

Government of Pakistan  
Ministry of Finance, Revenue & Economic Affairs  
(Economic Affairs Division)

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No. 2(18) SEA/Korea/2018

Islamabad, the 6<sup>th</sup> February, 2018

**OFFICE MEMORANDUM**

**SUBJECT: - "2018-KOICA-HUFS MASTER'S DEGREE PROGRAM IN ATMOSPHERIC ENVIRONMENT" TO BE HELD FROM AUGUST 20, 2018 TO FEBRUARY 20, 2020 AT YONGIN AND SEONGNAM, KOREA**

The undersigned is directed to refer to the subject noted above and to inform that the Government of Republic of Korea has invited **Four (04)** nominations for the subject fully funded Master's Degree program for the years August 20, 2018 to February 20, 2020. Please refer to the following website for more detailed information and application form: [www.ead.gov.pk](http://www.ead.gov.pk) and <http://hufs.ac.kr/gra>, <http://atmos.hufs.ac.kr/>

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

**Eligibility Criteria**

- Be Government Officers (BS-17 and above) only and nominated by respective Federal Government or Provincial Department
- Must possess a Bachelor's Degree by August, 2017
  - GPA 3.5 /4.5 preferred
  - Natural Science and Computer Science majors (e.g. Atmosphere science, Earth Science, Oceanography, Environment Sciences, Computer Science, Statistics, Mathematics, etc.) with quantities education //training for meteorology is strongly recommended.
- Federal/Provincial Government Officials having minimum of three years in weather service and education experience preferred whereas private sector employees are not eligible.
- English Proficiency
  - Applicant must meet one of the English proficiency test minimum score requirements: TOEFL IBT 83, TOEFL PBT 560, TOEFL CBT 220, IELTS 6.5, TEPS 585, TOEIC 740 or higher.
  - English proficiency tests should be taken within two years from the deadline of the online application
  - Institutional Testing Program (ITP) is not valid.
  - English Proficiency Test (EPT) submission can be waived off **when applicants can submit an official letter from the respective nominating Ministry/Provincial Government of one's affiliation guaranteeing one's English proficiency equivalent to the required scores listed above.**
- Others
  - Have a good command of both spoken and written English to take classes conducted entirely in English and to be able to write academic reports and thesis in English.
  - Be under 40 years of age as of February 1, 2018 and in good health, both physically and mentally to complete the program.
  - Pregnancy is regarded as disqualifying condition for participation in this program.
  - Having tuberculosis or any kind of contagious disease is regarded as disqualifying condition for participation in this program.

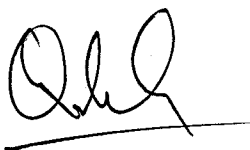


## Objectives

- To train atmospheric science professionals abroad to complete the advanced learning in current meteorological sciences and technologies.
- To extend scientific insights and knowledge for reliable public meteorological information service including weather forecasts, warnings of sever weathers, and climate changes.
- To build partnership among atmospheric science professionals from Korea and developing countries.

3. Nomination of suitable candidates fulfilling the laid-down eligibility criteria (with all the required documents of check list & eligibility criteria as mentioned above) prescribed by the sponsoring agency duly approved by the competent authority along with the documents may kindly be forwarded to this Division by the close of business hours (4 PM) on 23<sup>rd</sup> February, 2018 (Friday) positively.

0. Document Checklist	Check all the documents you included in your admission package. (Form 0) Original copy	Original copy
1. Application Forms	Complete both KOICA and HUFs applications and print out. Should be clearly typed. (Form 1 and 2)	Original Copy
2. Statement of Financial Resources	Complete the form. (Form 3)	Original Copy
3. Recommendation Letters (TWO letters)	1) Two recommendation letters from your supervisors in your workplace are required. (Form 4) 2) Students recommended by a ministry or a central bank of Partnership Countries should obtain one of the recommendation letters (signed and sealed) from his/her minister or the central bank governor endorsing the student and stating that the candidate will return to his workplace after finishing her/his degree at HUFs. The letter must be written on a company letterhead showing the company's full address, telephone and email address. The letter must be stamped with the company's official seal. 3) Letters should be signed and sealed across the back of its envelope by a recommender. 4) We do not accept recommendation letters via email.	Original Copy
4. Degree / Diploma	1) An original copy of bachelor's degree certificate from every institution attended or attending are required. 2) If a degree certificate or diploma is not available, submit an official letter from the university indicating the date of graduation and the degree conferred.	Certified copy with official seal from the Ministry of Foreign Affairs
5. Transcripts	1) An original copy of transcript must include a year-by-year record of courses from every institution applicants have attended or are attending. 2) The transcripts should include a statement of personal rank in department, if available. 3) If the CGPA / maximum score does not appear on the transcript, please submit a proof letter certified by the university, if available.	Certified copy with official seal from the Ministry of Foreign Affairs
6. English Proficiency Test Reports (EPT) OR Official Letter from Ministry	1) Applicants must meet one of the English proficiency test minimum score requirements: TOEFL iBT 83, TOEFL PBT 560, TOEFL CBT 220, IELTS 6.5, TEPS 599, TOEIC 720 or higher. 2) English proficiency tests should have been taken within two years from the deadline of the online application. 3) Institutional Testing Program (ITP) is not valid. 4) English Proficiency Test (EPT) submission can be waived when applicants can submit an official letter from the minister or governor of one's affiliation guaranteeing	Original or Certified Copy



	one's English proficiency equivalent to the required scores listed	
7. Curriculum Vitae	Free style personal résumé	Original Copy
8. Copy of passport (applicant's)	A copy of passport (Include a copy of page showing the passport number, date of issue and expiration, photo, and name.)	Copy
9. Copy of parents' identity documents	An official document indicating parents' nationality, e.g. passports, national ID cards, etc. (Include a copy of page showing the passport number, date of issue and expiration, photo, and name.)	Copy
10. Sworn Statement	An official sworn statement indicating one's determination on completion of study at HUFs and recognition of the financial support status from KOICA and HUFs stated in 'Financing for KOICA-HUFs Scholarship Program' in 'Program Contents' should be signed. (Form 5)	Original Copy
11. Employment Certificate	An official document to prove your work experiences which should include duration of employment, position, and job description. This information should appear on the certificate or letter	Original Copy
12. Statement of Purpose	Personal statement of purpose to introduce yourself, your interest, motivations, relevance of your current works and academic interests.	Original Copy
Optional 1. List of Honors and Awards	1) If there are any honors, awards, fellowships or any academic certificates and test reports during university years, please list them in order of importance in the list form. E.g. General Record Examination (GRE, GRE subject), Test of Proficiency in Korean (TOPIK), Korean Language Proficiency Test (KLPT), etc. (Form 6) 2) The list will be valid only when testimonials or evidences are submitted	Original Copy
Optional 2. School Profile / Credit Rating System	School profile and description of the grading system would help us understand better for evaluation.	Original Copy
13.	Proforma for Foreign Training	01 Copy
14.	Surety Bonds	01 Copy
15.	Undertaking	01 Copy
16.	Copy of National Identity	04 copies

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.



(SYED QALAB-E-ABBAS)

Section Officer (SEA)

Ph. No. 051-9202084/Fax: 051-9211822

1. Secretary, Ministry of Defence, Government of Pakistan, Rawalpindi.
2. Secretary, Establishment Division, Government of Pakistan, Islamabad.
3. Secretary, Ministry of Planning, Development & Reform, Government of Pakistan Islamabad
4. Secretary, Climate Change Division, Government of Pakistan, Islamabad.
5. Secretary, Aviation Division, Government of Pakistan, Islamabad.
6. Director General, Pakistan Metrological Department, Government of Pakistan, Islamabad.

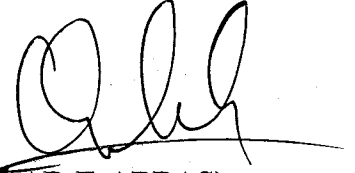
**Copy for similar action to:**

1. Chairman, Planning & Development Board, Government. of Punjab, Lahore
2. Chairman, Planning & Development Board, Government of Sindh, Karachi

3. Additional Chief Secretary, Planning & Development Department, Government of Khyber Pakhtunkhwa, Peshawar
4. Additional Chief Secretary, Planning & Development Department, Government of Baluchistan, Quetta
5. Additional Chief Secretary, Planning & Development Department, Govt. of Azad Jammu & Kashmir, Muzaffarabad
6. Secretary, Planning & Development Department, Government of Gilgit Baltistan, Gilgit
7. Additional Chief Secretary, FATA Secretariat, Peshawar
8. Secretary, Environment Department, Government of Punjab Lahore
9. Secretary, Environment Department, Government of Sindh Karachi
10. Secretary, Environment Department, Government of KPK Peshawar
11. Secretary, Environment Department, Government of Balochistan Quetta
12. Secretary, Environment Department, Government of Azad Jammu & Kashmir (AJK), Muzaffarabad
13. Secretary, Environment Department, Government of Gilgit Baltistan Gilgit
14. Joint Secretary (Training), Establishment Division, Islamabad
15. Section Officer (Admn), EAD

**Cc:**

1. Joint Secretary (Admin.), EAD
2. SO (UN-III)/Secretary (FTC), EAD
3. Network & System Administrator, EAD



**(SYED QALAB-E-ABBAS)**

Section Officer (SEA)

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