

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

<><><>

No.2(6)2015-Admn-I

Islamabad, the 5<sup>th</sup> April, 2016.

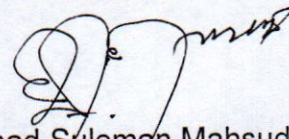
**CIRCULAR**

Subject: **TRAINING COURSES TO BE HELD IN MALAYSIA:**

The Economic Affairs Division vide their two OM dated 30-03-2016 (copies enclosed) has informed that the Government of Malaysia has sought nominations for participation in the under mentioned fully funded Training Courses, being held in Malaysia for the period mentioned against each. Further information and application form can be downloaded from the website mentioned below:-

Sr. #.	Description of Training Programmes	Information Down loaded from the Website
i.	Course on Certificate in Cooperative Management from 15-26 August 2016 at Malaysia.	<a href="http://www.mtep.kln.gov.my">www.mtep.kln.gov.my</a> & <a href="http://www.ead.gov.pk">www.ead.gov.pk</a> . Last date of EAD for submission of nomination is 22 <sup>nd</sup> April, 2016
ii.	Course on International Developing learning & Development (L & D) Professional as Transformational Leaders in the Public Sector 8-19 <sup>th</sup> August, 2016.	<a href="http://www.mtep.kln.gov.my">www.mtep.kln.gov.my</a> & <a href="http://www.ead.gov.pk">www.ead.gov.pk</a> Last date of EAD for submission of nomination is 29 <sup>th</sup> April, 2016

2. Nominations of suitable officers fulfilling the required eligibility criteria as mentioned in EAD's O.Ms for the fully funded Training Courses may kindly be forwarded to this office up to 12<sup>th</sup> & 14<sup>th</sup> April, 2016, respectively, **along with Training Proforma as circulated by this section dated 02-07-2015.**



(Muhammad Suleman Mahsud)  
Deputy Director (MoC)

- i. All JSs/DGs/Chief Development Officer, MOC, Islamabad.
- ii. The Director General, Pakistan Institute of Trade & Development, Islamabad.
- iii. Director General (TO), Directorate General of Trade Organization (DGTO), Islamabad.
- iv. Director General, Trade Dispute Resolution Organization (TDRO), Ministry of Commerce, Islamabad.
- v. The Director General (HR), Trade Development Authority of Pakistan, Karachi.
- vi. The Administrator, Data Network with the request to upload the Training Programmes of EAD on the Website of Ministry of Commerce.



No. 3(25) SEA/2016

Islamabad, the 30<sup>th</sup> March, 2016

**OFFICE MEMORANDUM**

Subject: **COURSE ON CERTIFICATE IN CO-OPERATIVE MANAGEMENT,  
FROM 15-26 AUGUST 2016 AT MALAYSIA**

The undersigned is directed to say that the Co-operative College of Malaysia through Government of Malaysia will be organizing the **Fully Funded** subject training program and has invited **02** nominations for the said program. Detailed information and application form may be downloaded from **www.mtcp.kln.gov.my & www.ead.gov.pk**.

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

**Objectives:**

- To enable participants to gain understanding and upgrade their knowledge and skills in co-operative management, finance and governance in accordance with the co-operative principle and co-operative legislation.

**Eligibility Criteria:-**

- Nominated by respective government.
- Co-operative leaders with minimum of three years experience as a board or manager of co-operatives
- Government officers with minimum of three years working experience supervising co-operative movement in their respective countries.
- Below 45 years of age.
- Proficiency in English language
- Medically and Physically fit to attend this course
- Ability to work independently or in groups.

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 **22<sup>nd</sup> (Friday) April, 2016** positively.

1.	Application form (duly filled in)	04 copies
2.	Profarma for Foreign Training	01 copy
3.	Surety Bonds	01 copy (each)
4.	Undertaking.	01 copy (each)
5.	Passport Copy	01 copy
6.	Copy of National Identity Card	01 copy

4. Incomplete documents/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.



(Syed Qalab-e-Abbas)  
Section Officer (SEA)  
Ph: 9202084/Fax 9211822

1. Secretary, Cabinet Division, Islamabad.
2. Secretary, Establishment Division, Islamabad.
3. Secretary, Capital Administration and Development Division, Islamabad.
4. Secretary, Commerce Division, Islamabad.
5. Secretary, Finance Division, Islamabad.
6. Secretary, Planning Development & Reforms, Islamabad.
7. Secretary, Ministry of Information, Broadcasting and National Heritage, Islamabad.
8. Secretary, Ministry of Information Technology and Telecommunication, Islamabad.
9. Secretary, Ministry of Education, Trainings and Standards in Higher Education, Islamabad.
10. Secretary, Ministry of Water and Power, Islamabad.
11. Chairman, Federal Board of Revenue, Islamabad.
12. Chairman, Higher Education Commission, Islamabad.

**Copy forwarded for similar action to:-**

- 1) Chairman P&D Board, Govt. of the Punjab, Lahore.
- 2) Additional Chief Secretary, P&D Deptt., Government of Sindh, Karachi.
- 3) Additional Chief Secretary, P&D Deptt., Government of KPK, Peshawar.
- 4) Additional Chief Secretary, P&D Deptt., Government of Balochistan, Quetta.
- 5) Chief Secretary, Govt. of AJK, Muzaffarabad.
- 6) Joint Secretary (Training), Establishment Division, Islamabad.
- 7) Section Officer (Admn), EAD.

**Cc:**

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

No. 3(28) SEA/2016

Islamabad, the 30<sup>th</sup> March, 2016

**OFFICE MEMORANDUM**

Subject: **COURSE ON INTERNATIONAL DEVELOPING LEARNING & DEVELOPMENT (L&D) PROFESSIONAL AS TRANSFORMATIONAL LEADERS IN THE PUBLIC SECTOR, 8-19<sup>th</sup> AUGUST, 2016**

The undersigned is directed to say that the "National Institute of Public Administration (INTAN)" Government of Malaysia will be organizing the **Fully Funded** subject training program and has invited **02** nominations for the said program. Detailed information and application form may be downloaded from [www.mtcp.kln.gov.my](http://www.mtcp.kln.gov.my) & [www.ead.gov.pk](http://www.ead.gov.pk).

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

**Objectives:**

- Introduction to Brain Learning Techniques & Dynamics of Adult Learning.
- Understating Organizations and the Role of Learning & Development.
- Designing Transformational Learning & Development Solutions and.
- Field Visits & Sharing Best Practices Sessions.

**Eligibility Criteria:**

- Be Civil Servants.
- Aged between 26-45 years old.
- Junior and Middle level facilitators, trainers and HR Professionals who are involved in training at public sector organizations.
- Possess at least five (5) years working experience in the field related to the course.
- Must be certified medically fit in both physical and mental health, non-military personnel.
- Must demonstrate and good command of spoken and written in English.
- Have never participated in any MTCP courses previously.

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 **29<sup>th</sup> (Friday) April, 2016** positively.

- |    |                                   |                |
|----|-----------------------------------|----------------|
| 1. | Application form (duly filled in) | 04 copies      |
| 2. | Profarma for Foreign Training     | 01 copy        |
| 3. | Surety Bonds                      | 01 copy (each) |
| 4. | Undertaking.                      | 01 copy (each) |
| 5. | Passport Copy                     | 01 copy        |
| 6. | Copy of National Identity Card    | 01 copy        |

4. Incomplete documents/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.



(Syed Qalab-e-Abbas)  
Section Officer (SEA)  
Ph: 9202084/Fax 9211822

1. Secretary, Cabinet Division, Islamabad
2. Secretary, Establishment Division, Islamabad
3. Secretary, Capital Administration and Development Division, Islamabad
4. Secretary, Commerce Division, Islamabad
5. Secretary, Ministry of Communications, Islamabad
6. Secretary, Ministry of Defence Production, Rawalpindi
7. Secretary, Statistics Division, Islamabad
8. Secretary, Finance Division, Islamabad
9. Secretary, Planning Development & Reforms, Islamabad
10. Secretary, Ministry of Housing and Works, Islamabad
11. Secretary, Ministry of Law, Justice & Human Rights, Islamabad
12. Secretary, Ministry of Industries & Production, Islamabad
13. Secretary, Ministry of Information, Broadcasting and National Heritage, Islamabad.
14. Secretary, Ministry of Information Technology and Telecommunication, Islamabad.
15. Secretary, Ministry of National Health Services Regulations and Coordination, Islamabad
16. Secretary, Ministry of National Food Security and Research, Islamabad
17. Secretary, Ministry of Overseas Pakistanis and Human Resource Development, Islamabad
18. Secretary, Ministry of Petroleum and Natural Resources, Islamabad
19. Secretary, Privatization Division, Islamabad
20. Secretary, Ministry of Education, Trainings and Standards in Higher Education, Islamabad
21. Secretary, Climate Change Division, Islamabad.
22. Secretary, Ministry of Science and Technology, Islamabad
23. Secretary, Ministry of States and Frontier Regions, Islamabad
24. Secretary, Textile Industry Division, Islamabad
25. Secretary, Ministry of Water and Power, Islamabad
26. Chairman, Federal Board of Revenue, Islamabad
27. Chairman, Board of Investment, Islamabad
28. Chairman, Higher Education Commission, Islamabad

**Copy forwarded for similar action to:-**

1. Chairman P&D Board, Govt. of the Punjab, Lahore
2. Additional Chief Secretary, P&D Deptt., Government of Sindh, Karachi
3. Additional Chief Secretary, P&D Deptt., Government of KPK, Peshawar
4. Additional Chief Secretary, P&D Deptt., Government of Balochistan, Quetta
5. Chief Secretary, Govt. of AJK, Muzaffarabad
6. Chief Secretary, Northern Areas, Gilgit.
7. Chief Secretary, FATA Secretariat, Peshawar.
8. Joint Secretary (Training), Establishment Division, Islamabad
9. Section Officer (Admn), EAD

**Cc:**

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