

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
ISLAMABAD  
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No. 5(1)/2024-Admn-I/HR-I

Islamabad, the 12<sup>th</sup> December, 2024

**CIRCULAR**

**SUBJECT: - INTERNATIONAL TRAINING COURSE ON RESKILLING OF THE WORKFORCE IN THE SERVICE SECTOR, 04-07 FEBRUARY 2025, BY FIJI & JAPAN, INTERNATIONAL SCHOLARSHIP PROGRAMS (ONLINE)**

Please find enclosed herewith a copy of self explanatory Letter No. 10(1) NPO/APO/2025-01SS, dated 5<sup>th</sup> December, 2024 received from Ministry of Industries & Production 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 16-12-2024 positively. *Nominations received after the deadline will not be entertained.***

Encl: As Above

  
(Syed Asghar Shah)  
Section Officer (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/2025-01SS  
Islamabad, 05 December 2024

**SUBJECT: International Training Course on Reskilling of the Workforce in the Service Sector, 04-07 February 2025 by Fiji & Japan, International Scholarship Programs (Online)**

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. **24-CP-35-GE-TRC-A: Training Course on Reskilling of the Workforce in the Service Sector by Fiji and APO Secretariat, Japan from 04-07 February 2025 (three hours session/day) Virtual / Online Session, (NPO Deadline: 24 December 2024).**

**Note:** this is a PILOT project and APO Japan has requested that all applicants to visit below link and fill their Biodata Form through Online Portal URL: <https://apo.my.site.com/s/programs>, (previous APO Bio-data form in MS Excel format is not acceptable in this case).

2. Thirty-eight (38) International participants from APO Member countries will take part in this program. Member countries comprise of Japan, Republic of Korea, Turkiye, 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 E-CERTIFICATE against participation.

3. To download the **Nomination Letter sample and Instruction Circular** Please visit <http://npo.gov.pk/apo/>.

- Please fill Bio-Data Form online through APO Japan Portal URL: <https://apo.my.site.com/s/programs>.

Following documents are required for processing of nomination, and must be sent to email address [sohaib@npo.gov.pk](mailto:sohaib@npo.gov.pk)

- 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 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) Non-refundable: PKR 6,000/- per applicant for Public Sector and PKR 10,000/- 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).

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

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-ul-Din Road, F-6/1, and Islamabad, Pakistan.

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

  
(M. Sohaib)  
APO Liaison Department

**Copy to:**

1. Federal Secretary, Ministry of Industries & Production, Islamabad.
2. The Secretaries to the Federal Ministries and 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 Balochistan.
7. The Chief Secretary, Government of Gilgit Baltistan.
8. The Chief Secretary, Government of A.J.K.
9. Chairman, Higher Education Commission, Islamabad.
10. Section Officer (NPO), Ministry of Industries and Production, Islamabad.
11. The Chief Executive Officers/Managing Directors/Director Generals/ 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 recognized Chambers and Associations, with the request to circulate to relevant private sector organizations.