भारत सरकार / **GOVERNMENT OF INDIA**
रेल मंत्रालय / **MINISTRY OF RAILWAYS**
रेलवे बोर्ड / **RAILWAY BOARD**

International Year of Cooperatives 2025
Cooperatives Build a Better World

No. 2024/E(Trg)/6/5 **New Delhi, dt: 17.09.2025**

The General Managers
All Indian Railways including PUs,
CORE/Allahabad,
Metro Railway/Kolkata.

The Director Generals/Director,
RDSO/Lucknow,
All Centralised Training Institutes.

The Pr. Chief Administrative Officer,
Patiala Locomotive Works/Patiala.

Sub: Two-year Masters Degree through Human Resource Development Scholarship (JDS) programme sponsored by JICA/Japan from Sep./Oct., 2026 to Sep., 2028.

Ministry of Personnel, Public Grievances and Pensions, Deptt. Of Personnel & Training (DoPT) is inviting application from interested and eligible officers to pursue **Two-year Masters Degree through Human Resource Development Scholarship(JDS) programme sponsored by JICA/Japan from Sep./Oct., 2026 to Sep., 2028**. A copy of DoPT's Circular dt. 25.08.2025 is attached herewith (along with detailed application guidelines for the course, University Information, the Application form etc.).

2. JDS is designed to foster exceptional human resources capable of working to resolve various development challenges in the recipient countries in future by imparting advanced expertise to JDS Fellows through studying at Japanese universities. It contributes to strengthen the partnership between Japan and the recipient country by graduating a wide range of Fellows who have deep understanding of Japan.

3. **The course is sponsored by JICA, Government of Japan,** who will provide round trip air fare, Travel insurance, Outfit Allowance, Housing preparation allowance, Monthly Scholarship, Subsidiary Allowance for Purchase of Books, Travelling and Seminar Allowance Research Support Allowance, Admission fee, Tuition fee, Summer Preparatory Program etc.

4. The officers shall have to execute a Bond to serve Indian Railways for FIVE (05)years after completion of the course. Controlling Authorities shall ensure that selected JDS fellows are relieved from duty only after furnishing of bond to Training wing, DoPT.

contd.....2/-

5. Once selected, the officer shall not refuse the offer, under any circumstances. It may, therefore, be ensured that only those officers should apply for this course who are certain to join the course and complete it.

6. Officers should apply via JDS portal **(https://scholarship.jds21.com/india) which will open from 1st October, 2025. The application duly approved by the GM/DG/PCAO/Director etc concerned should be sent to this office by 31.10.2025** positively. An advance copy also needs to be mailed by the officer to Training Dte, Railways Board (e-mail ID:trainingbranch.rb@gamil.com) for further necessary action. Applications received after the prescribed date will not be considered.

7. This circular along with all the attachments have also been uploaded on the Railway Board Website under the link 'IR Personnel → Training Circulars'.

Encls: As above.

12/09/2025

(Jitendra Kumar)
Dy. Director, Estt(Training)
Railway Board
Ph. No. 011-23047251
trainingbranch.rb@gmail.com

Copy to: PSOs/Sr. PPS/PPS for information of CRB&CEO, M/Fin, M/Infra, M/OBD and M/TRS, Railway Board

*****

F.No.12040/23/2023-FTC
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
*****

Block- IV, Old JNU Campus, New Delhi
Dated: 25.08.2025

Training Circular

Subject: Applications invited for 02(two) year Masters Degree through Human Resource Development Scholarship (JDS) programme sponsored by JICA for five universities in Japan from September/October 2026 to September 2028.

JICA is offering scholarships in five universities of Japan (as mentioned below), through which exceptionally bright, young public administrators and government officers who are expected to play active roles in the future as national leaders, are invited for a fully-funded programme to pursue two-year Masters Degree Course in various areas (as mentioned below).

Accepting Universities for the JDS Program in India (Academic Year 2026-28)

Name of the Accepting University	Name of the Masters Programme	Officer Slots/s
Graduate School of Public Policy, University of Tokyo	Master of Public Policy, International Programme	3
Graduate School of Engineering, University of Tokyo	Master Programme on Urban Engineering	2
Graduate School of Asia-Pacific Studies, Waseda University	Master Programme on International Relations	2
Graduate School of International and Public Policy, Hitotsubashi University	Master Programme on International and Administrative Policy	1
Graduate School of International Cooperation Studies, Kobe University	Master Programme on International Studies, Economics, Laws, Political Science	1

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2. JDS is designed to foster exceptional human resources capable of working to resolve various development challenges in the recipient countries in future by imparting advanced expertise to JDS Fellows through studying at Japanese universities. It contributes to strengthen the partnership between Japan and the recipient country by graduating a wide range of Fellows who have deep understanding of Japan. **The Master's Programme will be taught in English only and shall be for 2 years.**

3. The **eligibility criteria is as** follows:

i) The programme is open to officers of **All India Service** and **Central Civil Services** (list enclosed). Officers should have completed **minimum 7 years of Group 'A' service**;
ii) Age: **Shall not exceed 45 years of age** (inclusive) as of April 1st of the year of arrival in Japan;
iii) Possession of a Bachelor's degree;
iv) Proficiency in English language;
v) Good health – both mental and physical;
vi) Must not be serving in the Armed forces or as Defence civilian officers.
Additional details have been enclosed in the JDS Programme Brochure (enclosed herewith).

4. **Application**:

- An applicant can apply to **up to two graduate schools**.
- Apply via JDS portal **(https://scholarship.jds21.com/india)** which will be open from **October 2025**).
- University of Tokyo (GRaSPP) applicants, in addition to applying on the JDS portal, shall be required to apply separately on the GRaSPP portal.
- The proforma application forms are attached in the Application Guidelines document (enclosed).

5. **Selection Process:**

Preliminary screening of applications submitted through the portal shall be done by the **JDS agent**.

A. IELTS

Computer-based exam will be arranged by JDS Agent company in multiple designated cities across India.

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- Fee for examination and transportation/accommodation (wherever necessary) shall be borne by the JDS agent.
- All applicants must take the IELTS Academic Module unless presenting an IELTS score obtained within 2 years (not earlier than 31st May 2024) or a Certificate of English Proficiency issued by a work supervisor/academic supervisor/university as applicable. Please refer to the below table for necessary information.

Accepting University		**Equivalent certificates accepted**
University of Tokyo (GraSPP)*	✓	-
University of Tokyo (Engineering)	✓	Certificate of English proficiency issued by supervisor at work
Waseda University	✓	Certificate of English proficiency issued by the academic supervisor or the university of graduation
Hitotsubashi University*	✓	-
Kobe University	✓	Certificate of English proficiency issued by supervisor at work

***These universities shall require a mandatory IELTS score.**

B. Mathematics Exams

- Applicants to The University of Tokyo (Engineering) and Kobe University shall mandatorily take a Maths exam conducted by the JDS agent.
- **Paper-based exam and shall be held in Delhi only.**
- Fee for transportation/accommodation (if necessary) shall be borne by the JDS agent.
- **Kobe University** requires high school level mathematics, while the University of Tokyo (Engineering) requires higher secondary level of mathematics. Past exam papers and answers shall be published on the JDS portal.

C. Document Screening and Technical Interview by Universities

- Document screening and technical interviews are undertaken by faculties of respective graduate schools in India.

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- University of Tokyo (GraSPP) has its own document screening and technically interview in addition to the JDS document screening and technical interview.

D. **Comprehensive Interview**

An Operating Committee (OC) co-chaired by Indian and Japanese side shall evaluate applicants who had successfully passed technical interview by universities to determine the JDS fellows to be sponsored.

Consideration of social inclusion

i. "JDS Programme values diversity and inclusion. It encourages officers of all genders, castes, tribes, classes and those officers ***posted in North East/J&K/LW-affected areas/Divyangjan*** to apply.

ii. The OC's decision on the selection of JDS fellows shall be final and binding.

6. Undertaking:

1. Before joining the programme, the officer shall be required to execute a Bond to the extent that **"in the event of his/her failing to resume duty or resigning or voluntarily retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the foreign training programme or failing to complete the programme, or quitting the service at any time within a period of 5 (FIVE) years after his/her return to duty, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred for the programme i.e. all monies paid to him/her or expended on his/her account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the Government/Agency concerned together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India and together with all costs between the attorney and the client.**

2. **Controlling Authorities shall ensure that selected JDS fellows are relieved from duty <u>only after furnishing of bond, duly accepted by Controlling Authorities, to Training wing, DoPT.</u>**

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7. Scholarship & other allowances admissible to JDS fellows:

(Currency below are in Japanese Yen (JPY)

Entitlements	Frequency	UTokyo (GraSPP)	UTokyo (Eng)	Waseda	Hitots-ubashi	Kobe
Round trip air ticket and other transportation fees (Tickets are provided by JDS agent)	Once for trip to Japan and once for return to India	Actual airfare				
Travel insurance (Arranged by JDS agent)	Annual	4,77,810				
Outfit Allowance	Once, upon arrival in Japan	1,00,000				
Housing preparation allowance	One time	2,24,000				
Scholarship	Monthly after arrival in Japan	1,47,000				
Subsidiary Allowance for Purchase of Books	Twice (Once every 12 months after enrolment in university).	30,000				
Traveling and Seminar Allowance	Monthly during school enrolment for a maximum of 24 months	30,000				
Research Support Allowance	JPY150,000 paid at once, JPY50,000 administrated by JDS	2,00,000				
Admission fee (Directly settled by JDS agent)	One time	2,82000	2,82000	3,00,000	2,82,000	2,82,000
Tuition fee (Directly settled by JDS agent)	Annual	5,35,800	5,35,800	13,76,000	5,35,800	5,35,800
Summer Preparatory Program (Directly settled by JDS agent)	Once (Only UTokyo(GraSPP))	3,00,000				

: Dependents of JDS fellows may accompany to Japan at their own cost.

8. Other terms and conditions:

i. Application Form 2 is to be filled by the Controlling Authority (Central Ministry/Department or State/UT Government) under whom the officer is currently posted. For those officers who are on any deputation, no objection from parent Ministry/Department/Cadre

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may be obtained before filling in Form 2 by the current controlling authority.

ii. Application Form 2 of officers working in Ministries/Departments under the Central Staffing Scheme shall be filled by the Controlling Authority only after receipt of **No Objection Certificate (NOC) from EO Division, DOPT as well as parent cadre/department**.

iii. Applicant shall be **clear from Vigilance angle**.

iv. Officers who have undergone any long-term domestic programme sponsored by DoPT, viz., IIMB, MDI, TERI, NDC, APPPA or any Scholarship course of the duration of one year and above or any foreign training programme for a duration of six months and above shall not be eligible to apply for JDS programme.

v. The prescribed APAR/ACR grading for consideration of an officer for JDS shall not be below `Very Good' in each of the previous 5 years before the year of application.

vi. The officers are advised to refer to websites of the accepting universities/schools for any specific information related to admission process.

vii. CAs shall give clearance to only those officers who may be spared/relieved at the time of commencement of the training programmes.

viii. The **first year of the training programme shall be treated as "Training on duty"** and after completion the first year, **the remaining one year shall be reckoned as Study Leave as admissible to the officer**, subject to sanction of study leave from Competent Authority. **Officers selected as JDS fellows after the Comprehensive Interview shall be required to apply for Study leave before the Competent Authority for the second year and their candidature is subject to sanction of the same**.

ix. The Ministries/Departments/State/UT Governments/Cadre Controlling Authorities are expected to utilize the skills acquired by the officers in the relevant field, on their return from JDS programme and hence, may permit those officers who are likely to be utilised in the relevant field of study.

x. The incomplete applications and those not accompanied by duly filled-in proforma by the designated controlling authorities shall not be considered and are liable to be rejected without any further notice.

xi. The details of returning JDS fellows shall be circulated to all Central and State Civil Service Training Institutes (CSTIs) and they shall be available as guest faculty for providing training on the related subjects. They shall also be available as Subject Matter Experts (SMEs) to curate relevant courses on iGOT-Karmayogi portal.

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xii. The officers selected as JDS Fellows shall submit a case study, a theme paper based on their training received in the accepting universities. They shall also submit a debrief note on how they plan to assimilate the training received into their future roles. These reports shall be submitted to DoPT Training Wing with a copy endorsed to the respective parent Ministry/Department/cadre. Those officers on deputation shall endorse a copy of these reports to their controlling authorities as well.

(Uma Magesh)
Under Secretary to Government of India
Telephone: 011-26706382
Email ID: uma.magesh@nic.in

To,

1. The Secretaries of all the Ministries/Departments of Government of India.
2. The Chief Secretaries of all the State Governments/ UTs.
3. All CCAs (as per list attached)
4. Ms. HOKUGO Kyoko, Minister (Economic), Embassy of Japan in India. Embassy of Japan, New Delhi
5. Shri Gourangalal Das, Joint Secretary (EA Division), Ministry of External Affairs, South Block, New Delhi,
6. Dr. Anuradha Guru, Economic Adviser, Department of Economic Affairs, North Block, New Delhi
7. Mr. SAITO Mitsunori, Chief Representative, JICA, India Office
8. JDS (agent), New Delhi
9. NIC, DoPT with a request to upload the circular under 'What's New' section.
10. NIC, DoPT Training Wing, Old JNU Campus with a request to upload the circular in Training Wing website.

Copy to :-

1. PSO to Secretary(P).
2. PPS to Joint Secretary (Training).
3. PPS to DS (Academy).

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From the People of Japan

The Project for Human Resource Development Scholarship by Japanese Grant Aid

The Project for Human Resource Development Scholarship JDS Programme India

Application Guidelines

For

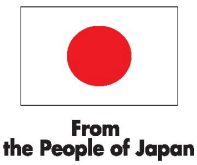
The Project for Human Resource Development Scholarship (JDS) 2025

(Academic Year 2026-2028)

Master's Degree Programme

Japan International Cooperation Agency

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Japan Development Service, Co. Ltd.

TABLE OF CONTENTS

1. WHAT IS THE JDS SCHOLARSHIP PROGRAMME? 1
2. WHAT & WHERE TO STUDY: Fields of Study and Universities 1
3. WHO CAN APPLY: The Eligibility 3
4. APPLICATION PROCEDURES 6
5. HOW TO PREPARE YOUR APPLICATION DOCUMENTS 8
6. HOW TO SUBMIT YOUR APPLICATION DOCUMENTS 11
7. HOW TO PREPARE A RESEARCH PLAN 11
8. IMPORTANT RULES AND REGULATIONS FOR JDS FELLOWS 16
9. BENEFITS TO BE PROVIDED TO JDS FELLOWS 16
10. CONTACTS 17

ATTACHMENTS

University Information A-1
Application Documents A-15
Frequently Asked Questions A-35

File No. 2025/E(Trg.)6/2 (Computer No. 3509350)
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1. WHAT IS THE JDS SCHOLARSHIP PROGRAMME?

The Project for Human Resource Development Scholarship (JDS) is designed to foster exceptional human resources capable of working to resolve various development challenges in the recipient countries in the future by imparting advanced expertise to JDS Fellows through studying at Japanese universities. JDS contributes to strengthening the partnership between Japan and the recipient country by graduating a wide range of Fellows who have a deep understanding of Japan.

The JDS Programme is now accepting potential applicants wishing to obtain their Master's degrees at Japanese universities during the academic year of 2026-2028. The Graduate Programme will be instructed in English and will take 2 years. The total number of participants from India will be a maximum of 9 per year.

2. WHAT & WHERE TO STUDY: Fields of Study and Universities

The fields of study in the JDS Programme are called Sub-Programmes (target priority areas) and Components (development issues). By obtaining Master's degrees in these fields, JDS fellows selected are expected to acquire the skills and knowledge necessary for formulating and implementing social and economic development plans in India. Japanese ODA is intended in promoting peace, and subjects which may facilitate international disputes and/or risk utilization for military purposes are to be avoided.

The following are Sub-Programme, Component and Corresponding Universities of the JDS Programme in India.

Sub-Programme	**Enhancement of Administrative Capacity**
Component	**Public Policy/ Economic and Industrial Policy/ International Relations**

Corresponding Graduate Schools	Maximum Number of Acceptance per batch
The University of Tokyo Graduate School of Public Policy (GraSPP) Master of Public Policy, International Program (MPP/IP)	3
The University of Tokyo Graduate School of Engineering Department of Urban Engineering	2
Waseda University Graduate School of Asia-Pacific Studies MA Program in International Relations	2
Hitotsubashi University School of International and Public Policy Foreign Policy Sub-Program (Global Governance Program)	1
Kobe University Graduate School of International Cooperation Studies Special Course for Development Policy	1

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Background

India is a country of South Asia that has the seventh largest land area and the biggest population of 1,428.6 million by 2023 (UNFPA estimate, 2023) in the world. Although it is classified as a lower middle-income country (OECD/DAC, 2022/23), it boasts a nominal GDP of approximately US$3.38 trillion (5th in the world/World Bank, 2022) and a high GDP growth rate of 7.2% (Ministry of Statistics and Planning, India, 2022).

The covid 19 pandemic caused an unprecedented global crisis, and India, like other countries, faced many challenges, requiring strengthening the capacity of public institutions, organizational systems, and competency of civil servants to mitigate the crisis and subsequent impact of the pandemic at all levels of central, provincial and local governments.

Since then, as the economic impact of the pandemic has eased so that the middle class has returned to pre-pandemic economic levels, demand for better public services has increased, and a competent, motivated, and modern civil service has become essential for the government to achieve its goals of stable growth and inclusion. Reflecting on the fact that past civil service human resource development policies have lacked an understanding of the priorities of national development issues, were sometimes ad-hoc, and did not lead to lifelong learning for civil servants, the Indian government has launched Mission Karmayogi, the world's largest national programme for civil service human resource development led by Hon. Prime Minister, from 2020 onward.

JDS Project is expected to develop and enhance the capacity of policymakers and public administrators who can formulate and implement a wide range of public policies in areas such as public finance, economy, industrial development, and international relations while complementing.

Through the JDS programme, young leaders are also able to understand the Japanese society, learn about common interests and work towards common goals. The JDS programme creates a system where academic exchanges, which include immersion and exposure to various fields, become a tool for strengthening international relations. JICA's assistance in India covers enhancing connectivity, strengthening industrial competitiveness, and supporting sustainable and inclusive growth.

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3. WHO CAN APPLY: The Eligibility

Applicants should be/have:

1. Indian nationals.
2. between 22 years of age and 45 years of age as of 1st April of the year of arrival in Japan.
3. a Bachelor's degree.
4. officials of All India Services and Group A Central Civil Services, Central Secretariat Service, Central Secretariat Stenographer Service listed below.
5. a good understanding of the objectives of the JDS Programme and a clear intention to contribute to the development of India and the strengthening of bilateral relations between India and Japan upon their return.
6. English proficiency sufficient for master's study.
7. in good health, both mentally and physically.

List of Eligible Services and their Cardre Controlling Authorities

No.	Service	Cadre Controlling Authority
1	Indian Administrative Service	Secretary, Department of Personnel and Training, North Block, New Delhi
2	Indian Police Service	Secretary, M/o Home Affairs, North Block, New Delhi
3	Indian Forest Service	Secretary, Ministry of Environment, Forest & CC, Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi
4	Indian Foreign Service	Secretary, Ministry of External Affairs South Block, New Delhi
5	Indian Revenue Service (C&E)	Chairperson, Central Board of Excise & Customs, North Block, New Delhi
6	Indian Revenue Service (Income Tax)	Chairperson, Central Board of Direct Taxes North Block, New Delhi
7	Indian Audit & Accounts Service	Comptroller and Auditor General, Office of Comptroller and Auditor General of India, 9, Deendayal Upadhyay Marg, New Delhi-110124
8	Indian Railway Traffic Service	Chairman, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi
9	Indian Railway Personnel Service	
10	Indian Railway Accounts Service	
11	Railway Protection Force	
12	Indian Railways Service of Engineers	
13	Indian Railways Service of Signal & Telecom Engineers	
14	Indian Railways Service of Mechanical Engineers	
15	Indian Railway Service of Electrical Engineer	
16	Indian Railways Store Service	
17	Indian Railways Medical Service	
18	Indian Postal Service	Secretary, Department of Posts, Dak Bhawan, New Delhi
19	Indian Civil Accounts Service	Controller General of Accounts, C-Wing, 7th floor, Lok Nayak Bhawan, New Delhi

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No.	Service	Cadre Controlling Authority
20	Indian Trade Service	Secretary, Department of Commerce, M/o Commerce & Industry, Udyog Bhawan, New Delhi
21	Indian Corporate Law Service	The Secretary, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi
22	Indian Information Service	Secretary, Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi
23	Indian P&T Accounts & Finance Service	Secretary, D/o Telecommunication, Sanchar Bhawan, New Delhi
24	P&T Building Works Service	
25	Indian Economic Service	Secretary, D/o Economic Affairs, Ministry of Finance, North Block, New Delhi
26	Indian Statistical Service	Chief Statistician of India & Secretary, Ministry of Statistics and Program Implementation, Sardar Patel Bhawan, New Delhi
27	Indian Legal Service	Secretary, Department of Legal Affairs, Ministry of Law & Justice, Shastri Bhawan, New Delhi
28	Indian Telecommunication Service	Secretary, Department of Telecommunications, Sanchar Bhawan, New Delhi
29	Central Water Engineering Service	Secretary, Ministry of Water Resource, River Development & Ganga Rejuvenation, Shram Shakti Bhawan, New Delhi.
30	Central Engineering Service (CPWD)	Secretary, Ministry of Housing and Urban Affairs, Nirman Bhavan, New Delhi
31	Central Electrical & Mechanical Engineering Service (CPWD)	
32	Central Architect Service (CPWD)	
33	Central Health Service	Secretary, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi
34	Geological Survey of India	Secretary, Ministry of Mines, Shastri Bhavan, New Delhi
35	Indian Meteorological Service	Secretary, Ministry of Earth Science, Prithvi Bhavan, New Delhi
36	Indian Cost Accounts Service	Secretary, Department of Expenditure, North Block, New Delhi
37	Survey of India Grade A service	Secretary, Ministry of Science and Technology, Technology Bhavan, New Delhi
38	Indian Broadcasting (Programme Service)	Secretary, Ministry of Information & Broadcasting, Shastri Bhavan, New Delhi
39	Central Labour Service	Secretary, Ministry of Labour & Employment Shram Shakti Bhavan, New Delhi.
40	Central Secretariat Service (CSS)	Secretary, Department of Personnel and Training, North Block, New Delhi
41	Central Secretariat Stenographer Service (CSSS)	

* JDS Programme values diversity and inclusion. We encourage people of all genders, castes, tribes, classes, and with disabilities to apply.

Applicants should NOT be/have:

1. **relevance/relations with the military as per below.**

   Individuals who fall under the categories (1) to (5) are subject to a procedure of consideration by the Government of Japan.

   (1) those who currently belong to the Armed Forces or other organizations affiliated with the Armed Forces

   (2) those who currently belong to the Ministry of Defense or other organizations affiliated with the Ministry

   (3) those who currently belong to organizations, which its Establishment Acts specify that they come under the jurisdiction of the Armed Forces or the Ministry of Defense in the event of an emergency, such as police, coast guard, etc.

   (4) those who currently do not belong to the above organizations but possess military status (including those who are currently seconded to other organizations from the above organizations)

   (5) those who currently belong to civilian institutions that have been identified as including military institutions within the organization

   Moreover, Individuals who fall under the categories below are not eligible to apply

   ✓ those who have military status and are currently attached to the Armed Forces, e.g. main body of the Armed Forces, bodies under the Armed Forces

   ✓ those who have military status but are not currently attached to the Armed Forces or Ministry of Defense and their affiliated institutions (including those on secondment to other institutions)

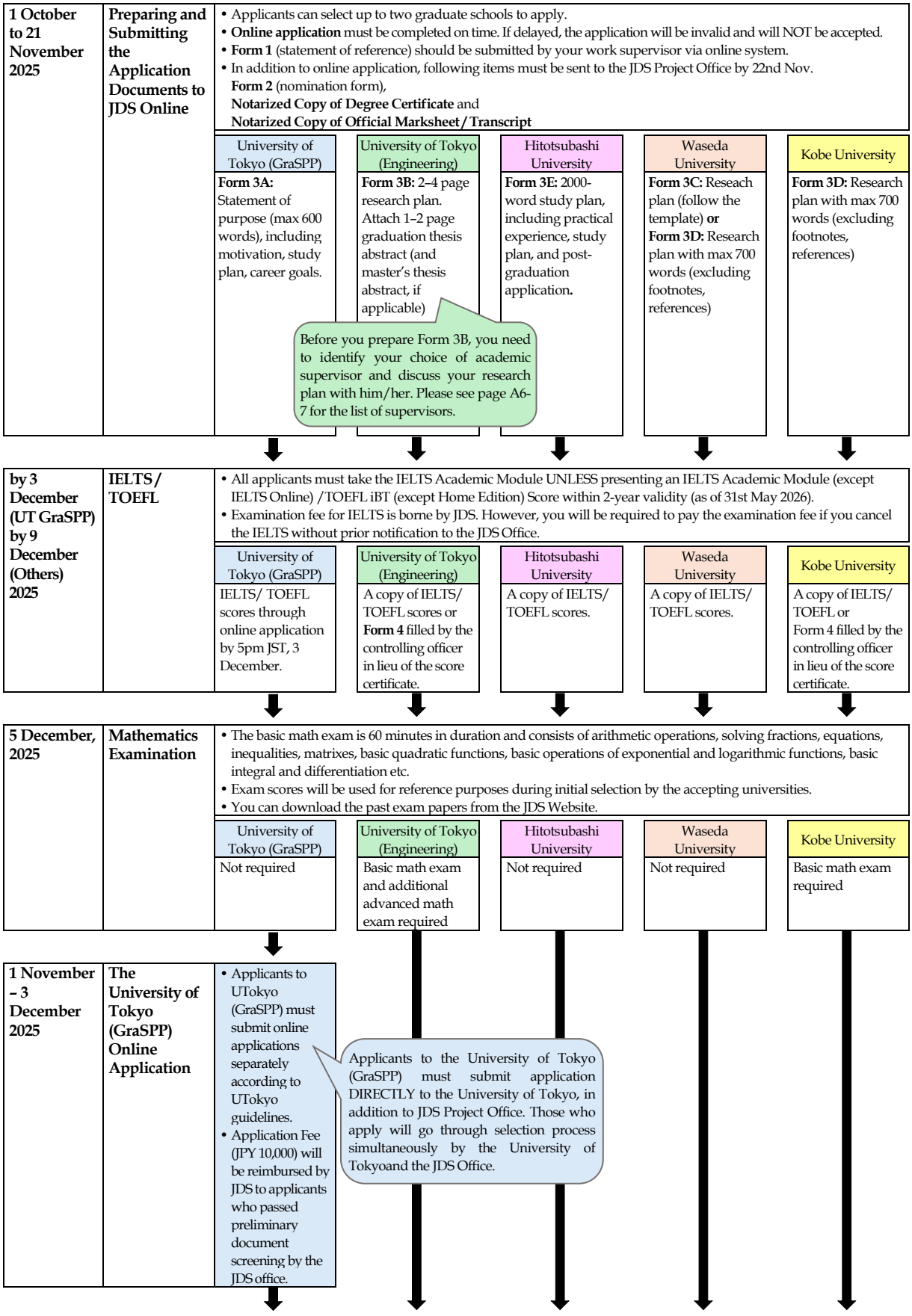
2. previously acquired a master's degree after studying abroad on a scholarship awarded by the Government of India or any other development partners.

3. currently receiving, or planning to receive, another scholarship to acquire a master's or doctoral degree through assistance from the Government of India or any other development partners.

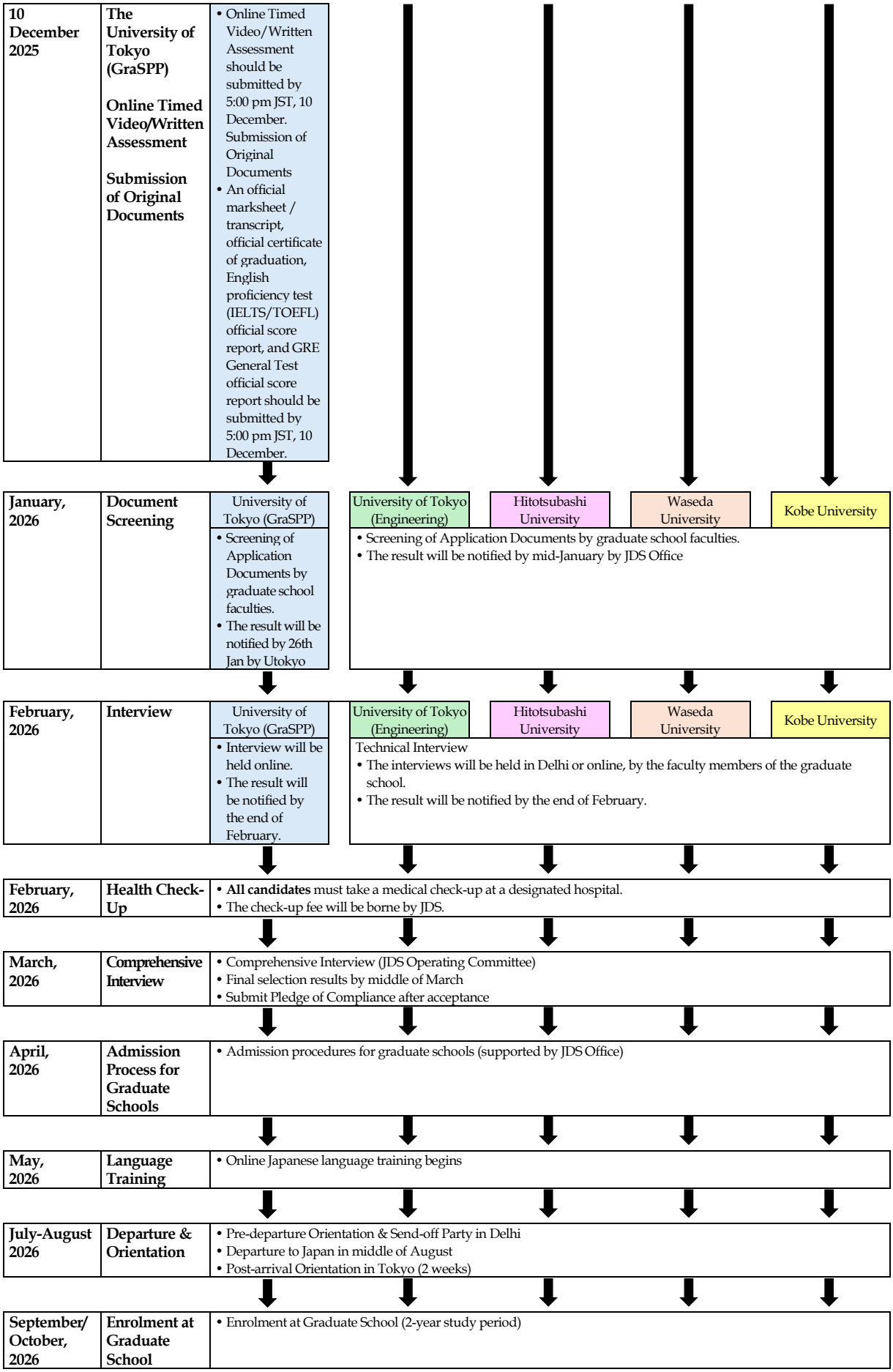
   * JDS Programme will request applicants to declare whether they would be applying for another scholarship at the time of application.

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4. APPLICATION PROCEDURES



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5. HOW TO PREPARE YOUR APPLICATION DOCUMENTS

Before starting to prepare application documents, you MUST read this section of the Guideline carefully. It will avoid unnecessary disqualification due to missing or incomplete documents or information.

For downloading application documents: https://scholarship.jds21.com/india/

1. A reference letter (Prescribed Form 1) should be filled by your work supervisor as a Referee. Follow the procedures a-f shown below:
   a) Download Prescribe Form1 and Instruction for Referees.
   b) Request your work supervisor to write a reference letter with sharing Prescribed Form1 and Instruction for Referees. When agreed, get an email address of your work supervisor.
   c) Login the application system (The Admission Office, TAO) via https://scholarship.jds21.com/india/, scroll down the list of application documents shown left side and select "Prescribed Form 1".
   d) Choose "request" and put the email address of your work supervisor in "Email address of the requestee" and click the "Request". Then it shows "Request Completed". By doing this, your work supervisor will receive an email from TAO, requesting for a reference letter and instructing as to how to send it.
   e) Follow up your work supervisor to write a reference letter and send it as instructed by the email from TAO.
   f) After your work supervisor sends the reference letter, you will receive a Confirmation Email.

2. Download Form 2, which needs to be filled by the Cadre Controlling Authority. An official seal is necessary. Scan the filled form and save as PDF in Max 4MB.

3. Download Prescribed Form 3A, 3B, 3C 3D or 3E according to the university you apply to and fill out as instructed. Save as PDF, Max 4MB.

4. Scan the biometrics page (with photo) of your valid passport and save it as a PDF in Max 4MB. Those who are exempt from IELTS may submit scan copy of National ID card (Aadhaar) instead of the passport.

5. Prepare your passport-size digital photo in JPEG (150 dpi or more resolution, 413x531 pixels) in Max 4MB. (Close up your head and top of your shoulders so that your face takes

up 70-80% of the photograph, in sharp focus and clear, showing you looking directly into the camera, in front of a plain background, taken within 6 months).

6. Scan attested notarized degree certificates and official marksheet (bachelor's degree and above). Save each certificate/marksheet separately as a PDF in max 4MB each.

7. To be exempt IELTS examination, all universities accept the Test Report Form (TRF) of the IELTS Academic Module or TOEFL iBT within two years of validity as of May 31, 2026. Scan and save it as a PDF in max 4MB.

8. Scan a notarized copy of the Certificate of SC/ST/OBC and/or disability save it as PDF in Max 4MB.

9. If you wish to apply to The University of Tokyo (GraSPP), download the application guidelines from GraSSP website and prepare all the necessary documents accordingly. Then submit application directly to the University of Tokyo as instructed, in addition to the procedure 1 to 8 mentioned above.

   The University of Tokyo (GraSPP) General Information:

   MPP/IP | GraSPP

   The University of Tokyo (GraSPP) Application Guidelines:

   Microsoft Word - 2026 MPPIP Application Guidelines2

University-wise List of Required Documents & Specified Forms

University	Required Documents	Prescribed Form & Details
University of Tokyo (GraSPP)	Prescribed Form 1 Prescribed Form 2 Prescribed Form 3A IELTS/TOEFL	Prescribed Form 3A - Statement of purpose (max 600 words), including motivation, study plan and career goals - The content of the Form you submit to JDS and what you submit to the university must be the same.
University of Tokyo (Department of Urban Engineering)	Prescribed Form 1 Prescribed Form 2 Prescribed Form 3B Maths Exam IELTS/ TOEFL or Prescribed Form 4 (filled out by controlling officer at workplace)	Prescribed Form 3B - 2–4-page research plan (Contact faculty supervisor in advance to prepare research plan.) - Attach around 2-page graduation thesis abstract (and master's thesis abstract, if applicable)
Waseda University	Prescribed Form 1 Prescribed Form 2 Prescribed Form 3C or 3D (either one) IELTS/TOEFL	Prescribed Form 3C - Follow template closely - Ensure all required information is included - Delete instructional text before submission Prescribed Form 3D - Max 700 words (excluding footnotes, references)
Hitotsubashi University	Prescribed Form 1 Prescribed Form 2 Prescribed Form 3E IELTS/TOEFL	Prescribed Form 3E - 2000-word study plan including practical experience, study plan, and post-graduation application - Focus on Global Governance track (Foreign Service Sub-program)
Kobe University	Prescribed Form 1 Prescribed Form 2 Prescribed Form 3D Maths Exam IELTS/ TOEFL or Prescribed Form 4 (filled out by controlling officer at workplace)	Prescribed Form 3D Max 700 words (excluding footnotes, references)

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6. HOW TO SUBMIT YOUR APPLICATION DOCUMENTS

1. Access the online application system from the JDS India Official Website (https://scholarship.jds21.com/) from **1st October at 12:00 noon to 21st November 2025 at 17:00.**

   Regarding the details of the information, you need to provide through online application system, please refer to the Application Form section at the end of the guidelines.

2. Besides uploading the digital copies of the following documents, please submit the hard copies to the JDS Office by 21st November 2025. You may send them by post/courier.

   - Prescribed Form 2
   - Notarized copy of your degree certificates (bachelor and above)
   - Notarized copy of your marksheet (bachelor's and above)

Please note that late submission and/or incomplete application documents shall result in automatic disqualification. Application documents will NOT be returned for any reason.

Once an application has been accepted, it cannot be withdrawn. However, in exceptional circumstances, if the applicant wishes to withdraw the application, a written withdrawal request from the nominating organization must be submitted to the Operating Committee.

7. HOW TO PREPARE A RESEARCH PLAN

Among all application documents, your research plan is the most important document because it can determine your admission to the university. Here are some tips on how to prepare a good research plan.

(1) Selecting your research topic

Selecting a good research topic is very important to be selected as a JDS Fellow. Checking the following points is strongly suggested:

- Is your research topic in line with Sub-programme/Component of JDS Programme?
- Is your research topic important for the socio-economic development of your country?
- Is your research topic related to your current duties and/or future career plan? It is desirable to discuss your research plan with your immediate supervisors upon application.
- Does your research topic contribute to achieving your organizational goal?

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a) Selecting your graduate school

Read "Graduate Course Outline" in the appendix of the JDS application guideline or visit the website of the graduate school; confirm the requirements and characteristics of the graduate programme, and if your research interest is related to the programme. To apply to the JDS Programme, you can choose two graduate schools from the list of corresponding universities.

b) Check the list of faculty members

Confirm if any faculty member whose field of expertise coincides with your area of interest, and if he/she can guide you as a possible academic supervisor. Please note that only professors and associate professors can supervise your research in most graduate schools. Therefore, do not expect a lecturer as your possible academic supervisor.

You are advised to read three or more academic publications of the potential academic supervisor; find out if the potential academic supervisor's research approach if it is suitable to your research topic and if your research topic would be academically attractive to the faculty members of the graduate school.

(2) Understanding the Meaning of Research

Before you prepare a research plan, understanding the nature of research is essential. Research is defined as the creation of new knowledge and/or the use of existing knowledge in new and creative ways so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes[1]. In other words, you have to know that your research findings are new to the world. Document survey that you read past academic papers related to your research paper is important.

You are also recommended to think about the time frame of your research in Japan. Generally, in your first year, you will attend many courses to learn the basic ideas and analytical techniques, academic writing skills, etc., while you will develop your research plan with your supervisor. In your second year, you will conduct your actual research (data collection, analysis, experiment, writing thesis, etc). Your time to complete your research is limited. Reading several master theses in your field will also help you to formulate a more realistic research plan.

In conclusion, selecting a good research topic is crucial, before you start preparing the research plan; read previous academic papers related to your research topic, and confirm

[1] https://www.westernsydney.edu.au/research/researchers/preparing_a_grant_application/dest_definition_of_research

that your research findings are new to the academic world; think about the time frame that you can complete your research studies.

(3) Writing a Research Plan

Faculty members of the graduate school you apply to will read your research plan to evaluate the significance and potential of your proposed research plan. It is suggested that, at minimum, you include the following elements when you formulate your research plan:

a) Statement of the problem(s)

State the critical/problematic situation in your country that you are concerned about from the global or national perspectives, referring to relevant statistics or general information. It is essential that the problem(s) should be related to the JDS component you choose.

b) Purpose of your study

Describe the aim of your research, what you want to identify, or what hypothesis you want to prove in your research.

c) Research questions

Describe the questions, as well as sub-questions, which you will address in the research in order to analyse the research topic.

The research question is the key and core of your research plan. It is a question that you will aim to answer in your research paper. So, you should spend more time developing and elaborating on the question.

The research questions should:

- Focus on a single problem/issue
- Be specific, clearly defining its concept
- Be researchable using qualitative/quantitative data
- Be feasible within the given timeframe/constraint
- Be appropriately complex requiring in-depth investigation
- Be relevant in terms of meeting the organizational issue/developmental issue of your country.

d) Rationale

Describe why your research deserves to be conducted by showing how critical the present situation is, what kind of positive socio-economic impacts can be led by your research, how you can contribute to the solution of the critical situation with the results of your research, etc.

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e) Methodology

Describe what kinds of methods you will apply to your research: either qualitative or quantitative research methods. If you will use qualitative methods, describe who the possible respondents will be, how you will collect primary data, how to analyse collected data, etc. If you will use quantitative methods, describe what data set you will use, where/how you will get the data set, how to analyse, etc.

f) Expected outcome

Describe the expected outcome from your research, and how the results will be utilized after your return to your country.

g) How to ensure liability/accuracy and limit (if you can state)

h) Reference

To prove that your problem statement is not based on your own subjective view/opinion, but general/objective fact which has been statistically proven, or stated in a past publication, you must use existing data or someone else's idea. On that occasion, you will have to state the source of data and information. For example,

In your text:

'According to Human Development Report (UNDP 2014),….' or 'Based on Sen's "Entitlement Approach" (Sen 1981a, b), ….'

In the attached references:

'Sen, A. K. 1981a. "Ingredients of Famine Analysis: Availability and Entitlements." Quarterly Journal of Economics, Vol. 95, pp. 433-464.' or 'UNDP. 2014. Human Development Report. UNDP: NY.

i) Bibliography

Present the list of all the sources you used to prepare research plan, including those cited in your research plan as well as those you did not cite.

(4) Checklist before submitting your research plan

After you prepare your research plan, you should check the items below.

- Does your research plan address important policy questions for your country?
- Will your research results contribute towards solving or clarifying policy questions important for your country?

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- Does it provide convincing reasons why the research questions described in your research plan are important or will be important in the future? (Try to answer these questions by checking policy discussions and documents as carefully as possible and by finding the important policy questions yet to be resolved)
- Does your research plan show that you are strongly motivated to implement your research successfully?
- Does the research plan show who will benefit from your research results?
- Will your research help you to participate more effectively in the development process of your country, particularly in the policy-making process, after you graduate? (Include information about your current responsibilities in the government)
- Is your research plan focused on a specific issue rather than being vague?
- Is your academic background strong enough to implement your research plan?
- Is your job experience sufficient enough to enhance your research plan during your study?
- Can you contribute to the enrichment of the programme of the graduate school through your research?
- Are you willing to share your academic interest through your research with your co-students and professors?
- Is your research plan written within 700 words and met the Specified Format with Applying University?

(5) Confirmation of No Plagiarism

Whether you intend to or not, plagiarism DOES affect your selection result, because it is an act of academic dishonesty and a breach of academic writing ethics.

You are prohibited to 'copy & paste' from articles published on the internet/ magazines/ books written by other people without reference. If you want to use someone else's ideas or work, you will have to refer to it by writing all necessary information as data sources. Otherwise, your research plan can be considered plagiarism, and you might never be admitted to any graduate school. You are strongly recommended to verify your research plan with a plagiarism detection tool before submission.

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8. IMPORTANT RULES AND REGULATIONS FOR JDS FELLOWS

The JDS Programme has rules and regulations that each Fellow should comply with. Before arriving in Japan, JDS Fellows are required to pledge that they will comply with these rules. The major rules are:

- ✓ The JDS scholarship will be cancelled if a Fellow fails to arrive in Japan on the designated date. Late/early departure to Japan will not be accepted under any circumstances.
- ✓ JDS Fellows are recommended to invite their dependents (spouse/children) members to Japan after three months after arriving in Japan and as well as after the date of enrolment to your graduate school. Subsequently, all procedures required for dependents to accompany Fellows in Japan shall be carried out by the Fellows/dependents themselves.
- ✓ JDS Fellows must NOT violate the laws of Japan and/or regulations of the graduate school.
- ✓ JDS Fellows are NOT allowed to enter a doctoral course proceeding consecutively from the completion of their Master's degree. Application for doctoral courses during the JDS fellowship is prohibited.
- ✓ JDS Fellows are not allowed to drive motor vehicles while in Japan.
- ✓ JDS Fellows are forbidden from undertaking part-time work or paid internships.
- ✓ JDS Fellows MUST return to India immediately upon completion of the master's programme.
- ✓ Upon obtaining Master's degree, JDS Fellows should come back to India and work for the Government of India according to its regulation and, on completing the master's degree, contribute towards the further development of India.

9. BENEFITS TO BE PROVIDED TO JDS FELLOWS

The Scholarships and other allowances as of September 2025 are shown in the table below:

Benefit	Frequency	JPY
Round-trip air ticket and other transportation fees (Tickets are provided by JDS)	Once for a trip to Japan and once for return to India	Approx. 146,931
Travel insurance (Arranged by JDS)	Annual	477,810
Outfit Allowance	Once, upon arrival in Japan	100,000
Housing preparation allowance	One time	224,000
Scholarship	Monthly after arrival in Japan	147,000
Subsidiary Allowance for Purchase of Books	Twice (Once every 12 months after enrollment in university)	30,000
Traveling and Seminar Allowance	Monthly during school enrolment	30,000
Research Support Allowance	JPY150,000 paid at once	150,000
Admission fee (Directly settled by JDS)	One time	282,000-300,000
Tuition fee (Directly settled by JDS)	Annual	535,800-1,376,000
Summer Preparatory Program (Directly settled by JDS)	Once (Only UTokyo (GraSPP))	300,000

Kindly note that your dependents may accompany you to Japan, but their travel costs and expenses will NOT be covered.

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10. CONTACTS

If you have any questions, please contact the JDS Project Office in India.

JDS Project Office in India

Address	:	JDS India Project Office GS-11 Collative, Global Foyer, White House, NBCC Plaza, Pushp Vihar, Saket, New Delhi 110017
Tel	:	+91 92665 21079
Email	:	india.jds@jds21.com
Website	:	https://scholarship.jds21.com/india/
Office Hours	:	Mon to Fri 9:00-13:00, 14:00-17:00

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ATTACHMENTS

University Information
Application forms
Friquently Asked Questions

University Information

The University of Tokyo

Graduate School of Public Policy (GraSPP)

Address: 7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033 JAPAN



Program Name
Master of Public Policy, International Program (MPP/IP)
Degree
Master of Public Policy
Credits and years required to graduate
46 Credits, 2 years
Math Exam
Not required
Admission Quota
3 students per batch

Web Links

- University
  https://www.u-tokyo.ac.jp/en/
- Program
  https://www.pp.u-tokyo.ac.jp/en/mppip/
- Faculty members
  https://www.pp.u-tokyo.ac.jp/en/faculty/
- Brochure (2025-2026)
  https://www.pp.u-tokyo.ac.jp/en/mppip/mppip-brochure-2025-2026

Features of the University

- The University of Tokyo (UTokyo) was established in 1877 as the first national university in Japan. Since then, UTokyo has been a leader in research and higher education and renowned for its international level of advanced study.
- UTokyo has a strong connection with the Japanese government. It is the top university to produce leading public policy practitioners.
- The UTokyo India Office is in New Delhi. It serves as a base for the AKAMONKAI (UTokyo alumni association) of India, which holds alumni gatherings and other events.

Features of the Graduate School

- About 50% of the student body comprises international students from over 30 countries (both advanced and emerging economies). Student backgrounds are equally diverse: those who have just completed undergraduate studies and professionals from various public and private sectors.
- We accepted officials from the Reserve Bank of India and the Ministry of Finance, among others, to study at GraSPP.

Features of the Program

- While GraSPP does not have an academic adviser (mentorship) system, two program directors are assigned to offer guidance and advice on learning and research beyond individual course enrolments. Teaching assistants provide support on learning methods in many subjects. Students writing a thesis or research paper are supervised by a faculty member with expertise in the subject of students' choice.
- Master of Public Policy, International Program (MPP/IP) offers two policy streams: Economic Policy, Finance, and Development (EPFD) and Public Management and International Relations (PMIR). Both streams require the completion of core courses in law, political science, and economics as a foundation for enhancing practical skills. In addition, students must take topic courses to acquire advanced expertise, practical training courses for real-world application, and case studies to improve policy analysis skills.
- Considering practical orientation, MPP/IP offers internship opportunities at public institutions (e.g., OECD, Asian Productivity Organization), think tanks (e.g., Asian Development Bank Institute), and private companies. The responsible faculty members judge whether to recommend the applicants for internships through document screening and interviews, match them with internship sponsors, and give advice to students.
- The program provides an environment for learning alongside Japanese and international students

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(including young and mid-career students) who are expected to be future leaders.

Curriculum

Required credits
https://www.pp.u-tokyo.ac.jp/wp-content/uploads/2025/03/e_02-Completion-Requirements2025.pdf

Course subjects
- Examples of subjects related to India's development issues (public policy / economic and industrial policy / international relations) are as follows (in the 2025 academic year).

<Public Management>
Policy Process and Negotiation
Governance and Development
Politics and Public Policy
Introduction to Public Management
Japan's Modernization Experience and Its ODA Policy

<International Relations>
Introduction to International Politics
New Dimensions of Security in the Risk Age
Strategic Communications and International Politics
Transformation of Warfare and Technology
Global Governance
Global Political Economy

<Economic Policy>
Foundation Courses of Economics
(Microeconomics for Public Policy, Macroeconomics for Public Policy, Statistical Methods)
Economic Analysis of Public Sector
Energy Security
Foundations of Development Economics
Topics on Modern Japanese Economy (not offered in 2025)
Labor Economics (not offered in 2025)
Monetary Policy (not offered in 2025)

<Case Studies>
Case Study (Public-Private Partnerships)
Case Study (Japanese Foreign Economic Policy) (not offered in 2025)
Case Study (Leadership and Management at International Financial Institutions)
Case Study (GraSPP Policy Challenge: Global Innovative Public Policy Solutions)

<Practical Training>
Presentations and Discussions on Public Policy Issues
Social Design and Global Leadership

Training in research and analytical and presentation skills
- During the orientation at enrolment, academic staff explain course registration procedures, while faculty members guide course enrolment and research ethics. A math placement test is conducted upon enrolment. Students are encouraged to take "Mathematics for Public Policy."
- Many topic courses, practical training courses, and case studies introduce report writing and presentation to evaluate student performance.
- We encourage students to enrol in such practical training courses as "Advanced Academic Writing for Economics, Finance, and Policy Analysis" and "Introduction to Academic and Policy Paper Writing."
- Students can earn credits by writing a research paper and/or a thesis, which requires oral examinations for evaluation.

Academic Schedule

Academic calendar 2025
https://www.pp.u-tokyo.ac.jp/wp-content/uploads/2016/01/GraSPP-Academic-Calendar2025.pdf

Student Support System

- Our staff members possess working-level proficiency in both spoken and written English. International student advisers are tasked with facilitating various aspects of daily life, such as securing housing, applying for scholarships, assisting students in enrolling in courses at the Japanese Language Education Center, and addressing other related concerns. They also offer individual counselling to students in need.
- The Student Council leads new students and creates a guidebook for living and studying. They provide learning support through online apps, run a mentoring system, and organize exchange events.
- Our student lounge comprises self-study and computer rooms, discussion spaces, and a reflection room designed to accommodate all religious customs.
- As part of a university-wide initiative, the Counselling Support Research and Development Center offers consultation services on psychological problems, mental health, study strategies, career planning, and employment. The Health Center provides free health checkups. The International Education Support Office also offers multilingual consultation (in Japanese, English, and Chinese) on various aspects of life, study, cultural adaptation, career paths, and other related matters. They provide round-the-clock services for hospital referrals, medical consultations, and interpretation services over the phone. The Japanese Language Education Center offers three types of Japanese language courses: general, intensive, and short-term.
- The student cafeteria accommodates Halal and vegetarian meals.

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NOTE for Applicants

In addition to the application to JDS Online (as explained above in section 5 & 6), you need to **simultaneously submit** your application documents **directly to the University of Tokyo** Graduate School of Public Policy (GraSPP) online under your responsibility. Those who apply will go though selections process simaltaniasly by the University of Tokyo and by the JDS Office.

For details, please refer to:

https://www.pp.u-tokyo.ac.jp/wp-content/uploads/2025/07/2026-MPPIP-Application-Guidelines.pdf

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The University of Tokyo

Department of Urban Engineering, Graduate School of Engineering

Address: 7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033 JAPAN



Program Name
Graduate Program for International Students in Urban and Environmental Studies (UBEUPN/ENV)
Degree
Master of Engineering
Credits and years required to graduate
30 Credits, 2 years
Math Exam
Required
Admission Quota
2 students per batch

Web Links

- University
  https://www.u-tokyo.ac.jp/en/
- Department
  https://www.due.t.u-tokyo.ac.jp/english/
- Faculty Members
  https://www.due.t.u-tokyo.ac.jp/english/lab/faculty/
- Pamphlet
  https://www.due.t.u-tokyo.ac.jp/english/wp-content/uploads/sites/2/2021/06/pamphlet_2021_english.pdf

Features of the University

- The University of Tokyo was established in 1877 as the first national university in Japan. Since its establishment, UTokyo has been a leader in research and higher education as the most difficult university to enter in Japan. It is also renowned for its international level of advanced study.
- The UTokyo's Faculty of Engineering has overseas exchange partnerships with eight universities in India. (IIT Kharagpur, IIT Kanpur, IIT Delhi, IIT Hyderabad, IIT Madras, IIT Bombay, IIT Roorkee, and IIM Bangalore.)
- The University of Tokyo India Office is in New Delhi. It serves as a base for the AKAMONKAI (UTokyo alumni association) of India, which holds alumni gatherings and other events.

Features of the Graduate School

- The educational and research objectives of the department are to develop human resources who will acquire systematic knowledge of Urban Engineering and its application techniques, and who will become experts in Urban Planning, Urban Design, Urban Transportation Planning, Urban Analysis, Environmental Design, Urban Environmental Engineering, Urban Water Systems, International Urban Environment, and Urban Management, and to contribute to the sound development of national land and regional society from a global perspective, taking into account the diversity of regional climates and social cultures.
- As of May 2023, there are 8 Indian students enrolled in the master's program and 24 in the doctoral program at the Faculty of Engineering.
- As of February 2024, there are 107 master's students majoring in Urban Engineering, 26 of whom are international students receiving instruction in English.

Curriculum

Features of the Curriculum

- The Urban Planning Course offers study in areas such as Urban Land Use Planning, Urban Design, Urban Transportation, Collaborative Community Design, Housing and Urban Analysis, Environmental Planning and Design, Urban Information and Safety Systems, and International Development and Regional Planning.
- The Urban Environmental Engineering Course covers areas such as Urban Water Systems, Water Environment Technology, Environmental Public Health Engineering, Urban Sustainability Science, Environmental Risk Management and Quality Control Technology, and Regional Circulating and Ecological Systems.

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Project Research / Master's Thesis

- Each student is assigned a primary advisor (or one or two secondary advisors, depending on the laboratory system). The theme of the master's research is set in consultation with the supervisor and the student.
- In addition to close research guidance through regular meetings with the supervisor, students have opportunities to expand their knowledge in the field through seminars held in each laboratory.
- Twice a year, at the end of each semester, students present the progress and results of their research in front of all faculty members (and students) of the Urban Planning Course or Environmental Engineering Course and answer questions. This is an opportunity for students to obtain advice from faculty members in other laboratories and to broaden their knowledge of other students' research.
- The research areas of the Urban Planning Course faculty members include Urban Land Use Planning, Urban Design, Housing and Urban Analysis, Urban Information and Safety, International Development and Regional Planning, Urban Transportation, Collaborative Community Design, Environmental Planning and Design, Spatial Planning and Design, Social Safety System., etc.
- The research areas of the Urban Environmental Engineering Course faculty members include Environmental Risk Management and Quality Control Technology, Water Environment Technologies, Urban Water Systems, Regional Circulating and Ecological System, Urban Sustainability Science, Social Ecological System, Environmental Public Health Engineering, and Sewerage System Innovation, etc.

Academic Schedule

Academic Calendar 2023
https://www.due.t.u-tokyo.ac.jp/english/edu/timetable/

Student Support System

(i) There are weekly meetings in each laboratory, close thesis guidance with academic advisors, and a tutor system to support learning and daily life.

(ii) The Graduate School of Engineering's International Promotion Division has an International Student Support Team and an International Exchange Team, which support international students. There is also a Japanese language class. All of our staff members speak English, and we also have full-time staff who speak other languages.

(iii) International student advisors advise on visas, housing, daily life, private scholarships, etc. Additionally, counselling is provided to all newly admitted international students during the first semester.

(iv) The student cafeteria accommodates Halal and vegetarian meals.

(v) The Hongo Campus has a Japanese education program for international students majoring in the Graduate School of Engineering and a Japanese education program for spouses of international students.

NOTE for Applicants

- You **need** to take Math Exams.
- The master's program in Department of Urban Engineering is not a taught course, but **a research-based course**, which puts more focus on in-depth research and writing. Therefore, before applying, you need to 1) identify the most suitable supervisor who can guide your research and 2) contact and consult with him/her to write a research plan (Prescribed Form 3B). To find a supervisor, check the list of faculty on the following page. When you contact him/her first time, please CC your email to the JDS Projct Office (india.jds@jds21.com) which enable JDS to assist you.
- In addition to a research plan, you need to submit a 1-2 page abstract of your graduation thesis (and a master's thesis abstract if you have one). See Prescribed Form 3B.

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List of Faculty Members

1. Urban Planning

Name	Research Area	Laboratory
HASEGAWA, Daisuke Project Lecturer, Ph.D.	Urban analytics, geographic information science, local public transportation planning	Housing and Urban Analysis Research Unit
HINO, Kimihiro Associate Professor, Ph.D.	Urban dwelling, CPTED (crime prevention through environmental design)	Housing and Urban Analysis Research Unit
HIROI, U Professor, D. Eng.	Urban disaster mitigation, risk engineering	Urban Information & Safety System Unit
IIDA, Akiko, Project Lecturer, Ph.D.	Landscape planning and design, urban ecology	Environmental Planning and Design
KATO, Takaaki Professor, D. Eng.	Planning and engineering for social safety system, community-based planning for disaster mitigation	KATO Takaaki Lab, ISS
KOIZUMI, Hideki Professor, D. Eng.	Urban land use planning	Collaborative Community Design and Planning
MANABE, Rikutaro Professor, Ph.D.	Information for planning, machizukuri digital transformation, citizen participation for planning	Urban Land Use Planning Unit
MURAYAMA, Akito Associate Professor, Ph.D.	Planning, community development, planning methodology	Urban Land Use Planning Unit
NAKAJIMA, Naoto Professor, Ph.D.	Urban design, theory of urbanism, planning history	Urban Design Lab
NAKAJIMA, Hiroki Project Lecturer, Ph.D.	Urban governance, regenerative design	Collaborative Community Design and Planning
NISHI, Hayato, Project Lecturer, Ph.D.	Spatial statistics, housing & real estate market analysis	Housing and Urban Analysis Research Unit
PARADY, Giancarlos Lecturer, Ph.D.	Urban transportation planning, activity-travel behavior analysis	Urban Transportation Research Unit
SETA, Fumihiko Associate Professor, Ph.D.	National and urban planning, regional development, global cities	International Development and Regional Planning Unit
SHO, Kojiro Associate Professor, Ph.D.	Urban space in Asian cities, gentrification theory, participatory planning	International Development and Regional Planning Unit
TAKAMI, Kiyoshi Associate Professor, D.Eng.	Urban transportation planning, integrated planning of transport and land use	Urban Transportation Research Unit
TAKATORI, Chika, Associate Professor, D.Eng.	Landscape design	Environmental Planning and Design
YAMAZAKI, Takahiro, Project Lecturer, Ph.D.	Landscape planning	Environmental Planning and Design
YOSHIE, Shun Lecturer, D. Eng.	Urban design	Urban Design Lab

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2. Urban Environmental Engineering Course

Name	Research Area	Laboratory
FUJITA, Tsuyoshi Professor, D. Eng.	Regional SDGs, Environmental system, regional circular and ecological system, urban industrial symbiosis	Regional Circulating and Ecological System
FUKUSHI, Kensuke Professor, Ph.D.	Hazardous material management, risk management, regional water environment management	Urban Sustainability Science Laboratory
GOMI, Ryota Project Associate Professor, D. Eng.	Environmental microbiology, wastewater-based epidemiology, microbial genomics	International Wastewater-based Epidemiology
HASHIMOTO, Takashi Associate Professor, D. Eng.	Water treatment technology, water system in Asia	Envvironmental Public Health Engineering
HIKI, Kyoshiro Lecturer, D. Eng.	Ecotoxicology, chemical risk management, urban drainage	Environmental Risk Management and Quality Control Technology
KASUGA, Ikuro Associate Professor, D. Eng.	Environmental microbiology, biological water/wastewater treatment	Water Environment Technology
KATAYAMA, Hiroyuki Professor, D. Eng.	Water quality public health, waterworks engineering, environmental microbiology	Envvironmental Public Health Engineering
KATO, Hiroyuki Project Associate Professor, D. Eng.	Sewerage system, water environmental policy and business, sewerage resource utilization	Sewerage System Innovation
KAZAMA, Shinobu Associate Professor, D. Sc.	Environmental virology, water environmental engineering, environmental and sanitary engineering	Social Ecological System
KITAJIMA, Masaaki Project Professor, D. Eng.	Environmental virology, wastewater-based epidemiology, microbial risk management	International Wastewater-based Epidemiology
KURISU, Futoshi Professor, D. Eng.	Microbial ecology for environmental engineering, groundwater /soil remediation, biological water/wastewater treatment	Water Environment Technology
KURISU, Kiyo Associate Professor, D. Eng.	Pro-environmental behavior, environmental system evaluation, low carbon society, waste management	Urban Sustainability Science Laboratory
NAKAJIMA, Fumiyuki Professor, D. Eng.	Ecotoxicity evaluation, water chemistry, contaminated sediment management	Environmental Risk Management and Quality Control Technology
NAKATANI, Jun Associate Professor, D. Eng.	Life cycle assessment, material flow analysis, resource circulation system	Regional Circulating and Ecological System
OGUMA, Kumiko Professor, D. Eng.	Water treatment technologies, water supply systems, environmental microbiology	Urban Water Systems
TOBINO, Tomohiro Associate Professor, D. Eng.	Biological wastewater treatment, environmental microbiology, sewerage	Environmental Risk Management and Quality Control Technology
TORII, Shotaro Lecturer, D. Eng.	Disinfection, health-related water microorganism, water supply	Urban Water Systems

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Waseda University

Graduate School of Asia-Pacific Studies (GSAPS)

Address: Nishi-Waseda Bldg.7F, 1-21-1 Nishi-Waseda, Shinjuku-ku,
Tokyo 169-0051 JAPAN



Programme Name
International Studies
Degree
MA in International Relations
Credits and years required to graduate
30 Credits, 2 years
Math Exam
Not required
Admission Quota
2 students per batch

Web Links

- University
  https://www.waseda.jp/top/en
- Graduate School
  https://www.waseda.jp/fire/gsaps/en/
- Faculty Members
  https://www.waseda.jp/fire/gsaps/en/admissions/project
- Syllabus
  https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en

Features of the University

Waseda University was founded as Tokyo Senmon Gakko (Tokyo College) in 1882. Since its foundation, the university has proactively opened its doors to international students. The University is now known around the world as one of the top universities in Japan. It has produced eight prime ministers so far, and its alumni are widely active in various fields, not only in Japan, but also on the world stage. The university continues to create new eras and culture through education and research activities of a global standard.

Features of the Graduate School

The Graduate School of Asia-Pacific Studies (GSAPS) was founded in April 1998. The mission of GSAPS is to assess and analyse the Asia-Pacific region from a broad analytical perspective.
GSAPS is a cross-disciplinary school that has "International Relations", "International Development/ Policy Studies", and "Area Studies", and is one of the few educational institutions in the world that offers an interdisciplinary International Relations programme for training students in three specializations.

Features of the Programme

In the Programme of MA in International Relations, students focus on one area of three specializations – "International Relations", "International Development / Policy Studies", and "Area Studies", but at the same time can take courses in all three areas.
GSAPS offers many courses that are especially useful for the study of effective policy administration in India. GSAPS provides guidance to JDS fellows from India in the following ways. In the field of economic policy, GSAPS helps JDS students to acquire the skills necessary for conducting practical research, analysis, and the construction of policy recommendations so that they can contribute to the fostering of international economic ties with India's neighbouring countries in South Asia, China, and emerging economies in Southeast Asia and Northeast Asia.

Curriculum

Required Credits

Core Courses	22 credits
Basic Courses	
Advanced Courses	
Courses offered by another institution	
Project research / Master's thesis	8 credits
Total	30 credits

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Research Ethics

Master's students are required to take the JSPS "eLCoRE" course in the first semester (within one month of enrolment). Details will be provided by the GSAPS office after the enrolment.

Project Research (8 credits) / Master's Thesis

Project research is carried out in seminar style. Under the instruction of their academic advisors, students learn and master skills to prepare and complete their thesis, to compile, analyse and review relevant information fully and to understand the research methodology.
The list of is available from the link below.
https://www.waseda.jp/fire/gsaps/en/admissions/project

* Since the above information may change, please make sure to check the application guide for the latest information.

Academic Schedule

Academic Calendar 2025

Facilities

GSAPS Library	Mon.-Fri. (9:10-21:00)
Student Dormitories	Please refer to the following website and contact the "Dormitory Desk, Student Affairs Section", if you have any inquiries regarding dormitories and housing. https://www.waseda.jp/inst/rlc/en/

Student Support System

GSAPS also has a "TA" system to provide IT environment support such as common PC/ printer/ network troubleshooting.

NOTE for Applicants

- You do **not** need math exams.
- When applying, please select the professor you would like to be supervised by, from the list of supervisors below. Please enter the name of your preferred supervisor in your research plan (Form 3C or 3D).
- Upon being awarded the scholarship and at the time of application directly to the University, applicants are required to submit a letter of recommendation from an additional referee, in addition to the recommendation provided by the referee who completed Form 2.

List of Supervisors

1. Area Studies

Name	Project Research
AOYAMA, Rumi	Politics and International Relations of China
BUKH, Alexander	Politics and International Relations in Northeast Asia
ENDO, Tamaki	Economy, Culture and Society of Asian Cities
GAGNE, Nana Okura	Society & Culture in the Asia-Pacific
MIICHI, Ken	Politics of Religion, Culture, and Gender, Politics in Southeast Asia
NAKAJIMA, Seio	Popular Culture in Asia

2. International Relations

Name	Project Research
NABESHIMA, Kaoru	East Asian Economies and Industries
SETA, Makoto	Law & Organizations in International Relations
SHINOHARA, Hatsue	East Asia and America, Foreign Policy
UEKI, Chikako	International Relations and Security in East Asia
BACON, Paul Martyn	Europe and Asia: Inter-regional Relations
	* Available in English language applicants only
KAWANO, Mariko	Pacific Settlement of International Disputes

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3. International Development/ Policy Studies

Name	Project Research
KATSUMA, Yasushi	Peace, Human Rights and Social Development in Less Developed Countries
KATO, Atsushi	Economic Development and Policy in Asia
KURODA, Kazuo	International Education Policy in the Globalizing World [Not available for April 2026 admission. It is scheduled to resume from the September 2026 admission]

Hitotsubashi University

School of International and Public Policy (IPP)

Address: 2-1 Naka, Kunitachi, Tokyo 186-8601 JAPAN



Program Name
Foreign Service Sub-Program (Global Governance)
Degree
Master of International and Administrative Policy
Credits and years required to graduate
44 Credits, 2 years
Math Exam
Not required
Admission Quota
1 student per batch

Web Links

- University
  Hitotsubashi University (hit-u.ac.jp)
- Graduate School
  https://www.ipp.hit-u.ac.jp/english/index.html
- Program
  https://www.ipp.hit-u.ac.jp/english/en_program/gg/fss.html
- Faculty Members
  https://www.ipp.hit-u.ac.jp/english/faculty/faculty.html
- Brochure
  https://www.ipp.hit-u.ac.jp/pdf/IPP2023_0619_E_brochure.pdf

Features of the University

Since its foundation in 1875, Hitotsubashi University has been a prestigious national university located in Tokyo, Japan. Over the years, it has expanded its research and teaching to cover all fields of the social sciences. Today, it enjoys a well-deserved reputation as one of the top research universities in Japan. In 2019, it was accredited as one of the few outstanding designated national universities specializing in the social sciences.

Features of the Graduate School

- About 45% of the capacity of international students are accepted every year.
- Our alumni work in public administration, diplomacy, international organizations, and private sectors. Moreover, the network of alumni is spreading across Asia and contributing to regional cooperation within Asia.

Features of the Program

- A unique master's program specializing in diplomacy and international relations.
- The program has accepted mid-career students from Asian countries and beyond with practical experiences in foreign service and a profound awareness of policy issues, as well as the enthusiasm to play active roles in various areas of the international community.
- The program aims to develop those who are engaging in foreign services in Asian countries and beyond, into higher-informed and skilled professionals in terms of the ability of analysing, formulating and implementing foreign policies.
- Students in this sub-program can complete the Master's program at IPP, by taking courses taught in English.

Curriculum

Features of the Curriculum:

- As part of the curriculum, we offer courses taught jointly by faculty members from different academic fields, such as international relations, economics, and law.
- Faculty members are in the fields of International Security, Nuclear Non-Proliferation, Nuclear Disarmament, International Politics, International Relations in East Asia and Japan's Foreign Policy, International Law, International Criminal Court, Conflict, Peace Studies, International Institutions, etc.
- Flexibility: Because interests of JDS students are diverse, depending on policy priorities of their countries, Foreign Service Sub-program has more flexibility in curriculum requirement although the necessary credits for graduation remain the same.
- Small-sized classes: Most of the classes are offered

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in a small group and emphasize discussions and presentations over lectures. It makes it possible for students to have candid and thorough discussions. It helps instructors well grasp needs of each student.
- Action-oriented: It also emphasizes group works. It helps students acquire sense of teamwork, importance of communication, and true friendships, which is important to establish good working relationships.

Project Research / Master's Thesis
- Considering the student's work history and research field, the program will determine supervisor and then students start joining the seminars assigned to their academic advisors. Until they complete their master's program, they attend one seminar a week and receive research guidance from their academic advisors. Each seminar has about four students from each grade and about eight students in total. In addition to guiding thesis writing, supervisors also provide course registration guidance and can provide detailed guidance. In addition, many of the supervisors have worked with various governmental, inter-governmental, and non-governmental actors from across the world, and they understand the backgrounds of JDS students when providing guidance.

Academic Schedule

Academic Calendar 2025
https://www.hit-u.ac.jp/eng/education/files/Graduate%20School_2025.pdf

Student Support System

- JDS students have access to university facilities just as other students of the School of International and Public Policy. Such facilities include the university library, IPP Common Room, IPP reference room, health centre, etc.
- Japanese students are also acceptable on the Foreign Service Sub-Program. Since the small group teaching policy is adopted, international students can deepen their relationships each other.
- The Japanese Language Education (JLE) Program at the Center for Global Education and Exchange offers courses for beginners, level-specific courses for intermediate and advanced students, and Japanese language courses for social science research.

Ref.
https://international.hit-u.ac.jp/en/courses/japanese/about-jle/

NOTE for Applicants

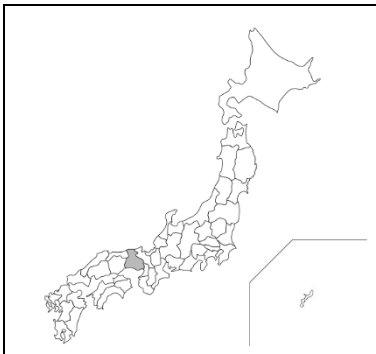
- You do **not** need math exams.

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Kobe University

Graduate School of International Cooperation Studies (GSICS)

Address: 2-1 Rokkodai-cho, Nada-ku, Kobe 657-8501, JAPAN



Program Name
Graduate School of International Cooperation Studies (GSICS), Special Course for Development Policy
Degrees
Master of Economics/International Studies
Credits and years required to graduate
30 Credits, 2 Years
Math Exam
Required
Acceptance Quota
2 students per batch

Web Links

- University: Kobe University
- Graduate School: GSICS | Graduate School of International Cooperation Studies
- Course/Programme: English-taught Master's Course | Education | GSICS | GSICS
- Syllabus: http://www.gsics.kobe-u.ac.jp/en/students/syllabi.html#1
- International Student Support: http://www.kisc.kobe-u.ac.jp/english/

Features of the University

Kobe University is an academic institution that has continued to encourage forward-looking and independent thinking in working towards our ideal of creating 'harmony between theory and reality'. Based on our spirit of 'integrity, freedom, and cooperation', we seek to build upon our rich academic traditions of pursuing the truth, social implementation, and bolstering people's knowledge and merits. In this way, Kobe University has shored up the foundations of society and revitalized industry and the economy while contributing towards the resolution of various issues facing the world.

In our education, we place great importance upon fostering the diversity, internationality, excellence and adaptability that are necessary to thrive in a new sustainable society. Kobe University will develop its knowledge resources using AI, IOT, big data analysis and fundamental information technology, producing graduates who are able to create new values and implement them into society. To this aim, Kobe University shall defy the boundaries between academic fields, collaborate with society, and promote practical learning, value creation, and data science education that incorporates the knowledge, skills, and techniques required for industry-government-academia co-creation. In our research, we emphasize autonomy, harnessing intellectual and creative strength to pursue the truth through our fundamental research, as well as working together with local communities on applied research.

Features of the Graduate School

The Graduate School of International Cooperation Studies (GSICS) aims to prepare talented young people to work in international fields and, through their work, to contribute to the international community. At GSICS, we believe that mutual understanding and respect for human rights is essential for peaceful global co-existence and thus strive in our education, research, and community activities to further this goal. In particular, we endeavour to provide students with the multidisciplinary background and expertise that will help them both as researchers and practitioners in the field of international cooperation.

Features of the Programme

To better meet the requirements of a changing world and to make our unique multidisciplinary academic environment available to as many students as possible, the Graduate School of International Cooperation Studies (GSICS) developed a Master's Program in English for international students where all instruction is conducted in English. As rapid globalization encompasses more and more of the world, English has become an essential aspect of international cooperation

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in Japan and many other countries. Moreover, in recent years, the Japanese government has given increasingly high priority in its ODA policy to the development of human resources. The Program in English seeks to meet the needs of both the international community and Japan. It takes an interdisciplinary approach, emphasizing not only the study of basic areas such as economic development, political development, international law and international relations but also the ways these disciplines intersect and relate to one another. It is hoped that graduates of the program will become experts in their fields and will contribute toward the development of their countries and international society.

Curriculum

List of Courses:
http://www.gsics.kobe-u.ac.jp/en/students/syllabi.html#1

List of faculty members:
Staff | GSICS | List of faculty members GSICS

Student Support System

The Center for International Education (International Student Center, April 1993 - March 2016) was established as a university wide research/ teaching facility in April 1993. The Center takes overall responsibility for international students, including providing teaching in Japanese language, Japanese studies, advising on studying and living in Japan, internships career advising, and alumni networking. We are also carrying out research and development aimed at promoting international study exchange programs such as providing support for overseas study for Japanese students registered at Kobe University. In addition, the Center is actively promoting the support of Japanese language teaching, and international exchange programs in the local community, working with regional government agencies, local volunteer organizations, school, companies, etc.

Global Education Center:
GEC - Kobe University Global Education Center –

International student guidebook:
306082_KU international student guidebook2025.indd

NOTE for Applicants

- You **NEED** to take math exams

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Application Documents

Reg. No _____ (Official Use)

The Project for Human Resource Development Scholarship (JDS) in India 2026
APPLICATION FORM for MASTER LEVEL

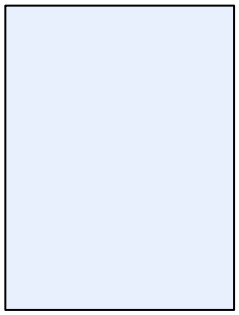
1. Study Course

Component: Public Policy/Economic and Industrial Policy/International Relations

Carder Controlling Authority: Select an item
Applying University (The first choice): Select an item
Applying University (The second choice): Select an item

2. Personal Information

(1) Full Name (as shown in passport or Identification Card you submit and all in block letters)
Surname/Family Name *:_____
Middle Name (if any) :_____
Given Name/First Name *: _____



(2) ID Type *
☐Passport ☐National ID ☐Driver license ☐Others
Number: _____
Expiry Date: (day)__/ (month) __/ (year) _____

(3) Date of Birth: (day) __/ (month) __/ (year) _____

(4) Age: _ (as of 1st April 2026)

(5) Sex: ☐ M / ☐ F

(6) Current Address:

Address1 <House number, apartment number, ward number, street, etc. >:

_____

Address 2 <City, municipality, district, etc. >:

_____

Address 3 <State, Province, etc. >: _____

(8) Mobile Number: _____

(9) E-mail Address: _____

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(10) Contact Person (Family or Relative)

Name: _____

Mobile Number: _____

(11) Social Groups

The JDS Programme values diversity and inclusion. We encourage people of all genders, castes, tribes, classes, and with disabilities to apply.

Please specify if you are from SC, ST, or OBC and/or with disability

_____

3. Educational Background

(1) Educational Background

Level	Name of School / Examination Board/ University (Faculty)	Location (Country)	Year started - Year passed	Academic Years	Degree
Primary Education			-	_ years	
Lower Secondary Education			-	_ years	
Upper Secondary Education			-	_ years	
Higher Education (University level)			-	_ years	
Other Higher Education (Except Training)			-	_ years	
Other Higher Education (Except Training)			-	_ years	
Total Schooling Year				_ years	

(2) Have you ever been awarded a scholarship for studying in abroad?

☐ Yes, ☐ No

(3) Are you currently applying for another scholarship for Master's or Doctoral Degree?

☐ Yes ☐ No

(4) Are you planning to apply for another scholarship for Master's and Doctoral Degree before August 2026?

☐ Yes ☐ No

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4. Work Experience

(1) Work Experience

Please fill in your work experience in chronological (from old to new) order.
DO NOT include part-time job, internship or volunteer activities.

Organization / Company	Department / Division	Position Title	From/ To (Month/ Year)	Employment Period (Month/ Year)	**Type
			/ - /		( )
			/ - /		( )
			/ - /		( )
			/ - /		( )
			/ - /		( )
			/ - /		( )
			/ - /		( )
			/ - /		( )

**Type: A. Ministry/Governmental agency (Central or provincial)
B. NGOs
C. Research Institution/centre
D. Educational institution
E. Private enterprises
F. Others

(2) Total Work Year as a Civil Servant

____ year(s) _ month(s)

(3) Service Group

Select an item

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5. Responsibilities of Your Work

Please give a detailed description for (1) Current Work and (2) Previous Work, including nature of work, major responsibility, employees number under your supervision, size of budget, and results achieved. Your answer must be in 150 words or less.

(1) Current Work

(Describe 150 words or less)

---

(2) Previous Work

(Describe 150 words or less)

---

6. Future Contribution

(1) How will you utilize the knowledge, skills, and experiences that you obtain in Japan on your return home to contribute to the development of your country?

(Describe 400-500 words)

---

(2) How will you contribute to strengthening bilateral relations between your country and Japan on your return home?

(Describe 400-500words)

---

7. Research Plan

Research Title:

Applicants who wish to apply for two universities must submit research plan for each university/school.

Research Title (for the second choice of the graduate school, if any) :

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8. Declaration

I, (Name as written in passport, all in block letters) Given Names _____ Surname _____, declare that I am applying for the JDS Programme with full understanding of "Application Guidelines for JDS Programme in India", especially the articles stipulated below:

1. All the information answered and provided in this Application Form by me is true and accurate to the best of my knowledge and ability. My application will be cancelled if any information mentioned above is recognized to be false.
2. An Application Form that is incomplete or missing the necessary documents is regarded as ineligible.
3. All the selection procedure and its results are entirely entrusted to the secretariat of JDS and any inquiry and objection by applicants regarding the result of selection are not accepted.
4. If any act of dishonesty is found other than those above in the application and selection, I am to lodge no complaint about cancellation of the application.
5. The objective of the JDS is to provide Indian government officials to study in Japan at the master level in order to support national efforts to achieve social and economic development in India. Thus, the JDS Fellow is under the obligation to complete the course programme within the prescribed period of study; and then return to the country, to comply with the Act of Pledge required by the Government of India.
6. My personal information in the Application Form, provided to Japan Development Service Co., Ltd., will be used only for the purpose of the operation of the JDS Programme.

☐ I agree with all the above terms and my personal information in the Application Form provided to Japan Development Service Co., Ltd., will be used only for the purpose of the operation of the JDS Programme.

Date: (day) _____/(month) _____/(year) ____

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Prescribed Form 1

FOR the Employer/ Authorized Officer

The Project for Human Resource Development Scholarship (JDS) in Inda 2025

CONFIDENTIAL STATEMENT of REFERENCE for MASTER LEVEL

This reference statement is to be completed by the applicant's supervisor. It should be typed in English, and the Referee is requested to submit it via The Admission Office (https://admissions-office.net/en/recommenders/sign_in) between from 1st October to 28th November 2025. Prescribed From 1 submit by the applicant will NOT be accepted.

(This part should be typed by the applicant by him/herself):

Name of Applicant (as of written in passport all block letter)

Given names:_____ Surname:_____

Applicant's mobile number: _____

Email Address of Applicant: _____

Accepting University (1st choice): Select an item

Accepting University (2nd choice): Select an item

To the Referee:

This is an integral part of an application form for the scholarship program provided under the Grant Aid Program by the Government of Japan. This program offers opportunities to study at master's course at Japanese higher educational institutions. Also, this is to enhance the leadership skills of civil servants in India so that they can contribute more effectively to their home country after completion of their respective studies. Your candid responses to the items below would greatly assist the selection. Please submit it via The Admission Office as instructed on JDS website.

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1. **How long have you known the applicant and in what context?**

_____

2. **How do you perceive the applicant's personality?**

(Strength)

_____

(Weakness)

_____

3. **How do you describe the applicant's competence and weakness in his/her work?**

(Competence)

_____

(Weakness)

_____

4. **How do you appraise the applicant's ability upon his/her return to India, and the duties he/ she will undertake?**

_____

5. **Please evaluate the applicant regarding the following items in comparison with other staff: Please tick the applicable box from each section below.**

	Excellent	Good	Average	Below Average
Academic Ability	☐	☐	☐	☐
Knowledge of Specialty Field	☐	☐	☐	☐
Motivation & Diligence	☐	☐	☐	☐
Potential for Future Contribution in Specialty Field	☐	☐	☐	☐
Leadership	☐	☐	☐	☐
Emotional Maturity	☐	☐	☐	☐
Communication Skill	☐	☐	☐	☐
Skill in Maintaining Personal Relationship with others	☐	☐	☐	☐
Adaptability to New Environment	☐	☐	☐	☐

6. **Other recommendation remarks:**

_____

7. Relevance of the applicant's research plan and his/her current work; (please tick one from below)

☐ Strongly relevant / ☐ somewhat relevant / ☐ not relevant

Comments:

_____

Full Name of the Referee: _____ Referee's signature _____

Position Title: _____

Name of Office and Division: _____

Relationship to the Applicant: Supervisor

Office Phone No.: _____

Mobile No.: _____

Email Address: _____

Date: (day)_____/(month) _____/(year) ____

Prescribed Form 2

For the use of Controlling Authority only

Applicant's Name: _____

Affiliation: _____

1. Is there any vigilance case pending or contemplated against the officer? (put✓)
   ☐ Yes ☐ No
   If YES, please give details:

2. Is there any standing adverse entry against the officer? (put ✓) ☐ Yes ☐ No
   If YES, please give details:

3. Is the applicant's overall ACR/APAR grading "Very Good" in each of the preceding 5 years? (put ✓)
   ☐ Yes ☐ No
   If NO, please give details:

4. **FOR USE OF OFFICERS WHO ARE ON DEPUTATION ONLY**
   Whether cadre clearance has been obtained? (put ✓) ☐ Yes ☐ No
   (For officers, who are on deputation, prior to commencement of JDS programme.
   In such cases, clearance of the State Government/parent Department/EO, DoPT as applicable has to be obtained).
   If selected, will the candidate be released for the programme, ☐ Yes ☐ No
   to fully participate in Pre-Departure Orientation in Delhi and study at an accepting university in Japan for 2 years:

I have examined the documents in this form and found them true. Accordingly, I agree to nominate this person on behalf of our Ministry/Department/CCA/State/UT Government, as applicable.

Date:		Signature	
Name:			Official Stamp
Title / Position			
Department / Division			

FORMAT OF BOND TO BE EXECUTED BY A GOVERNMENT SERVANT BEFORE PROCEEDING ABROAD FOR ***JDS PROGRAMME*** OF FOREIGN TRAINING

KNOW ALL MEN BY THESE PRESENTS THAT I, -------, resident of --------, at present employed as --- in the Ministry/Department---------- , do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the 'Government') on demand, 'all charges and expenses' that shall or may have been incurred by the Government for my foreign training i.e. all monies paid to me or expended on my account during training such as pay and allowances, leave salary, cost of fee, travelling and other expenses, cost of international travel and cost of training abroad met by the govt./agency concerned, etc. at ---- (Name of the university/institution) in ------ (Name of the Country), together with interest thereon from the date of demand at Government rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between the attorney and the client.

WHEREAS I, --------, am being deputed for training abroad to attend ***JDS*** Foreign Training programme, by the Department of Personnel and Training (DoP&T), Government of India,

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such conditions as written hereunder:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of) foreign training, OR failing to complete the training programme, OR quitting the service at any time within a period of FIVE (5) years after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India

Signed and delivered this the -------- day of ------ month of the year----------
Signed and delivered by ---------- (Name and designation)
In the presence of ---------- and ----------

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Witnesses:

1. _____
2. _____

ACCEPTED on behalf of the President of India by the Cadre Controlling Authority

(Authorised Signatory)

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Form 3A: Statement of Purpose for The University of Tokyo (GraSPP)

Statement of Purpose

* The length of the statement of purpose must be within 600 words, including the applicant's motivation to apply for MPP/IP, study plan, and future career implications.

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Form 3B: Research Plan Format for The University of Tokyo,

Graduate School of Engineering, Department of Urban Engineering

Proposed Research Plan

Title

Name of Academic Supervisor

Research Plan

Bibliography

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Thesis Abstract/s

Please submit the abstract of your graduation thesis, and of a master's thesis, if any (Free Style/ 1-2 pages each)

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Form 3C: Research Plan Format for Waseda University

Proposed Research Plan

Please read the application guidelines carefully to ensure that your statements include all the information evaluators need to assess your application. The following template will guide you. Please delete the *grey* text and fill out your statements.

Name of the preferred supervisor:

a) Title (Maximum 30 words)

Be as explicit, concise and clear as possible.

b) Research background/Literature review (Maximum 175 words)

State the situation and identify the problems of your country that you wish to investigate from the national and global perspective, using the general information and/or statistics. *Define the field of your study area; your research scope; and the target(s) for investigation.* *Describe literature review results relevant to your research.*

c) Relevance and justification (Maximum 350 words)

For instance, you are expected to explain some of the followings in this part. *State the relation of your research area with the national and sectorial development plan.* *State the hypotheses or conjectures of the research outcome.* *State how your research outcome will contribute to the solution of the development issues stated in JDS Sub-Programme/Component.* *Define your research questions as clearly as possible. Add a diagram or a table highlighting your idea, if applicable.* *State if there are any arguments in the field, and how will your proposal differ from existing lines of argument.* *Describe in what aspects of your research will be new and unique, as not just repetitions of past research.* *State what will be the impact of your research outcome.*

d) Research methods (Maximum 175 words)

Describe the method how you would support your argument: *Qualitative methods: describe who will be possible respondents, how to collect primary data, how to analyse collected data, etc. and/or* *Quantitative methods: describe what data set will be used, where/how you get the data set, how to analyse, etc.*

e) Bibliography

List the books and articles to which you refer in the proposal.

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Form 3D: Research Plan Format for Waseda University /Kobe University

Proposed Research Plan

a) Name of University ☐Waseda University ☐Kobe University

b) (Applicants for Waseda University only)

Name of the preferred supervisor:_____

c) Title

d) Research Plan (Maximum 700 words)

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Form 3E: Statement of Purpose/ Research Proposal/ Essay for Hitotsubashi University

Statement of Purpose/Research Proposal

* Please delete the *grey* text in and fill out your statements.

Research Topic

Write your research topic here

Write your study plan in about 2,000 words in English, describing your practical experience so far, the subjects you plan to study in the Foreign Service Sub-program (Global Governance), and how you will use what you learn at the school after graduation.

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Essay on Your Professional and Other Experience

Please briefly describe professional, academic, and/or social achievements that have influenced your career choice. Paste your essay, written with a computer into this space. Although there is no limit to the number of words you may use, you should write your essay on a single sheet of paper.

Prescribed Form 4: for the Controlling Officer at the Workplace

Proof of English Language Skill of JDS Scholarship Applicants

I hereby certify that _____ completed his/her course at his/her University in the English Language and has duly performed his/her duties in this Ministry/ Organization in English.

(Official seal of the controlling officer of the applicant at his/her office)

Date: _____

Signature: _____

Name: _____

Title: _____

Ministry/Organization: _____

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Prescribed Form 4: for the Academic Supervisor/ University

Proof of English Language Skill of JDS Scholarship Applicants

I hereby certify that (Applicant Name) completed his/her course at his/her University in the English Language.

Date: _____

Signature: _____

Name: _____

Title: _____

University: _____

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Frequently Asked Questions

1. Qualifications/Selections

Q. Do I need to take English and Math examinations?

A. English exam is required for all applicants. If you can submit a copy of the IELTS or TOEFL certificate issued within two years as of May 31st, 2026, you do not need to take it again. Applicants to The University of Tokyo (Engineering) may submit Prescribed Form 4 Proof of English Language Skill in lieu of the score certificate filled by the controlling officer. Applicants to Waseda University may submit Prescribed Form 4 filled by the University of graduation/academic supervisor in lieu of a score certificate.

Maths exam is required for the applicants for University of Tokyo (Urban Engineering) and Kobe University. The math problems in the exams are similar to those taught in secondary and senior secondary schools. For further information, please refer to Mathematics Examination on JDS Website.

Q. I am a Master's Degree holder. Can I apply?

A. Yes, you can apply, unless you obtained your master's degree funded by the Government of India or any other development partners.

Q. I have received a scholarship from another country. Can I still apply for the JDS?

A. No. If you have ever received (or planning to receive) another scholarship from the Government of India or any other development partners to study abroad, you are NOT eligible to apply. Likewise, if you have already had your master's degree, sponsored by the Government of India or any other development partners, you are also NOT eligible to apply.

Q. I don't speak Japanese. Can I apply to JDS?

A. Yes, you can. All courses are taught in English in the graduate schools selected for the JDS Programme.

Q. I only have a diploma. Am I eligible to apply?

A. No. You must possess at least a Bachelor's degree to apply.

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2. Applications

Q. I got transferred to a new organization in mid of March 2021. Can I write my Work Experience as below?

Department/Division	From/To (Month/Year)
(Previous workplace)	05/2017 – **03/2021**
(Current workplace)	**03/2021** -

A. No. Please do not overlap the month. You shall write as your current work started from 04/2021 as below.

Department/Division	From/To (Month/Year)
(Previous workplace)	05/2017 – **03/2021**
(Current workplace)	**04/2021** -

Q. Who should attest degree certificate and academic transcripts/marksheet?

A. Please submit a copy of the certificate or transcripts/marksheet after being notarized by a notary public.

Q. I have a master's degree. Can I submit the master's degree certificate attached to the application documents for the Master's Programme?

A. Yes, please.

Q. I have obtained two bachelor's degrees and two master's degrees in the past. I am considering applying for a master's course. Which degree should I submit?

A. Please submit all of them.

Q. How do I prepare a research plan?

A. Please carefully read the instructions written in the Application Guidelines as well as `Guidance for Writing a Research Plan`.

Q. A book or article that I am referring to for writing my research proposal has already been cited in another book/article. Which one should I mention for reference?

A. You need to refer to the source.

Q. Do I need to submit a Prescribed Form 2 filled by my CCA at the time of application?

A. Yes.

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Q. Which type of passport (private or official) is required for the IELTS application?

A. Either passport is acceptable.

Q. How do I know if I passed the process of document screening or not? Can I call the JDS Project Office and ask?

A. All applicants who passed or did not pass the screening will be informed by JDS Office. Any inquiries for the result of the selection by applicants are NOT accepted.

Q. Can I have my application documents back if I did not pass the selection?

A. No. All application documents will not be returned.

Q. If I were selected for the JDS Scholarship Programme, what allowance can I receive?

A. As to the allowance you will receive in Japan, please refer to Benefits.

Q. What type of accommodation will I have in Japan?

A. Students can move into either university dormitories or public/private apartments, depend on the availability. In the case of JDS Fellows of other countries, they tend to choose public/private apartments, because the university dormitories are often highly competitive to be allocated, and also the term of staying is usually 6 months or one year only.

The rent of the public/private apartments varies from region to region. The rent in suburbs of Tokyo is usually more than ¥45,000 for a single room, and more than ¥55,000 for a family room.

Q. Can I work in Japan?

A. No, you are not allowed to have any job or work, except the teaching or research assistantship which is provided by your accepting university while paid internships are allowed. However, your spouse can work in Japan.

Q. Can I drive automobiles in Japan?

A. No. You are not permitted to drive cars or motorcycles.

Q. Can I stay in Japan after the completion of the JDS Scholarship programme in order to continue my education or be employed in Japan?

A. No, you may not. You must return to India after obtaining a master's degree by the JDS Scholarship Programme.

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Q. Can I come back to India or travel overseas for a short-term while I am staying in Japan?

A. Yes, you may come back to India with your own expense and responsibility that doesn't impact your academic work. If you travel overseas for any reason other than thesis research purposes, your scholarship will be suspended from the day of departure from Japan until the day of return in case of private travel. The scholarship will be paid up to 60 days in the case of the thesis research.

Q. Please tell me about the university's support system.

A. It depends on the university in which you are enrolled. Normally, teaching assistant/s and tutor/s will support your studies and academic life. Also, most the universities provide some kind of support system for international students in their university life, from daily life consultations to mental health care.

3. Family Related Matters

Q. Can I bring my dependents and stay with them in Japan?

A. Yes, you can stay with your dependents (spouse/children) in Japan, but it is recommended to invite them after 3 months from your arrival in Japan and after the date of enrolment to your graduate school, unless your university prohibits you from doing so. You should be responsible for all the procedures to bring your dependents to stay in Japan. The JDS Programme will not cover the costs necessary for your family: e.g. travel insurance, air tickets, living costs, and VISA. Your family should be taken care of under your responsibility.

Q. Can my wife/husband work in Japan?

A. Yes, your spouse may work during their stay, up to 28 hours per week.

Q. Can my wife/husband drive automobiles in Japan?

A. Yes, she/he can. Your spouse needs to obtain an international driver’s license. The validity of the international driver’s license is one year, and she/he needs to be careful about the expiration date of the license.

Q. Will the JDS Programme or universities offer Japanese language course to my family members?

A. No, but we will introduce you to an international exchange centre in each university area which offers Japanese classes at a reasonable price.

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Q. About how much will it cost for a nursery school?

A. It depends on local government, and child allowance by the local government will be calculated according to your income. As an example, the child allowance of one child for scholarship recipient is ¥10,000 in Hiroshima city.

Q. How much will be the health insurance for family members?

A. National Health Insurance Fee varies according to the local government you reside in and the size of your family. Fee is calculated based on the income of previous year. So, for example, JDS Fellow in Chiba city with a spouse pays about 2,500 yen per month.

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