

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE**

No. 5(1)/2022-Admn-I/HR-I

Islamabad, the 6<sup>th</sup> April, 2022

**CIRCULAR**

**SUBJECT: - INTERNATIONAL TRAINING COURSES ON NEW TECHNOLOGY FOR HUMAN RESOURCES MANAGEMENT IN THE PUBLIC SECTOR, BY APO SECRETARIAT, JAPAN SCHOLARSHIP PROGRAMS (DIGITAL MULTICOUNTRY COURSES)**

Please find enclosed herewith a copy of self explanatory letter No. 10(1)/NPO/APO/2022-03PS dated 31-03-2022 received from Ministry of Industries & Production on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers of this Ministry who fulfill the eligibility criteria may send their nominations duly approved by their respective Head(s) of the Wing(s) / Departments to HR-I Section latest by **15-04-2022, positively.**

Encl: **As above**

**(Dr. Beenish Noor)**  
Deputy Director (HR-I)

Database Administrator,  
Ministry of Commerce,  
Islamabad

**National Productivity Organization  
Ministry of Industries & Production  
Government of Pakistan**

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10(1)/NPO/APO/2022-03PS  
Islamabad, 31 March 2022

**SUBJECT: International Training Course on New Technology for Human Resources Management in the Public Sector, by APO Secretariat, Japan Scholarship Programs (Digital Multicounty Courses)**

The National Productivity Organization (NPO), Ministry of Industries & Production, Government of Pakistan in collaboration with Asian Productivity Organization (APO), Japan announced opportunities for the citizens of Pakistan through competitive process for the following program:

- ii. **22-CP-11-GE-TRC-A: Training Course on New Technology for Human Resources Management in the Public Sector, by APO Secretariat, Japan, 24–27 May 2022 (three hours per day), Virtual/ Digital Session, (NPO Deadline: 25 April 2022).**

2. Thirty-eight (40) International participants from APO Member countries will take part in this program. Member countries comprise of Japan, Republic of Korea, Turkey, Hong Kong, Republic of China, Singapore, Thailand, Philippines, Fiji, Bangladesh, Cambodia, Indonesia, Islamic Republic of Iran, India, Lao PDR, Malaysia, Mongolia, Nepal, Sri Lanka, Vietnam and Pakistan. APO, Japan will issue certificate against participation.

3. To download the Project Notification, APO Bio-Data Form, Nomination Letter sample and Instruction Circular Please visit <http://npo.gov.pk/apo/>.

Following documents are required for processing of nomination. Soft copies of APO Bio-data form (MS Excel format) must be sent to email address; [igra@npo.gov.pk](mailto:igra@npo.gov.pk) and [sohaib@npo.gov.pk](mailto:sohaib@npo.gov.pk)

- APO Bio-Data Form (Version 1.1), available on website (<http://npo.gov.pk/apo/>).
- CV on plain paper including date of birth, domicile (district & province), education, experience, and details of foreign trainings attended during the recent past.
- Copy of domicile certificate.
- Copy of National Identity Card.
- Nomination letter on NPO prescribed format, available on website (<http://npo.gov.pk/apo/>).
- Original scanned Fee payment receipt (Prerequisite).

4. Case of only shortlisted nominees will forward to APO, Japan for further evaluation. The final selection of nominees rests with the APO screening committee and is not challengeable.

5. Processing Fee (Prerequisite) Non-refundable: PKR 4000/- per applicant for Public Sector and PKR 6000/- per applicant for Private Sector. Fee payment receipt in both cases either cash deposit in bank or online payment should be attached with APO Biodata Form (bank details available on NPO website).

6. In case of selection participants will participate the program virtually using their own devices, applications and internet connections, etc

7. The incomplete and late nominations received after the above-mentioned deadline/s will not be processed.

8. Applicants fulfilling the prescribed criteria in respective APO Project Notification may apply for the relevant program.

9. Kindly send nominations along with documents to National Productivity Organization (NPO), APO Liaison Department, 11th Floor, Shaheed-e-Millat Secretariat, Nazim-ud-Din Road, F-6/1, and Islamabad, Pakistan

10. For any inquiry and further information please contact undersigned on 051-9244254-5, 0332-5490277

(Iqra Ijaz)

APO Liaison Department

Copy to:

1. Federal Secretary, Ministry of Industries & Production, Islamabad.
2. The Secretaries to the Federal Ministries of Government of Pakistan, with the request to circulate to all the divisions/attached departments/Government owned companies/Organizations & Companies under their respective control.
3. The Chief Secretary, Government of Punjab.
4. The Chief Secretary, Government of Sindh.
5. The Chief Secretary, Government of Khyber Pakhtunkhwa
6. The Chief Secretary, Government of Baluchistan.
7. The Chief Secretary, Government of Gilgit Baltistan
8. The Chief Secretary, Government of AJK
9. Chairman, Higher Education Commission, Islamabad.
10. Section Officer (NPO), Ministry of Industries and Production, Islamabad.
11. The Chief Executive Officers/Managing Directors/Director General/ Directors of Organizations under the Administrative Control of Ministry of Industries and Production.
12. President, Federation of Pakistan Chambers of Commerce & Industry (FPCCI), Karachi
13. Presidents/Chairman(s) of Provincial Chambers and Associations with the request to circulate to relevant private sector organizations.