শর্ত পূরণ করে আবেদন করতে হবে।
৪. আবেদনকারীকে স্ব স্ব নিয়ন্ত্রণকারী কর্মকর্তার অনুমতিক্রমে আবেদন করতে হবে;
৫. জনপ্রশাসন মন্ত্রণালয়ের ২৯/৮/৯২খ্রিঃ তারিখের স্মারক নং-সম (বিঃপ্রঃ)-৮০/৯২-৫১৮(৫০০) নং আদেশ এবং ১২ মে ২০০৩ তারিখে প্রকাশিত গেজেটে (জনপ্রশাসন মন্ত্রণালয়ের বিদেশ প্রশিক্ষণ গবেষণা শাখা) জনপ্রশাসন প্রশিক্ষণ নীতিমালা ও বিদেশ প্রশিক্ষণে কর্মকর্তা মনোনয়ন বিষয়ে প্রধানমন্ত্রীর কার্যালয়ের ১৯ জুন, ২০১১ খ্রি. তারিখের ০৩.০৬৯.০২৫.০৬. ০০.০০৩.২০১১-১৪৪ (৫০০) সংখ্যক পত্রের মর্মানুসারে প্রয়োজনীয় কার্যক্রম গ্রহণ করা হবে;
৬. আগামী ৩১/০৫/২০১৬ তারিখের মধ্যে আবেদনকারীকে নির্ধারিত আবেদন ফরম এ তীর আবেদন ও চাহিত সংশ্লিষ্ট কাগজ পত্রের ০৩ (তিন) সেট হার্ডকপি আবশ্যিকভাবে নিম্নস্বাক্ষরকারীর কার্যালয়ে (ভবন নং-০২, কক্ষ নং-১০৯, বাংলাদেশ সচিবালয়, ঢাকা।) প্রেরণ করতে হবে;
৭. প্রার্থীত ফেলোশীপ প্রোগ্রামে নির্বাচনের বিষয়ে জাপানের সংশ্লিষ্ট কর্তৃপক্ষের সিদ্ধান্ত চূড়ান্ত;
৮. অসম্পূর্ণ বা শর্ত পূরণ করে না এমন আবেদনপত্র বা বিলম্বে প্রাপ্ত আবেদনপত্র বাতিল বলে গণ্য হবে।

এতদসংক্রান্ত Note on Application and Selection, Application Form, Note and Materials for Written Examination, Form of letter of Reference, Terms and Conditions ও IDEAS Brochure এ বিজ্ঞপ্তির সাথে সংযুক্ত করা হলো।

যথাযথ কর্তৃপক্ষের অনুমোদনক্রমে এ বিজ্ঞপ্তি প্রকাশ করা হলো।

সংযুক্তি: বর্ণনামতে।

  
ড. আবদুল হামিদ  
উপসচিব  
ফোন: ৯৫৭৪৪২৬  
[sasft.mopa@gmail.com](mailto:sasft.mopa@gmail.com)

## **Note on Application and Selection**

### **Admission Requirements:**

- (1) Applicants must be public officials working for the government or public institutions in developing countries. Their work should be related to economic assistance or socio-economic development.
- (2) Applicants should have more than three years working experience.
- (3) The expected age of fellows is 35 years old or younger.
- (4) Applicants should hold a master's degree, or have equivalent experiences, regardless of field. Priority will be given to those applicants who have not been awarded any scholarship for a master's degree in a foreign country.
- (5) Applicants should have sufficient English ability to participate in university-level work. A TOEFL iBT score of at least 88 is highly recommended (competence in Japanese language is not required).
- (6) Applicants should be persons who can be recommended by their current governmental organization.
- (7) Applicants need to accept "Terms and Conditions" provided by IDEAS. (Signed "Letter of Acceptance" must be submitted beforehand.) \*Fellows cannot accompany their family to Japan during the IDEAS program.

Note: IDEAS retains the right to select countries and organizations of the applicants.

### **Training Period:**

The program starts in September 27, 2016 and continues until March 9, 2017.  
Successful fellows will be granted a postgraduate diploma from the School.

### **Allowances & Services:**

Fellows will be provided with:

- (1) A round trip economy-class air ticket,
- (2) A monthly stipend determined in accordance with IDEAS regulations,
- (3) Free tuition,
- (4) Free textbooks,
- (5) An individual locker, desk and computer with Internet access,
- (6) Access to the IDE/JETRO library,

### **Accommodation Facilities:**

Overseas fellows are required to stay at a designated accommodation facility which is suitable for international guests.

### **How to Apply:**

Applicants have to submit the application documents listed below to IDEAS *before June 8, 2016*.  
IDEAS will inform them of the result *in the middle of July, 2016*.

**Application documents to be submitted:**

- (1) Filled application form.
- (2) Personal Statement.  
Please refer to “Note and Materials for written Examination.”
- (3) Short Paper  
Please refer to “Note and Materials for written Examination.”
- (4) A letter of reference written by a supervisor of the applicant. (The letter should be enclosed in a sealed envelope. Please find a form of the letter in this set of application materials to the attached document. )
- (5) Evidence of competence in English (e.g. TOEFL or alternative test score record), if available.(Submission of the evidence can be your merit in the selection process)
- (6) Transcript and certificate of bachelor’s and master’s degree.
- (7) Health record written in English issued by a medical institution.
- (8) Two recent photographs of applicant (30mm x 40mm) including one attached to your application form. (Should be taken within 6 months. Please write down your name at the back.)
- (9) Photocopy of passport.

**Submission:**

Applicants are advised to submit the application documents to either JETRO’s country office or IDEAS counterpart agencies in hand or by post. (Applicants themselves don’t have to submit them to Japan.) One of those agencies in turn will send the application documents to IDEAS on applicants’ behalf.

Applicants are also requested to submit by e-mail the application documents, except the sealed letter of reference, in electronic files (i.e., PDF files) to [goideas@ide.go.jp](mailto:goideas@ide.go.jp). This will help us to expedite the selection process. Note that the electronic submission is supplementary. Applicants are still required to submit the original copy of application documents in the way as described above.

• *More information about IDEAS;* <http://www.ide.go.jp/English/Ideas/index.html>  
• *For further details about the program, please contact;*  
IDE Advanced School (IDEAS), IDE-JETRO      Attention: Katsura (Kei) Nakahara (Ms)  
  
3-2-2 Wakaba, Mihama-ku,  
Chiba-shi, Chiba 261-8545, Japan  
Phone: +81-43-299-9562 Fax: +81-43-299-9728    E-mail: [goideas@ide.go.jp](mailto:goideas@ide.go.jp)

INSTITUTE OF DEVELOPING ECONOMIES  
ADVANCED SCHOOL (IDEAS) JETRO  
3-2-2 WAKABA, MIHAMA-KU, CHIBA-SHI, CHIBA 261-8545 JAPAN  
TEL +81-43-299-9562 FAX +81-43-299-9728  
E-MAIL goideas@ide.go.jp

**Overseas Fellows Training Program 2016/2017**  
**Application Form**

(Period of Training: September 27, 2016 – March 9, 2017)

**PERSONAL DETAILS**

<Please attach your passport photocopy>

NAME:

[Redacted Name]		

\*Please write down your name as written on your passport.

DATE OF BIRTH: Day _____ Month _____ Year _____	Age: _____ (as of October 1, 2016)
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SEX: [    ] Male [    ] Female	MARITAL STATUS: [    ] Single [    ] Married
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NATIONALITY:
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PLACE OF BIRTH (city/country):
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Information on contact HOME ADDRESS:
TEL: (Please include country and area code)
FAX:
MOBILE (if any):

## PASSPORT INFORMATION

Passport Number:

Official Passport

Ordinary Passport

Date of Issue: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Date of Expiration: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Place to apply for visa to enter Japan (city/country) if accepted as a fellow:

## INFORMATION ON EMPLOYMENT

Current position:

Current division:

Name of the organization/Ministry:

Office address:

TEL(Please include country and area code):

FAX:

E-MAIL:

**INFORMATION ON YOUR ORGANIZATION/MINISTRY**

Name and title of the representative (the head) of your organization/Ministry:
Number of employees:
Date of establishment:

**EMPLOYMENT HISTORY**

Organization	Position	Period	
		From Month/Year	To Month/Year

**ACADEMIC HISTORY**

\*College education and above only. Please attach transcript and certificate of bachelor's and master's degree.  
(Photocopy is accepted.)

Institution	Major Field	Period	
		From Month/Year	To Month/Year

**APPLICATION HISTORY FOR IDEAS PROGRAM**

If you have applied to IDEAS Program before, please write your application history below:

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**PREVIOUS VISITS TO JAPAN**

Purpose	Sponsoring Organization (if any)	Period	
		From Day/Month/Year	To Day/Month/Year

**FAMILY MEMBERS IN JAPAN**

\* Please write down the following details of any family members living in Japan now.

Relationship	Name	Date of Birth (Day/Month/Year)	Nationality	Place of Employment/School	Status of Residence

**LANGUAGE SKILL**

Native Language:
English Proficiency: (Please attach evidence of English proficiency such as TOEFL or IELTS score.)
Other Language and Proficiency:



**OTHER INFORMATION**

Religion:
Diet Restrictions (in detail):
Smoker/ Nonsmoker:

**REFERENCE**

Name of referee:
Position:
Organization:
E-mail:

\*\*\*\*\*

I declare that the statements made on this form are correct.

Signature

Date (Day/Month/Year)

\_\_\_\_\_

\_\_\_\_\_

# **Note and Materials for Written Examination**

## **1. PERSONAL STATEMENT**

Please write what you intend to learn at IDEAS and how you want to utilize the acquired knowledge for your career goals.

\*The expected volume of your paper is around 500 words.

## **2. SHORT PAPER**

Two articles attached to this document were written by ①Bill and Melinda Gates and ②William Easterly. Both of them are about ODA's effectiveness. Read both articles and discuss which author's view is closer to your view.

\*The expected volume of your paper is around 200 words.

\*The paper should be written in English on A4 size paper. There is no fixed format.

## Form of Letter of Reference

To a referee:

Please print or type a letter of reference for the applicant (no fixed format) and return it to the applicant in a sealed envelope.

Please include the following information in due order.

1. NAME OF APPLICANT

2. INFORMATION OF APPLICANT

- (1) How long and in what capacity have you known the applicant?
- (2) What are duties assigned to the applicant?
- (3) How can you evaluate the applicant's background experiences, accomplishments, and capacity for analytical thinking?
- (4) In what ways do you expect the applicant will be able to contribute to the program?
- (5) Do you believe the applicant has sufficient English language skills to complete the postgraduate diploma course given in English?
- (6) Do you think the applicant will contribute to development of your country after completing IDEAS training program?

3. NAME OF REFEREE

4. POSITION AND ORGANIZATION

5. ADDRESS

6. SIGNATURE

7. DATE (Day/Month/Year)



## **IDE ADVANCED SCHOOL**

INSTITUTE OF DEVELOPING ECONOMIES-

JAPAN EXTERNAL TRADE ORGANIZATION, JETRO

3-2-2 Wakaba, Mihama-ku, Chiba, 261-8545 JAPAN

TEL: +81-43-299-9562 FAX: +81-43-299-9728

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### **Terms and Conditions for IDE Advanced School Overseas Fellows Program**

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#### Article 1. IDE Advanced School Overseas Fellows Program

The Institute of Developing Economies Advanced School (hereafter "IDEAS") shall provide a person invited to participate as the overseas fellow (hereafter "the Fellow") with IDE Advanced School Overseas Fellows Program (hereafter "the Program"). The Program runs from 27/09/2016 to 9/03/2017.

#### Article 2. Invitation and Acceptance

- (1) Invitation to participate in the Program shall be made by a letter of invitation from IDEAS.
- (2) The Fellow shall indicate their acceptance of the invitation by returning IDEAS a signed copy of "Letter of Acceptance."
- (3) IDEAS will reserve round-trip economy class airplane tickets after receiving the participant's Letter of Acceptance.
- (4) Any cost due to Fellow's cancellation or withdrawal from the Program, and the compensation to the accommodation facility for damages caused with intent or through negligence on the part of a Fellow shall be borne by the Fellow.

#### Article 3. Services to be provided

- (1) Round-trip economy-class airline tickets between the nearest international airport to the Fellow's residence and Tokyo, Japan.(CHANGES NOT PERMITTED)
- (2) Arrangement of designated accommodations. (CHANGES NOT PERMITTED)
- (3) Arrangements for the Program-related transportation within Japan during the period of the Program. IDEAS will not arrange transportation for personal reasons.

(4) Textbooks and lecture materials.

(5) An individual locker, desk and web-connected computer for rent.

(6) Access to the IDE-JETRO library.

#### Article 4. Expenses

(1) IDEAS shall bear the following expenses:

a. Round-trip airline tickets as stipulated in Article 3-(1).

b. Aviation and airport taxes paid by the Fellow when embarking for/from Japan (to be reimbursed to the Fellow upon presentation to IDEAS of receipts for such taxes).

c. Transportation expenses as stipulated in Article 3-(3).

d. Monthly stipend of 320,000 yen.

(Stipend will be paid on a pro-rate basis in cases when the Fellow is not staying in Japan for the entire month. Stipend for September and March will be paid under this rule.) All the expenses, including accommodation, transportation, telephone, cellular and fax communication, meals, packing, etc., shall be paid directly by the Fellow from the stipend.

(2) Notwithstanding anything herein to the contrary, IDEAS shall not bear the following expenses for the Fellow. If for any reason expenses are incurred, the Fellow shall assume the obligation to bear all costs without limitation:

a. Incidental or personal expenses, including but not limited to laundry service, mini bar service, food, alcoholic drinks, telephone calls, facsimile transmittals, massage services, gifts and souvenirs, sports facility (exercise room), and postage charges.

#### Article 5. Overseas Travel Insurance

(1) IDEAS shall obtain and pay for overseas travel insurance (through Tokio Marine & Nichido Fire Insurance Co, Ltd.) for the Fellow, who shall be named beneficiary of such policy (or his/her legal heir). An outline of the coverage, including maximum payout amounts, is given below:

- |   |
|---|
| a. Injury death: 50 million JPY                   |
| b. Injury Permanent Disability: 50 million JPY    |
| c. Medical and Rescuer's Expenses: 30 million JPY |
| d. Sickness Death: 20 million JPY                 |
| e. Liability (Deductible ¥0): 60 million JPY      |
| f. Baggage (Deductible ¥0): 300,000 JPY           |
| g. Baggage Delay Expenses: 100,000 JPY            |

- (2) The insurance shall be applicable only for the Program period (from the departure date from home country till the return date to home country). The Fellow is expected to obtain, at his/her own expense, insurance for any periods outside of the invitation dates.
- (3) IDEAS shall not take any responsibility for any cases (i.e., injury, damage and/or cost of the Fellow and/or the third party that fall outside of the coverage area—except those clearly stipulated in the coverage—unforeseeable delays, etc). Moreover, IDEAS shall not be held liable, without limitation, for any case that is beyond its reasonable control, such as natural disasters, acts of God, war, labor strikes, etc.

Article 6. Waiver of Liability

IDEAS assumes no responsibility or liability for any injury, damage, additional expense, accidental delay or other irregularities suffered by the Fellow or any third party other than those which may be caused by the willful or negligent acts or omissions on the part of IDEAS; and IDEAS shall not be responsible or liable for consequences of natural calamities, labor strikes, acts of God, war or other factors beyond IDEAS' reasonable control.

Article 7. General Obligations

The Fellow shall not engage in the following:

- (1) Any act that damages the positions or reputation of JETRO, IDE and IDEAS.
- (2) Any act that defames the names of JETRO, IDE and IDEAS.

- (3) Provision of secrets or other confidential information of IDEAS, or anyone related to IDEAS, to a third person.

#### Article 8. Additional Obligations

- (1) The Fellow is required to attend IDEAS classes and school activities, or perform other tasks in keeping with the position as the Fellow.
- (2) The Fellow shall submit necessary documents when requested by IDEAS for administrative reasons (eg. their boarding pass stubs to IDEAS as soon as possible upon arriving in Japan and returning to the Fellow's home country).
- (3) While staying in Japan during the Program, the Fellow shall not bring family members to Japan, as per IDEAS regulations.
- (4) The Fellow shall not leave Japan or return home temporarily during the Program, except with the prior written request to IDEAS of leaving Japan by the dispatched organization in case of an emergency.
- (5) The Fellow shall inform IDEAS of any change of address or employment between the time of their acceptance of IDEAS invitation to participate in the Program and the conclusion of the Program.

#### Article 9. Photo Use Permission

To provide the relevant information for the website which is related to the Program, IDEAS can upload a photographic portrait provided by IDEAS or the Fellow.

#### Article 10. Cancellation of Participation

IDEAS may cancel the Fellow's participation in the Program at any time for reasons including:

- (1) The Fellow violates any provision of "Terms and Conditions."
- (2) IDEAS judges that it would be difficult or inappropriate for the Fellow to continue participating in the Program for matters of personal health or other reasons, including cheating, deception or inappropriate behavior.
- (3) The Fellow requests said cancellation for personal reasons.