

Government of Pakistan
Ministry of Economic Affairs & Statistics
Economic Affairs Division
(EC-Wing)

No. 4(51)PTPA/CP/SCH/2011-12

Islamabad, 23rd August, 2011

OFFICE MEMORANDUM

SUBJECT: Call for Nominations: KDI SCHOOL THE COLOMBO PLAN LONG TERM SCHOLARSHIP PROGRAMME

The undersigned is directed to say that the Colombo Plan Secretariat (CPS) has invited nominations for one year subject Master Degree Programme which is scheduled to commence in January 2012 at Republic of Korea. The Programme will jointly be organized by the Colombo Plan Secretariat (CPS) and KDI School of Public Policy and Management, Republic of Korea, up to 02 scholarships will be offered to the qualified candidates. A self-explanatory copy of Colombo Plan letter No.CP-KR/LTSP/12/1(1.13)dated 2nd August, 2011 along with its enclosures received from Colombo Plan Secretariat are attached.

2. As per revised funding policy the programme is partially funded. The CPS and KDI School will bear the following costs:

- i. Return economy air fare;
- ii. Admission process fees; and
- iii. Tuition, and accommodation
- iv. Visa fee
- v. Book allowance of 300 USD per month for 12 months

3. The criteria for the nomination are as under:

- i) Minimum 5 years experience in the public sector (ii) Nominated by the Colombo Plan National Focal Point of their respective Governments (iii) Completed a bachelor's degree or its equivalent (iv) Meet English language requirements.

4. It is requested that suitable nominations duly approved by the competent authority along with the following documents may kindly be furnished to this Division through proper channel, latest **by 23rd September, 2011.**

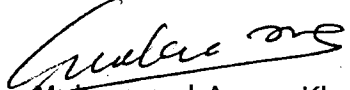
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- | | | |
|-------|---|---|
| i) | Application Forms
(duly filled in) | Two copies |
| ii) | Proforma for Foreign
Training (sample attached) | Two copies |
| iii) | Surety Bond | One copy |
| iv) | Undertaking | One copy |
| v) | Attested copies of Certificates/Degrees (Degrees, Attested by HEC)
Transcripts | |
| vi) | Original score sheet of TOEFL
minimum 570 or IELTS-minimum 6.0) | |
| vii) | Two letters of Recommendations | (From University Professors
or Employer) |
| viii) | Two Photographs (3 cm x 4cm) | |
| ix) | Resume/CV | Two copies |
| x) | Admission Essay (on one A4 size paper) | Two copies |
| xi) | Employment Verification
Certificate of Employer with the Application form | |

5. Candidates are advised to read all the instructions attached herewith before submitting application and visit Website www.kdischool.ac.kr to also apply for the course online, concurrently. An application form can also be obtained from website www.colombo-plan.org

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6. Incomplete/late submission of nominations/ Applications form/ documents will not be accepted.


Muhammad Anwar Khan
Section Officer (PTAP/CP)
Tele: 9222422
Fax: 9210734

1 The Chairman

MOST IMMEDIATE

No. 2(16)/2008-Admn-I
Government of Pakistan
Ministry of Commerce
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Islamabad, the 5th September, 2011

CIRCULAR

Copy of EAD's O.M dated 23-08-2011 alongwith its enclosures is forwarded with the request that the nominations of the suitable Officers duly recommended/approved by their respective Senior Officers may kindly furnished to Admn-I Section latest by **08-09-2011**, positively.


(MARIA KAZI)
Section Officer (Admn-I)

Forwarded to:-

- i. All Sr. JS/JS/EC/DG (TP), Ministry of Commerce, Islamabad.
- ii. Copy to Network Administrator with the request to upload the subject training programme on Ministry's website.

~~Benazir Income Support Programme~~
Islamabad.

Copies along with enclosures are forwarded for similar action to:-

1. Chairman P&D Board, Govt. of the Punjab, Lahore.
2. Additional Chief Secretary, P&D Deptt, Govt. of the Sindh, Karachi.
3. Additional Chief Secretary, P&D Deptt, Govt. of Balochistan, Quetta.
4. Additional Chief Secretary P&D Deptt, Govt. of Khyber Paktun Khwa, Peshawar.
5. Additional Chief Secretary P&D Deptt, Govt. of (AJ&K), Muzaffarabad.
6. Secretary P&D Deptt, Govt. of Gilgit Baltistan, Gilgit.



Korea – Colombo Plan Joint Training Courses

APPLICATION FORM 2012

<p><u>IMPORTANT INSTRUCTIONS:</u></p> <ul style="list-style-type: none"> ▪ Each question must be answered clearly and completely. ▪ Duly completed Application Forms should be forwarded to the Colombo Plan Secretariat through the Colombo Plan National Focal Point in such country. ▪ Incomplete and/or unendorsed applications will not be considered. 	<p>Photo 3cm x 4cm</p>
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I. PERSONAL INFORMATION	
1. Name in Full:	
Last Name (Family Name)	First Name(Given Name) Middle Name
* (Sample) SMITH, John Andrew	
2. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
3. Date of Birth: / / (yyyy/mm/dd)	4. Country of Citizenship:
5. Passport No.:	6. Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single

<p>7. Contact Information (HOME)</p> <p><u>E-mail:</u> _____</p> <p><u>Phone No.:</u> _____ (Country code /area code/phone number)</p> <p><u>Mobile Phone:</u> _____</p> <p><u>Address:</u> _____ _____</p> <p><u>Zip Code:</u> _____</p>	<p>8. Contact Information (WORK)</p> <p><u>Phone No.:</u> _____ (Country code /area code/phone number)</p> <p><u>Fax No.:</u> _____</p> <p><u>Address:</u> _____ _____</p> <p style="text-align: right;"><u>Zip Code:</u> _____</p> <p><u>Company:</u> _____</p> <p><u>Department:</u> _____</p> <p><u>Position:</u> _____</p>
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9. Contact information for the 2nd round-phone interview (Only for those who pass the 1st round review)

Phone No. (Day): _____ Phone No. (Evening): _____

Emergency Phone Number (person in Korea preferred): _____

(country code / area code / phone number)

* Mailing address the acceptance letter and admissions package should be delivered to (Only for accepted applicants)

Home Address Work Address.

II. ACADEMIC INFORMATION (Please list all advanced institutions attended, with the most recent listed first. Write all information in the spaces provided below.)

Name of School	Dates Attended	Degree Received Major
	____/____ - ____/____ yy / mm yy / mm	
	____/____ - ____/____ yy / mm yy / mm	
	____/____ - ____/____ yy / mm yy / mm	
	____/____ - ____/____ yy / mm yy / mm	

III. WORK EXPERIENCE (Please list the most recent employment first.)

Name of Company	Dates Employed	Name of Department	Position
	____/____ - ____/____ yy / mm yy / mm		
	____/____ - ____/____ yy / mm yy / mm		
	____/____ - ____/____ yy / mm yy / mm		
	____/____ - ____/____ yy / mm yy / mm		

IV. TOEFL, TOEIC, Other Scores and Date of Test

(Please enclose a copy of your score report.)

TOEFL Score: _____ Date: _____

TOEIC Score: _____ Date: _____

Others (IELTS, GRE, GMAT, etc.):
Score: _____ Date: _____

V. LIST OF RECOMMENDERS

Name: Organization: Position:	Name: Organization: Position:
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Signature of Applicant:	Date :
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STATEMENT OF PURPOSE

The Statement of Purpose should be in **English** (A4, double-spaced, single-sided). Responses must be written solely by the applicant without any assistance from others. Essays not 100% from the applicant will be grounds for complete dismissal of any scholarship consideration. Please refer to the prompts below. Essays should be typed or legibly printed.

[Sample Format]

<p>Statement of Purpose</p> <p>Name in Full(Last, First Middle): Country of Citizenship:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <ol style="list-style-type: none"> 1. Explain your most important accomplishment and explain why you think it as such. (Less than 400 words) 2. Describe your career vision and why you have chosen it as your vision. (Less than 400 words) 3. Describe your potential contributions to the class if you were to receive admission to the KDI School. (Less than 400 words) 4. List any additional comments here. (Less than 400 words) </div> <p>I hereby submit my Statement of Purpose and certify that I have received no assistance in writing this essay. Month / Day / Year</p> <p style="text-align: right;">Applicant's Name & Signature</p>
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RECOMMENDATION FORM

■ **To the Applicant:**

Please complete ONLY the top portion of this form. Mail this form with a self-addressed stamped envelope to the person who will write your recommendation. Please tell your recommender to enclose the form he/she has written on your behalf, seal the envelope, sign across the flap, and mail it to you. Enclose the sealed envelope with your completed application.

Name of Applicant (Last, First, Middle)

I do waive my right to review the completed recommendation form.

Applicant's Signature:.....

Date :

■ To the Recommender:

Thank you for agreeing to write an evaluation on behalf of the individual named above. We value your frank and thoughtful assessment of the applicant. After filling out the form, please seal and sign the back flap of the envelope. Attach additional sheets if necessary.

1. How long have you known the applicant and in what capacity?
2. What do you consider to be the applicant's strengths or talents?
3. What do you consider to be the applicant's weaknesses or developmental needs?
4. How would you rate the applicant relative to others in your organization (school)?

Please give us your appraisal of the applicant in terms of the qualities listed below. Rate the applicant in comparison with others applying for graduate school whom you have known, or with top performing men and women in his or her professional peer group.

	Truly Exceptional	Excellent	Very Good	Good	Below Average	No Information
	Top 2%	Top 10%	Top 25%	Middle 50%	Lower 25%	
Leadership Potential						
Interpersonal Skills						
Analytical Ability						

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Oral Communication Skills						
Written Communication Skills						
Imagination & Creativity						
Motivation						
Independence						
Flexibility						

Are you confident of the applicant's integrity?

- Yes Unable to judge No

In summary, I (Please check one.)

- strongly recommend recommend recommend with some reservations do not recommend
 this applicant for the program at the KDI School.

Please complete the following information and write your preferred address for receiving correspondence from the KDI School.

Recommender Information	
1. Name:	2. School or Firm:
3. Position or Title:	4. Address:
5. Phone Number: Country code/area code/phone number	6. Fax Number: Country code/area code/phone number

Signature of Recommender:	Date:
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RECOMMENDATION FORM

To the Applicant:

Please complete ONLY the top portion of this form. Mail this form with a self-addressed stamped envelope to the person who will write your recommendation. Ask your recommender to enclose the form he/she has written on your behalf, seal the envelope, sign across the flap, and mail it to you. Enclose the sealed envelope with your completed application.

Name of Applicant (Last, First, Middle) _____

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I do waive my right to review the completed recommendation form.

Applicant's Signature:

Date :].....

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	Top 2%	Top 10%	Top 25%	Middle 50%	Lower 25%	
Leadership Potential						
Interpersonal Skills						
Analytical Ability						
Oral Communication Skills						

2/05

Written Communication Skills						
Imagination & Creativity						
Motivation						
Independence						
Flexibility						

Are you confident of the applicant's integrity?

- Yes
 Unable to judge
 No

In summary, I (Please check one.)

- strongly recommend
 recommend
 recommend with some reservations
 do not recommend
 this applicant for the program at the KDI School.

Please complete the following information and write your preferred address for receiving correspondence from the KDI School.

Recommender Information	
1. Name:	2. School or Firm:
3. Position or Title:	4. Address:
5. Phone Number: Country code/area code/phone number	6. Fax Number: Country code/area code/phone number
Signature of Recommender:	Date:

EMPLOYMENT VERIFICATION

If you are currently employed and are applying to the KDI SCHOOL with the approval of your employer, you should have your employer fill out this form. If available, attach an official document, issued by your employer, that verifies your employment status.

■ **To the Applicant:**

Please provide the information requested below. Send this form to your employer early enough for it to be returned to you in time to submit with the rest of your application.

_____ / _____ / _____
 Name of Applicant (Last, First, Middle) Department Position

I hereby request the release of an official verification of my current employment and information concerning my employment status at the organization specified below to the KDI School of Public Policy and Management.

Signature of Applicant: _____ Date: _____

■ **To the Person in Charge of Employee Training/Education:**

The above-named person is applying to the KDI School of Public Policy and Management. Please complete this form and enclose an official acknowledgement of the applicant's current employment status. Thank you.

1. Employer Information

Name of Organization	
Name of Organization Head	
Organization's Website Address	
Name of Personnel Department	
Name of Personnel Department Head	
Name of Personnel Dept. Contact Person	
Address	
E-mail	
Telephone	
Fax	

2. Duration of Study

Please indicate the period during which you will release your employee to study at the KDI School.

From (yyyy/mm/dd):	To (yyyy/mm/dd):
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3. Other Information (Please use this space to provide any additional information.)

I hereby certify that the above-mentioned applicant has been recommended by our organization to attend the KDI School of Public Policy and Management during the period indicated in #2 above.

Date: _____

Name: _____

Signature: _____

Official Seal Affixed

Economic Affairs Division
Foreign Training Proforma

1. Title of the course		3. Venue							
2. Duration/ Dates		5. Source of Funding							
4. Sponsored by									
6. Ministries to whom facility was circulated									
7. Eligibility Criteria									
8. Programme objectives									
9. Last date of Submission of nominations			10. Received letter date	11. Circulation	12. Website date	13. No. of Slots			
Name/ Designation/ Grade	Date of Birth/age	Domicile/ NIC Number	Education Qualifications	Present professional responsibilities	Relevance with course/ program	Last Foreign training received with titled & date	Date of joining Govt. service.	Date of present posting	Remarks by the Desk Officer / whether nominee has relevance with the subject programme or not

Comments of Data base Manage

Signature _____

25 copies