

No. 2(1)/2011-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 14th February, 2013

C I R C U L A R

Copy of Economic Affairs Division's O.M No.2(10)SEA/2013 dated 07-02-2013 is forwarded for information/necessary action with the request that the nominations of suitable officers fulfilling the required eligibility criteria for the "**Master of Public Administration**" offered by the Korea International Cooperation Agency (KOICA) at **Seoul**, National University scheduled to be held from **August 2013 to December 2014** duly approved/recommended by their senior respective officers may kindly be forwarded to Admn-I Section latest by **18-02-2013** for onward submission to EAD, Islamabad. The application form and other relevant documents of the fully funded Master's Degree training programme for the year 2013-2014 can be downloaded from the sites: **www.ead.gov.pk** and **http://gmpa.snu.ac.kr**.


(MARIA KAZI)
Section Officer (Admn-I)

Government of Pakistan
Economic Affairs Division
SEA Section

No. 2(10) SEA/2013

Islamabad, the February 7, 2013

OFFICE MEMORANDUM

SUBJECT: “MASTER OF PUBLIC ADMINISTRATION” OFFERED BY THE KOREA INTERNATIONAL COOPERATION AGENCY (KOICA) AT SEOUL NATIONAL UNIVERSITY (AUGUST 2013-DECEMBER 2014 (16 MONTHS))

The undersigned is directed to refer to the subject noted above and to state that the Government of Republic of Korea under KOICA has invited nominations for the subject fully funded Master's Degree training programme for the year 2013-2014. Please refer to the following website for more detailed information and application form: <http://gmpa.snu.ac.kr> and www.ead.gov.pk

2. The eligibility criteria for the above Master's Programme are as under:

Eligibility Criteria

- Be a government official or employee in public sector. Private sector employees are not eligible. However if the applicant work in a development non-governmental organization (NGO) or UN-associated organization, they can apply on the condition that he/she obtains a recommendation from the government Ministry which covers the organization.
- University/college graduate or have an equivalent educational background.
- Be nominated by his or her Government.
- Have sufficient command of both spoken & written English to take classes conducted entirely in English.
- Be in good health, both physically and mentally, pregnancy, HIV/AIDS, tuberculosis or any kind of contagious disease are regarded as a disqualifying conditions for the programme;
- Have not ever participated in KOICA's scholarship programme or any of its kind before.
- Have not withdrawn from KOICA SP programme due to submission of false documents, below average school performance, or violation of school regulation.

Objective:

- To train global leaders among public officials in developing countries to promote economic and social development.
- To equip public officials with administrative capacity based on knowledge of human resource, organization, finance and policy experts.
- To share the Korean experience in development administration to ultimately assist participants in promoting development in their home country.


3. Nomination of suitable candidates fulfilling the laid-down eligibility criteria prescribed by the sponsoring agency duly approved by the competent authority along with the following documents may kindly be forwarded to this Division by **February 19, 2013** Positively.

- | | |
|--|----------|
| 1. KOICA application form | 4 Copies |
| 2. Seoul National University Form 1: Application Form..... | 2 copies |
| 3. Seoul National University Form 2: Personal Statement and Study Plan | 2 copies |
| 4. Seoul National University Form 3: Recommendation: Download <u>twice</u> this form and to be Completed by each of your two professors. | 2 copies |
| 5. Seoul National University Form 4: Financial Certification | 2 copies |

Official Documents

- | | |
|--|----------|
| 6. Official undergraduate studies transcripts: Transcripts must provide a record of the courses you have taken in each year of study along with the final grade. | |
| 7. Notarized certificate of a Bachelor's degree and or/ undergraduate school graduation certificate. | |
| 8. Seoul National University Form 5: Verification of Academic Record. Print out the form and sign your name on the letter of Agreement. do not fill out the verification report portion. | |
| 9. A copy of your passport | 2 copies |
| 10. Curriculum Vitae | 2 copies |
| 11. Doctor's opinion paper about Health Checkup review | 2 copies |
| 12. Two passport-sized photos | 2 copies |
| 13. Certificate of Employment (if applicable) | 2 copies |
| 14. Certificate of providing the English proficiency: applicant should submit a score report of a recognized English Proficiency test such as TEPS 551, TOEFL (PBT 550, CBT 210, IBT 80, IELTS 5.5 or higher or any other supporting documents which demonstrate appropriate English language proficiency. | |
| 15. Proforma for Foreign Training | 1 copy |
| 16. Surety Bonds/Undertaking. | 1 copy |
| 17. Passport Copy | 1 copy |
| 18. Copy of National Identity Card | 1 copy |

4. Incomplete/late submission of documents/nomination will not be accepted. Moreover, any deliberate provision of wrong information on the part of the candidate shall be viewed seriously.


Muhammad Tahir
Section Officer (SEA)
Ph: 9202084

- 1) Joint secretary (Admn), Prime Minister's Secretariat (Public) , Islamabad
- 2) Secretary, Cabinet Division, Islamabad
- 3) Secretary, Ministry of Commerce, Islamabad
- 4) Secretary, Ministry of Communication, Islamabad
- 5) Secretary, Ministry of Defence, Rawalpindi.
- 6) Secretary, Defence Production, Rawalpindi.
- 7) Secretary, Establishment Division, Islamabad.
- 8) Secretary, Finance Division, Islamabad.
- 9) Secretary, Ministry of Foreign Affairs, Islamabad.
- 10) Secretary, Ministry of Housing & Works, Islamabad.
- 11) Secretary, Ministry of Information & Broadcasting, Islamabad.
- 12) Secretary, Ministry of Information Technology & Telecommunication, Islamabad.
- 13) Secretary, Ministry of Interior, Islamabad.
- 14) Secretary, Ministry of Kashmir Affairs & Northern Areas, Islamabad.
- 15) Secretary, Ministry of Law, Justice & Human Rights, Islamabad.