

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জনপ্রশাসন মন্ত্রণালয়
বিদেশ প্রশিক্ষণ অধিশাখা
www.mopa.gov.bd

নম্বর : ০৫.০০.০০০০.২০২.০০.০২.১৭-১২৩

তারিখ : ১৬/০৩/২০১৭ খ্রি.

বিজ্ঞপ্তি

KOICA এর অর্থায়নে দক্ষিণ কোরিয়ায় অনুষ্ঠিত নিম্নবর্ণিত মাস্টার্স কোর্সে অংশগ্রহণের জন্য এ মন্ত্রণালয় ও মাঠ পর্যায়ে কর্মরত বিসিএস (প্রশাসন) ক্যাডারভুক্ত সহকারী সচিব/সিনিয়র সহকারী সচিব পর্যায়ের যোগ্য কর্মকর্তাদের নিকট থেকে আগামী ২৭/০৩/২০১৭ তারিখের মধ্যে আবেদন আহ্বান করা যাচ্ছে। এতদসংক্রান্ত বিস্তারিত নির্দেশাবলী এসাথে সংযুক্ত করা হলো :

ক্র. ন.	প্রোগ্রামের নাম ও মেয়াদ	সুযোগ সংখ্যা	শর্তসমূহ
১.	KOICA's Master's Program on "KOICA-SNU Master Degree Program in Public Management and Public Sector Reforms". Duration: August 13, 2017 to December 31, 2018.	১টি	১. আবেদনকারীর চাকুরি স্থায়ী হতে হবে; ২. আবেদনকারীকে স্ব-স্ব নিয়ন্ত্রণকারী কর্মকর্তার অনুমতিক্রমে আবেদন করতে হবে; ৩. প্রার্থীত আবেদনের বিষয়ে জনপ্রশাসন মন্ত্রণালয় ও KOICA এর সিদ্ধান্ত চূড়ান্ত; ৪. জনপ্রশাসন মন্ত্রণালয়ের প্রজ্ঞাপন নং-০৫.০০.০০০০.২১১.২২.১০৬.২০০৮-৩৩৯, তারিখ: ০৬/১২/২০১৫ মোতাবেক চাকুরিতে প্রবেশের পর প্রেষণ বা অধ্যয়নছুটিতে একটি মাস্টার্স ডিগ্রী সম্পন্ন করেছেন এমন কর্মকর্তার এ কোর্সের জন্য আবেদন করার প্রয়োজন নেই; 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. আবেদনকারীকে আবেদন ফরম ও সংশ্লিষ্ট কাগজপত্রের হার্ডকপি ও বৈধ পাসপোর্টের কপিসহ ৪ সেট আবেদনপত্র এবং নিয়ন্ত্রণকারী কর্মকর্তার সুপারিশসহ চাহিত তথ্যাবলী (সংযুক্ত বাংলা ফরমে) আগামী ২৭/০৩/২০১৭ তারিখের মধ্যে নিম্ন স্বাক্ষরকারীর দপ্তরে (জনপ্রশাসন মন্ত্রণালয়ের ভবন নং-২, কক্ষ নং-১০৯, বাংলাদেশ সচিবালয়, ঢাকা) প্রেরণ করতে হবে। ৭. অসম্পূর্ণ বা বিলম্বে প্রাপ্ত আবেদন বাতিল বলে গণ্য হবে;

সংযুক্তি: বর্ণনামতে।

মোঃ আনোয়ারুল ইসলাম সরকার
উপসচিব
ফোন : ৯৫৭৪৪২৬
sasft.mopa@gmail.com

বিতরণ : সদয় জ্ঞাতার্থে ও কার্যার্থে

- ১। সিনিয়র সচিব, অর্থনৈতিক সম্পর্ক বিভাগ, শেরেবাংলানগর, ঢাকা
- ২। বিভাগীয় কমিশনার (সকল)।
- ৩। জেলা প্রশাসক (সকল)।
- ৪। সিনিয়র সিস্টেমস এনালিস্ট, পিএসসি, জনপ্রশাসন মন্ত্রণালয় (জরুরি ভিত্তিতে ওয়েব সাইটে প্রদর্শনের অনুরোধসহ)।
- ৫। সিনিয়র সচিবের একান্ত সচিব, জনপ্রশাসন মন্ত্রণালয়।

KOICA 117- 100

March 13, 2017

Mr. Shah Md. Aminul Haq
Additional Secretary (Asia, JEC, F & F)
Economic Relations Divisions
Ministry of Finance, Dhaka

Subject: Offer for KOICA's Master's Degree Program on "KOICA-SNU Master's Degree Program in Public Management and Public Sector Reforms"

Dear Mr. Haq,

With reference to the Korea International Cooperation Agency's (KOICA) Master's Degree Program entitled, "KOICA-SNU Master's Degree Program in Public Management and Public Sector Reforms" I have the pleasure to request ERD to nominate maximum four (4) candidates.

Please note that the participants that are to be selected should be government officials or researchers / instructors in state institutions working in Bangladesh with a Bachelor's Degree or higher with organizations concerned with Public Management and Public Sector Reforms, must be fluent in English language and be preferably under 40 years of age. In addition, please bear in mind that only the participants who have not taken part in KOICA training program and have not received a scholarship from Korean government before may be selected. Seoul National University may select up to maximum 2 participants from Bangladesh out of the maximum 4 candidates nominated by ERD, for the following program to be held in Korea:

No.	Course duration	No. of allocations	Relevant Ministry	Last date for application
1.	August 13, 2017 ~ December 31, 2018	4 (four)	1. Ministry of Public Administration 2. Cabinet Division 3. Prime Minister's Office 4. Other relevant Ministries	April 4, 2017

Qualifications, selection criteria and procedure for applicants of the above course are stated in the attached program outline. Nomination of candidates should be sent to KOICA Bangladesh Office along with the application package including the applicants' passport copies **(THREE (3) sets of ORIGINAL applications should be signed & attested)**. Please ensure that **ALL the**

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original documents mentioned in the CHECKLIST are sent to KOICA Bangladesh Office. In addition, also note that KOICA will bear expenses related to round-trip flights, full tuition fee, accommodation and food for the participants during the course in Korea.

Furthermore, in reference to letter KOICA 114-379, dated, May 21, 2014, you are kindly requested to please copy all the ERD's offer letters to line ministries and others concerning the training programs of KOICA Office as this would be very helpful to follow up measures by KOICA in any case.

Your kind and necessary measures in this regard will be much appreciated.

Sincerely,



Joe Hyun-Gue
Country Director

Enclosures:

1. KOICA application form
2. Program information
3. SNU application for admission
4. Personal statement and study plan
5. Recommendation
6. Financial certification
7. Letter of agreement

Part II	PROGRAM OVERVIEW
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■ **Program Title:** KOICA-SNU Master's Degree Program in Public Management and Public Sector Reforms

■ **Duration:**

1) Stay duration: August 13, 2017 ~ December 31, 2018 (17 months of study in Korea)

During their 17 months in SNU, students are strongly recommended to complete their thesis.

2) Academic duration: September 2017 ~ August 2019 (24 months)
In accordance to the university regulations, the diploma will be issued in August 2019

■ **Degree:** Master of Public Administration (MPA)

■ **Objectives**

- 1) To improve the analytical and managerial skills of mid-level public officials in developing countries by offering knowledge about personnel management, public organization, public finances, local government and policy process.
- 2) To train public administration professionals to become changing agents for development who can contribute to the economic and social development of their country, region, and the global society as a whole.
- 3) To share Korean experiences of economic and social development and provide practical knowledge of public management and public sector reforms that accelerated Korea's growth and ultimately assisted mid-level public officials to promote advancement of their country.
- 4) To facilitate an ongoing dialogue between public officials from Korea and the participating KOICA's partner countries.

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▣ **Training Institute:**

Graduate School of Public Administration (GSPA), Seoul National University (SNU) (<http://gmpa.snu.ac.kr>)

▣ **Number of Participants: 20 Government Officials**

▣ **Language: English fluency that requires no translation**

▣ **Accommodations:**

1) **KOICA International Cooperation Center (ICC) during KOICA Orientation**

2) **Seoul National University Dormitory (Gwanak Residence Halls) during your stay in the school**

: Double occupancy: 2 people per room

: Each room is furnished with a bed, desk, bookshelf, closet (per person), interphone and refrigerator

: Personal items including blankets and pillows are not provided

: Possessing or using any of electric heating appliances is banned

: Dormitory facilities: cafeteria, convenient store, snack bars, gym, prayer room for Muslim students

: Each residence hall has a communal kitchen each floor

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2. ADMISSION PROCESS

Step 1. Closing Date for Application Package Submission	April 9, 2017
Step 2. On-site Interview (KOICA)	April 11 - 12, 2017
Step 3. Document Screening	April 14 - 26, 2017
Step 4. Essay Test and Skype Interview	May 15 - 23, 2017
Step 5. Medical Check-up (local)	May 29 - June 16, 2017
Step 6. Final Admissions Notification	July 3, 2017

* The timeline in this table is based on the local time in South Korea and is subject to change.

Post Admission

Arrival in Korea	August 13, 2017
KOICA Orientation	August 14-15, 2017
Arrival in GSPA-SNU & GMPA Orientation	August 16, 2017

1) Application Package Submission

- Prepare all required documents for your admission package and fill out the 'Document Checklist'. Check whether all information is correct.
- Submit the application package (including both Seoul National University and KOICA application forms and other required documents) to the regional KOICA office or Korean Embassy (if KOICA office is unavailable) by the submission date (April 9, 2017).
- Original copies should be sent to Graduate School of Public Administration (GSPA), Seoul National University (SNU) before the Essay Test and Skype Interview.

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Part III

HOW TO APPLY

1. APPLICATION ELIGIBILITY

You can apply for <Capacity Building of Public Management and Public Sector Reforms> course, if you meet ALL of the following criteria:

- Be a citizen of the country which has a cooperative relationship with KOICA.
- Be a government or municipality official, or a researcher, an instructor in state institutes working in his/her home country with a Bachelor's degree or higher (Private sector employees are not eligible) with your organization concerned with Public Management and Public Sector Reforms
- Have a good command of both spoken and written English to take classes conducted entirely in English and to be able to write academic reports and theses in English
- Be preferably under 40 years of age in good health, both physically and mentally, to complete the program.
- * Having Tuberculosis or any kind of contagious disease is regarded as a disqualifying condition for participating in this program.
- Not be a person who has withdrawn before from KOICA's scholarship program.
- * Person belonging to the institution in which candidates submitted false documents and returned to his/her country arbitrarily in the middle of SP program cannot be applied
- Have not participated in KOICA's scholarship program or any of the Korean Government's Scholarship Program previously (Master's degree program).

2) On-site Interview (KOICA)

- Participate in an on-site interview by KOICA regional office or Korean Embassy. If an applicant lives in a country where the KOICA regional office / Embassy does not exist or lives far from the capital city, he/she can be interviewed by phone after consulting with the KOICA regional office / Embassy.

3) 1st Round: Document Screening

- Applicants nominated by the regional KOICA office or Korean Embassy (if KOICA office is unavailable) as a result of the on-site interview and have submitted their application packages, are considered for document screening.
- Document screening will be processed by GSPA-SNU. Application package as well as the on-site interview result will be thoroughly reviewed by committee of GSPA-SNU.
- Every component included in the application package such as the reputation of undergraduate school, undergraduate GPA, study plan, and personal statements, potential and personal achievements of the applicant, letters of recommendation, English proficiency, current affiliation, working experience and will be evenly evaluated.
- The result for the 1st round selection will be announced to the applicants through regional KOICA offices.
- * It is a policy of the university not to disclose the result of the document screening.

4) 2nd Round: Essay Test and Skype Interview (University)

- An opportunity for essay test and Skype interview will be given only to those who pass through the 1st selection document screening successfully.
- Details of the interview including the interviewee list will be sent to the regional KOICA offices and interview arrangements will be made respectively.
- 2nd round schedule will be notified individually by the regional KOICA offices or Korean embassy with 5 days' notice in advance.
- The result for the essay test and Skype interview will be announced to the applicants individually by KOICA.

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5) Medical Check-up (Local)

- (Summary) The medical check-up results will identify the applicants' health conditions, and doctors belong to the coordinating agency will verify factors that hamper the completion of the scholarship program.
- (Coordinating Agency Contact Info)
 - Inje University PAIK Hospital
 - Person in charge: Ms. Leah OH
 - E-mail: Inje_paik@daum.net
 - Tel: +82-2-2273-0980
- (Date of medical examination)
 - The date of the medical check-up will be notified individually from the coordinating agency after passing the 2nd round successfully.
 - The hospital reservation and related information will be notified to the applicants individually by e-mail from the coordinating agency. However, applicants who do not receive any notice until June 5th 2017, they should contact via e-mail or telephone above with the coordinating agency.
 - * Since the coordinating agency will provide guidance on medical check-up for those who passed the 2nd round by e-mail, you need to fill out the correct e-mail address on the application form and check your e-mail in time.
- (Recipient) Applicants who successfully pass the 2nd round (limited to about 130% of capacity)
 - Applicants who successfully pass the 2nd round must receive an additional medical check-up. If you fail to take the examination within the given time, you will be disqualified.
 - Even though you are on the waiting list, you must receive the medical check-up.
- (Medical institution) The medical check-up will be carried out in the medical institution "designated by KOICA" located in the applicant's capital city.
 - * Examinations received individually are invalid and non-refundable.
- (Expenses) The coordinating agency designated by KOICA will cover all costs to the local medical institution directly, so the applicants should not make separate payments to the medical institution.

TYPE II. HOW TO APPLY

- Please remember that transportation and accommodation fees will NOT be reimbursed.
- KOICA will not pay for the treatment necessary after the examination.
- o (Result notice) The local medical institution does not inform the participant of the results of the examination, but if the participants request to the coordinating Agency, they will send it to you directly.
- You may be asked to receive re-examination by the coordinating agency to certain your medical condition.
- * In case of re-examination, it must be done during the re-examination period. (The coordinating agency will inform individually for those who need re-examination.)
- The results will be provided to KOICA Headquarters, KOICA overseas office as well as embassies, training institution, training support organization, and coordinating agency to progress application process.

Read carefully before you apply

Changes in other natural and living environments may affect your health as leaving your home country. Among the trainees who have ever entered the country, their physical condition has fallen sharply, resulting in cases where they are hospitalized or had to return home earlier without being able to complete the program. In order to prevent such situation, we apply and judge the standard that does not interfere with the long-term study through the health screening when selecting trainees; we comprehensively judge the applicant's health eligibility based on the result of the medical examination.

Therefore, if you suffered from an illness in the past, or still have it (previous illness); you must state it in the Medical Questionnaire because there are some diseases that are exacerbated by the environment even if it is currently cured. If you do not report the exact details, you may not be able to claim your insurance or receive medical assistance. Besides, you might be sent back to your home country or end up returning your living expenses, travel expenses, etc. to us.

Korea may have higher medical costs than your home country. According to Korea's insurance system, at least 20% of medical expenses are mandatory deductibles by law; which often is covered by the participants themselves. Therefore, we would like to recommend for those who are under medical treatment due to illness, those who need regular medical examinations, and those who are receiving outpatient treatment for tooth problems such as cavities to consult with their doctors and apply to the Master's Degree Program after they are completely cured

Part III**HOW TO APPLY****1. APPLICATION ELIGIBILITY**

- Be a citizen of the country which has a cooperative relationship with KOICA.
- Be a government/municipality official or a researcher / an instructor in state institute working in his/her home country with a Bachelor's Degree or higher (**Private sector employees are not eligible**).
- Have a good command of both spoken and written English to take classes conducted entirely in English and to be able to write academic reports and theses in English.
- Be preferably under 40 years of age in good health, both physically and mentally, to complete the program.
- Not be a person who has withdrawn from KOICA's scholarship program.
- * **Person belonging to the institution in which candidates submitted false documents and returned to his/her country arbitrarily in the middle of SP program cannot be applied**
- Have not participated in KOICA's scholarship program or any of the Korean government's Scholarship Program before (Master's degree program).

2. ADMISSION PROCESS

Process	Date
Step 1. Closing Date for Application Package Submission	April 9, 2017
Step 2. On-site Interview (KOICA)	April 11-12, 2017
Step 3. Document Screening (KUGSIS)	April 14-27, 2017
Step 4. Phone Interview (KUGSIS)	May 15-23, 2017

PROCESS	DATE
Step 5. Medical Check-up (local)	May 29-June 16, 2017
Step 6. Final Admissions Notification	July 3, 2017

※ The timeline in this table is based on local time in South Korea and subject to change.

► Post Admission

Arrival in Korea	August 21, 2017
KOICA Orientation	August 22, 2017
Korea University Orientation	August 24, 2017

1) STEP1: APPLICATION PACKAGE SUBMISSION

- Submit the application package (including both KUGSIS and KOICA application forms and other required documents) to the regional KOICA office or Korean Embassy (if KOICA office is unavailable) by the submission date (~~April~~February 9/29)
- Scanned copies are acceptable but original copies should be sent to KUGSIS through KOICA regional offices before the phone interviews.

2) STEP2: ON-SITE INTERVIEW (KOICA)

- Participate in an on-site interview by KOICA regional office or Korean Embassy. If an applicant lives in a country where the KOICA regional office/Embassy does not exist or lives far from the capital city, he/she can be interviewed by phone after consulting with the KOICA regional office/Embassy.

3) STEP3: DOCUMENT SCREENING (KUGSIS)

- Applicants nominated by the regional KOICA office or Korean Embassy (if KOICA office is unavailable) as a result of on-site interview and have submitted their application packages are considered for document screening.
- Document screening will be processed by KUGSIS. Application package as well as the on-site interview result will be thoroughly reviewed by KUGSIS Committee.
- The result for the DOCUMENT SCREENING will be announced to the applicants through KOICA regional offices.

আবেদনকারী কর্মকর্তার তথ্যাবলী:

১.	নাম :	
২.	পরিচিতি নং (যদি থাকে) :	
৩.	পদবি ও বর্তমান কর্মস্থল :	
৪.	ক্যাডার সার্ভিসের নাম (যদি থাকে) :	
৫.	আবেদনের বিষয় (কোর্সের নাম) :	
৬.	জন্ম তারিখ : ও বয়স :	
৭.	চাকরিকাল :	
৮.	সর্বশেষ শিক্ষাগত যোগ্যতা :	
৯.	ইতঃপূর্বে বিদেশ প্রশিক্ষণ/উচ্চশিক্ষা গ্রহণ করলে তার বিবরণ :	
১০.	মোবাইল নম্বর : ও ই-মেইল এড্রেস :	
১১.	অফিসিয়াল মেশিন রিডেবল পাসপোর্ট নম্বর : ও মেয়াদ :	

সুপারিশ করা হলো

আবেদনকারী স্বাক্ষর ও সীল

নিয়ন্ত্রণকারী কর্তৃপক্ষের স্বাক্ষর ও সীল