

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE**

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No.5(4)/2023-Admn-I/HR-I

Islamabad, the 13<sup>th</sup> September, 2023

**CIRCULAR**

**Subject: - INTERNATIONAL STUDY MISSION ON OVERSEAS BUSINESS DEVELOPMENT ASSISTANCE TO SMES FOR INNOVATIVE PRODUCTS AND SERVICES, TOKYO, JAPAN INTERNATIONAL SCHOLARSHIP PROGRAMS (FACE TO FACE)**

Please find enclosed herewith a copy of self explanatory Letter No. 10(1)/NPO/APO/2023-20SS, dated 31<sup>st</sup> August, 2023 received from Ministry of Industries & Production, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers from Main Ministry and its Attached Departments 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 (along with their C.V , Services Profile and details of availed Foreign Training/Workshops etc), latest by 15-09-2023 positively. Nominations received after the deadline will not be entertained.

Encl: As Above



(Aamir Waheed)  
Section Officer (HR-I)

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Database Administrator,  
Ministry of Commerce,  
Islamabad

Copy for information to Section Officer (AOs-HR), Ministry of Commerce, Islamabad

National Productivity Organization  
Ministry of Industries & Production  
Government of Pakistan

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10(1)/NPO/APO/2023-20SS  
Islamabad, 31 August 2023

**SUBJECT: INTERNATIONAL STUDY MISSION ON OVERSEAS BUSINESS DEVELOPMENT ASSISTANCE TO SMES FOR INNOVATIVE PRODUCTS AND SERVICES, TOKYO, JAPAN INTERNATIONAL SCHOLARSHIP PROGRAMS (FACE TO FACE)**

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:

- i. 23-CL-30-GS-OSM-A: Study Mission on Overseas Business Development Assistance to SMEs for Innovative Products and Services, 01-05-2023 to 05-06-2023, Tokyo, Japan, Face to Face

Twenty (20) International participants from APO Member countries will take part in this program. Member countries comprise of Japan, Republic of Korea, Turkiye, Hong Kong, Taiwan, 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; [sohaib@npo.gov.pk](mailto:sohaib@npo.gov.pk) and [nusrat.ali@npo.gov.pk](mailto:nusrat.ali@npo.gov.pk)

- New APO Bio-Data Form (Version 2.2), 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 and
- Copy of Passport copy (1st page) with six months validity period.
- 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 nominee's will forward to APO, Japan for further evaluation. The final selection of nominee's rests with the APO screening committee and is not challengeable.

5. Processing Fee (Prerequisite) NPO will charge PKR 10000 per applicant for Public Sector and PKR 5000 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 are available at NPO website). Moreover, selected participants from public and private sector will shoulder the cost of visa fee, insurance, PCR testing and airport taxes, etc.

6. APO will meet airfare, boarding lodging, per diem of participants from Government departments and SME Sector for participation in APO programs. While in case of large scale / profitable organization (Non-SME) the airfare shall be met by the participants/participating organization (Participating Country Expenses at USD200.00/person is also applicable). APO will adopt the official definition of SMEs stipulated by each member country.

7. The incomplete and late nominations received after the above mentioned deadline 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, Islamabad, Pakistan.

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

(Muhammad Sohaib)  
APO Liaison Department

13. Federal Secretary, Ministry of Industries & Production, Islamabad.  
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.  
The Chief Secretary, Government of Punjab.  
The Chief Secretary, Government of Sindh.  
The Chief Secretary, Government of Khyber Pakhtunkhwa.  
The Chief Secretary, Government of Balochistan.  
The Chief Secretary, Government of Gilgit Baltistan.  
The Chief Secretary, Government of A.R.  
Chairman, Higher Education Commission, Islamabad.  
Section Officer (NPO), Ministry of Industries and Production, Islamabad.  
The Chief Executive Officers/Managing Directors/Director General/ Directors of Organizations under the Administrative control of Ministry of Industries and Production.  
President, Federation of Pakistan Chambers of Commerce & Industry (FPCCI), Karachi.  
Presidents/ Chairmen(s) of recognized Chambers and Associations, with the request to circulate to relevant private sector organizations.