

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

No. 3 (5) SEA/2018

Islamabad, the 6th April, 2018

OFFICE MEMORANDUM

Subject: **TRAINING COURSE ON "AUTOMOBILE SYSTEM MAINTENANCE AND SERVICES, 31 JULY – 17 AUGUST, 2018 AT MALAYSIA**

The undersigned is directed to inform that the "Centre for Instructor and Advanced Skill Training (CIAST)", Government of Malaysia will be organizing the **Fully Funded** subject training program and has invited **two (02)** nominations for the said training program scheduled to be held from **31 July – 17 August, 2018**. The detailed information and application form may be downloaded from websites: <http://www.mtcp.kln.gov.my> & www.ead.gov.pk

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

Objectives

The course is designed to provide participants with technical overview of the operating principles, perform activities such as inspecting, maintaining and servicing based on the main features of the body electrical system engine system and transmission system for manual and automatic transmission operation.

Eligibility Criteria

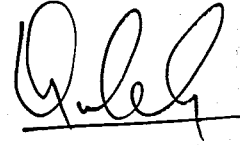
- Be Government Officers (BS-17 and above) only and nominated by respective Federal Government or Provincial Department
- Be Vocational Training Manager/Officers, trainer and Instructors with minimum of 3 years experience in field related to course
- Have a good command of spoken and written English. A photocopy of English higher learning certificate or equivalent **MUST** be enclosed.
- Aged 26 to 45 at the commencement of the course and certified medically fit to attend the course.
- Have never participated in any MTCP organized by other training institutions in Malaysia.

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 the close of business hours (4 PM) on **23rd April, 2018 (Monday)**, positively.

- | | | |
|----|--|------------------|
| 1. | Application form (duly filled in, incomplete application Form even a single entry would not be entertained by donor) | 04 copies |
| 2. | Performa for Foreign Training | 01 copy |
| 3. | Surety Bonds | 01 copy |
| 4. | Undertaking. | 01 copy |
| 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, Ministry of Industries and Production, Islamabad
- 5) Secretary, Ministry of Defence, Rawalpindi
- 6) Secretary, Ministry of Planning Development & Reform, Islamabad
- 7) Chairman, National Vocational & Technical Training Commission (NVTTC) Islamabad

Copy forwarded for similar action to:-

1. Chairman Planning & Development Board, Government of the 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 Balochistan, Quetta
5. Additional Chief Secretary, Planning & Development Department, Government of Azad Jammu & Kashmir, Muzaffarabad
6. Secretary, Planning & Development Department, Government of Gilgit Baltistan Gilgit
7. Additional Chief Secretary, FATA Secretariat, Peshawar
8. Director General, National Vocational & Technical Training Commission, Govt. of the Punjab, Lahore
9. Director General, National Vocational & Technical Training Commission, Government of Sindh, Karachi
10. Director General, National Vocational & Technical Training Commission Government of Khyber Pakhtunkhwa, Peshawar
11. Director General, National Vocational & Technical Training Commission, Government of Balochistan, Quetta
12. Director General, National Vocational & Technical Training Commission, Govt. of Azad Jammu & Kashmir, Muzaffarabad
13. Director General, National Vocational & Technical Training Commission, Government of Gilgit Baltistan, Gilgit.
14. Joint Secretary (Training), Establishment Division, Islamabad
15. Section Officer (Admin-I), EAD

Cc:

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