



GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
\*\*\*\*\*



No.5(1)/2025-ADMN-I/HR-I

Islamabad, the 22<sup>nd</sup> May , 2025

From

Aamir Waheed  
So (HR-I)

To

1- Database Administrator, MOC, Islamabad

**SUBJECT: TRAINING COURSE ON EMPOWERING PERSONS WITH DISABILITIES AND SPECIAL NEEDS TO BE CONDUCTED IN PERSON IN SINGAPORE FROM 17 TO 21 NOVEMBER 2025 UNDER THE SINGAPORE COOPERATION PROGRAMME TRAINING AWARD SCPTA**

CIRCULAR

Please find enclosed herewith a copy of self-explanatory Office Memorandum No. 4(28)EA/SINGAPORE/2025, dated 16<sup>th</sup> May, 2025 received from the Economic Affairs Division, 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 25-07-2025 positively. Nominations received after the deadline will not be entertained. Moreover, there would be no financial liability on Ministry of Commerce/Government of Pakistan

Encl: AsAbove

**Aamir Waheed  
So (HR-I)**



No.4(28) SEA/SINGAPORE/2025

Islamabad, the 16<sup>th</sup> May , 2025

## OFFICE MEMORANDUM

**SUBJECT: TRAINING COURSE ON EMPOWERING PERSONS WITH DISABILITIES AND SPECIAL NEEDS TO BE CONDUCTED IN PERSON IN SINGAPORE FROM 17 TO 21 NOVEMBER 2025 UNDER THE SINGAPORE COOPERATION PROGRAMME TRAINING AWARD SCPTA**

The undersigned is directed to inform that the Government of Singapore has invited nominations for the above **Partially Funded** training course. The Government of Singapore will bear local hospitality (accommodation and local transfers), course fees, training allowance and group personal accident/hospitalization insurance. **The cost of round-trip airfare for the participants would be borne by the nominating agency/nominee himself/herself.** The [brochure](#) of the subject training course is available at [www.ead.gov.pk](http://www.ead.gov.pk).

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

**Eligibility Criteria:-**

- Be permanent government employee (BS-17 or above) nominated by the respective Federal Ministry or Provincial Department.
- Mid- to senior-level government officials involved in social policy planning and development;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.

**Objective:-**

- This course will share Singapore's approach to empower persons with disabilities and special needs to participate as integral and contributing citizens, and build a more inclusive society.

3. Nomination of suitable candidates duly approved by the competent authority along with the following documents may kindly be forwarded to this Ministry latest by **8<sup>th</sup> September, 2025** positively. Interested officers are requested to apply online at <https://go.gov.sg/scptaepdsn2025> as required by Singapore (Mandatory). **Nomination without online application will not be considered by the host.**

4. Required Documents

1.	Nomination letter in original	01 Copy
2.	Hard Copy of online application form (available in the link provided at Para-03/above)	01 Copy
3.	Filled in Performa for FTC (available at <a href="http://www.ead.gov.pk">www.ead.gov.pk</a> )	01 Copy
4.	CNIC & Photograph	01 Copy each
5.	Valid Passport	01 Copy
6.	Surety Bond and Undertaking (Format is available at <a href="http://www.ead.gov.pk">www.ead.gov.pk</a> )	01 each Original
7.	An Undertaking by the participant to bear Round Trip Airfare	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.

6. Further, it may be apprised that as per direction of Foreign Training Committee (FTC) of Ministry of Economic Affairs, all officers proceeding on foreign trainings have been directed to submit a 1000-word post-visit report upon return. Accordingly, the officers who are nominated may submit a post visit report to [sosea@ead.gov.pk](mailto:sosea@ead.gov.pk) upon return.

**Iqra Khan  
SO (SEA)**