

No. 2(6)/2015-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 12th March, 2015

CIRCULAR


Subject: **COURSE ON "ENGLISH LANGUAGE FOR DIPLOMACY" TO BE HELD FROM 20TH MAY TO 2ND JUNE, 2015 UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAM (MTCP), MALAYSIA:**

Economic Affairs Division's has informed that the Malaysian Technical Cooperation Programme (MTCP) has invited **two** nominations for the fully funded training course scheduled to be held from **20th May to 2nd June, 2015** in **Malaysia**. The nominees must fulfill the following eligibility criteria:-

- i. Have a basic university degree.**
- ii. Below 35 years of age.**
- iii. Three years or more of working experience,**
- iv. Proficient in English language at the Intermediate level.**

2. The application form of the subject course can be downloaded from the websites: **www.mtcp.kln.gov.my** or **www.ead.gov.pk**.

3. Keeping in view the deadline for nominations, it is requested that nominations of suitable officers fulfilling the required eligibility criteria duly approved/endorsed by the respective heads of Wings **along with their detailed C.V, in which the details of trainings/courses/seminars etc already attended by the officer** may kindly be communicated to the undersigned latest by **19-03-2015** for onwards submission to EAD, Islamabad.


(Owais Hussain Farooqi)
Section Officer (Admn-I)

Forwarded to:-

- i. All JSs/EC/DG (TP)/DG (DCW)/DG (TIS)/DG (STDC), Ministry of Commerce, Islamabad.**
- ii. Copy to Network Administrator with the request to upload the subject course on the Ministry's website.**



No. 3(37) SEA.2015

Islamabad, the March 09, 2015

OFFICE MEMORANDUM

Subject: **COURSE ON ENGLISH LANGUAGE COURSE FOR DIPLOMACY FROM 20 MAY TO 2 JUNE, 2015 UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)**

The undersigned is directed to say that the Malaysian Technical Cooperation Program (MTCP) Malaysia will be organizing the fully funded subject training program and has invited **two** nominations for the said program. Application form for the subject training Programme 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 enhance their general English language proficiency in the areas of listening, speaking, reading and writing.
- To know the techniques and strategies of using English language effectively orally and in writing and
- To further improve their proficiency in the use of English language specifically in conducting diplomacy and international affairs.

Eligibility Criteria:

- Have a basic university degree.
- Below 35 years of age.
- Three years or more of working experience.
- Proficient in English language at the intermediate level.

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 **March 30, 2015** positively.

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


(Riaz Ali Maitlo)
Section Officer (SEA)
Ph: 9202084/Fax 9211822

1. Secretary, Ministry of Commerce, Islamabad.
2. Secretary, Ministry of Foreign Affairs, 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. Additional Chief Secretary, P&D Deptt., 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. SO (UN-III)/Secretary (FTC), EAD
4. Network & System Administrator, EAD

5. DS(EC-II)