

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No. 5(1)/2024-Admn-I/HR-I

Islamabad, the 16th February, 2024


CIRCULAR

SUBJECT: - TRAINING COURSE ON "DIPLOMATIC TRAINING COURSE FOR INTERNATIONAL PARTICIPANTS" TO BE HELD FROM 06-15TH MAY, 2024) UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

Please find enclosed herewith a copy of self explanatory Office Memorandum No. 3(1)SEA/Malaysia/2024, dated 12th February, 2024 received from Ministry of Economic of Affairs, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. **Interested/relevant** officers from **Main Ministry and its Attached Departments/Organizations** 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 **08-03-2024 positively**. *Nominations received after the deadline will not be entertained*

Encl: **As Above**


(Aamir Waheed)
Section Officer (HR-I)

✓ **Database Administrator,**
Ministry of Commerce,
Islamabad

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

MOST IMMEDIATE

Government of Pakistan
Ministry of Economic Affairs
(Economic Affairs Division)

No. 3(1) SEA/Malaysia/2024

Islamabad the 12th February, 2024

OFFICE MEMORANDUM

SUBJECT: - TRAINING COURSE ON "DIPLOMATIC TRAINING COURSE FOR INTERNATIONAL PARTICIPANTS" TO BE HELD FROM 06-15TH MAY, 2024 UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP).

The undersigned is directed to inform that the Government of Malaysia has invited two (02) nominations (one principle and one alternate) for the above training course. The Government of Malaysia will bear the full course fees for successful applicants. The application form is available at EAD's web site: www.ead.gov.pk and <https://mtcpcoms.kln.gov.my> course.

2 The eligibility criteria and objectives of the subject course are as under:

Eligibility Criteria

- Government officers (BS-17 and above), nominated by their respective Governments.
- Age 40 years
- One or more years of work experience in international affairs/ relations or trade.
- Good command of spoken and written English
- Medical Report
- Has never participated in any MTCP course.

Objective

- The participants will be equipped with the necessary tool and demanded skills required to perform their duties more effectively as diplomatic practitioners.

3. Nomination of suitable candidates duly approved by the competent authority along with the following documents may kindly be forwarded to this Division by **29th March, 2024 (Friday)**, positively.

4. **Required Documents**

1	Nomination letter in original	01 copy
2	Filled in Proforma for FTC	01 copy
3	Application form	02 copies
4	CNIC & Photograph	02 copies each
5.	Passport	02 copies
6.	Undertaking and Surety bound	01 original each

Contd...

5. In case of incomplete/late submission of documents, nomination will not be entertained. Moreover, any deliberate provision of wrong information on the part of the candidate shall liable to be rejected.


(Pizwan Imtiaz)
Section Officer (SEA)
Ph: 051-9202084

1. Secretary, Ministry of Foreign Affairs, Islamabad.
2. Secretary, Ministry of Commerce, Islamabad.
3. Secretary, Ministry of Overseas Pakistani and HRD, Islamabad.
4. Relevant Officers working in other Ministries/Divisions/ Departments may download the circular from the official Website of Economic Affairs Division for submission of nomination through proper channel.

Copy forwarded for information:-

1. Senior Joint Secretary (EC), EAD
2. Joint Secretary (Admin), EAD
3. Joint Secretary (Training), Establishment Division, Islamabad
4. Section Officer (UN-II/Secretary FTC), EAD
5. Network & System Administrator, EAD