

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 19th March, 2024

CIRCULAR

SUBJECT: - SMALL AND MEDIUM ENTERPRISES (SME) DEVELOPMENT POLICES (A)

Please find enclosed herewith a copy of self explanatory Office Memorandum No. 1(11) Japan-II/2024, dated 15th March, 2024, received from Ministry of Economic of Affairs (Japan Wing), 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 08-04-2024 positively. *Nominations received after the deadline will not be entertained.*

Encl: As Above



(Aamir Wahed)
Section Officer (HR-I)

✓ Database Administrator,
Ministry of Commerce,
Islamabad

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

Government of Pakistan
Ministry of Economic Affairs
(Japan Wing)

No.1(11)Japan-II/2024

Islamabad, the March 15, 2024

OFFICE MEMORANDUM

SUBJECT: SMALL AND MEDIUM ENTERPRISES (SME) DEVELOPMENT POLICES (A)

The undersigned is directed to refer to the subject noted above and to state that Japan International Cooperation Agency has offered one seat for the subject training course scheduled to be held w.e.f. June, 24, 2024 to July 18, 2024 in Japan. All concerned Ministries / Divisions / Departments are requested to send nomination of suitable officer who fulfills the following criteria to the undersigned by ~~29-04-2024~~ along with three (3) copies of prescribed JICA forms, CNIC, Passport, FTC Performa, undertaking & surety bond and Inception Report as advised in the G.I. Booklet.

Course Objective:

Programs aims to enhance the policy planning capacity of target organizations for realizing Small and Medium Enterprise (SME) development.

Eligibility Criteria:-

The applicant should:

- Be an officer of SME ministries / agencies, public institutions implementing SME promotion, willing to acquire comprehensive knowledge about SME policy and promotion measures to become an expert.
 - Have more than 3 years' experience in the field of SME promotion.
 - Be graduate of university
 - Have command of spoken and written English
 - Have basic computer skills
2. New prescribed JICA Application Form, FTC Performa, Inception Report, undertaking & surety bond can be downloaded from EAD's website www.ead.gov.pk under "Foreign Trainings" link in "Forms" and also available on JICA's website www.jica.go.jp/pakistan/english/index.html.
3. In case of selection of the officer the concerned organizations are requested to ensure timely NOC.
4. Nomination of contractual employees will not be entertained.


(Muhammad Ishaq Akbar)
Section Officer (Japan-II)
Ph: 0519201805

1. Secretary, Ministry of Industries & Production, Government of Pakistan, Islamabad.
2. Secretary, Ministry of Commerce, Government of Pakistan, Islamabad.
3. Secretary, Ministry of Information Technology & Telecommunication, Kohsar Block, Islamabad
4. Chairman, Planning & Development Board, Government of Punjab, Lahore
5. Chairman, Planning & Development Board, Government of Sindh, Karachi
6. Addl. Chief Secretary, Planning & Development Department, Government of KPK, Peshawar
7. Addl. Chief Secretary, Planning & Development Department, Government of Balochistan, Quetta.
8. Addl. Chief Secretary, Planning & Development Department, Government of Gilgit-Baltistan, Gilgit,
9. Addl. Chief Secretary, Planning & Development Department, Government of AJK, Muzaffarabad.

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C.C to:

- i. Secretary, Industry, Commerce and investment Dept., Government of Punjab, Lahore.**
- ii. Secretary, Industries, Commerce, labor, mineral Dev., and Technical Education & Manpower Training Department, Government of Khyber Pakhtunkhwa, Peshawar.**
- iii. Secretary, Industry and Commerce Department, Government of Sindh, Karachi.**
- iv. Secretary, Industry and Commerce Department, Government of Balochistan, Quetta.**
- v. Secretary, Mineral Development Industries, Commerce & Labor Department, Gilgit-Baltistan Government, Gilgit.**
- vi. Chief Executive Officer, Engineering Development Board (EDB), Constitutional Avenue, Islamabad**
- vii. Chief Executive Officer, Small and Medium Enterprises development Authority (SMEDA), 6th Floor, LDA Plaza, Egerton Road, Lahore**
- viii. Joint Secretary (Training), Establishment Division, Islamabad**
- ix. System Analyst (Computer Center), EAD kindly upload JICA's G.I Booklet on EAD's Website.**