GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
****

No. 5(1)/2024-Admn-I/HR-I   Islamabad, the 19th March, 2024

<u>CIRCULAR</u>

SUBJECT: - <u>**TRAINING COURSE ON " POBOTIC PROCESS AUTOMATION FOR LEADERS" TO BE CONDUCTED FROM 9TH TO 13TH JUNE, 2024, UNDER THE SINGAPORE-JORDAN ASIA-MIDDLE EAST DIALOGUE (AMED) TRAINING PROGRAMME.**</u>

Please find enclosed herewith a copy of self explanatory Office Memorandum No. 4(8)SEA/2024, dated 12th 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.   <u>**Interested/relevant**</u> officers from <u>**Main Ministry and its Attached Departments/Organizations**</u> 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 <u>**25-03-2024**</u> positively. *Nominations received after the deadline will not be entertained.*

Encl: <u>**As Above**</u>

(Aamir Waheed)
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,
(Economic Affairs Division)
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No.4 (8) SEA/2024   Islamabad, 12th March, 2024

OFFICE MEMORANDUM

SUBJECT: - TRAINING COURSE ON "ROBOTIC PROCESS AUTOMATION FOR LEADERS" TO BE CONDUCTED FROM 9TH TO 13TH JUNE,2024, UNDER THE SINGAPORE-JORDAN ASIA-MIDDLE EASTD IALOGUE (AMED)TRAINING PROGRAMME.

        The undersigned is directed to inform that the Government of Singapore has invited **Three (03)** nominations for the above **Partially Funded** training course from 9th to 13th June, 2024 under the Singapore-Jordan Asia-Middle East Dialogue (AMED) Training Programme. The course is to be held at the AMED Regional Vocational Training Centre in Amman, Jordan. The Governments of Singapore and Jordan will bear the course fees, including trainers' fees, course materials and training venue. **The round-trip airfare, accommodation and other local and incidental costs for participants will have to be borne by the nominating Ministry/Division/Provincial Department.**

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

Eligibility Criteria.

Applicants should be:

- Be Government employees (BS-17 and above) nominated by the respective Federal Ministry or Provincial Department.
- Mid- to senior-level government officials intending to use Robotic Process Automation (RPA) as a solution to improve their agency's work processes;
- Nominated by their respective Governments;
- Proficient in written and spoken English; and
- In good health.
- Prepared to participate Actively in the programme.

Objective.

- Robotic Process Automation RPA has gained traction in the public service as a means to automate high volumes of repetitive and manual work processes. This course will present Singapore's experience in implementing RPA in public agencies and equip participants with foundational skills and knowledge for successful RPA implementation.

3.   Nomination of suitable candidates duly approved by the competent authority along with the following documents may kindly be forwarded to this Division by **5th April, 2024 (Friday),** positively. Nominees are also requested to apply online at **https://go.gov.sg/sgjordanrpa2024.** as required by Singapore (Mandatory). Nominees who have not applied online will not be considered for the training.

4. Required Documents

1	Nomination letter in original	01 copy
2	Filled in Performa for FTC	01 copy
3	CNIC & Photograph	02 copies each
4.	Passport	02 copies
5.	Surety Bond and Undertaking	01 each Original

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

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

All Ministries / Divisions / Departments, Provincial Governments including Governments of Azad Jammu & Kashmir and Gilgit Baltistan.

Cc:

1. Joint Secretary (EC), EAD,
2. Secretary (FTC), EAD, 4. Network & System Administrator, EAD
3. Network & System Administrator, EAD