

MOST IMMEDIATE

Government of Pakistan
Ministry of Economic Affairs
(Economic Affairs Division)

No. 3(38) SEA/Malaysia/2022

Islamabad the 17th March, 2022

OFFICE MEMORANDUM

SUBJECT: - **E-LEARNING COURSE ON “CAPACITY DEVELOPMENT FOR ADMINISTRATORS OF PRIMARY SCHOOL” FROM 8TH TO 12TH AUGUST, 2022 UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP).**

The undersigned is directed to inform that the Government of Malaysia has invited **two (02)** nominations for the above training course. The Government of Malaysia will bear the full course fees for successful applicants. The application form is available at EAD’s website: www.ead.gov.pk and <https://www.kln.gov.my/documents/8390448/8392184/MTCP+2022+-+APPLICATION+FORM>.

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

Eligibility Criteria:

- A primary school Headmaster/Headmistress.
- 2 to 3 years working experience.
- Competent in English language.
- Age between 25-55 years.
- Basic knowledge of computers and ICT skills.
- Has not participated in any course under MTCP.

Objectives:

- To share and exchange knowledge and experience in leadership skills, experience Malaysia through and beyond classroom activities.
- To explore a range of skills involved in leadership, communication, and cooperation, and
- To enhance their knowledge and skills in andragogy, leadership, and management.

3. Nomination of suitable candidates duly approved by the competent authority along with the following documents may kindly be forwarded to this Division by **10th June, 2022 (Friday)**, positively.

4. **Required Documents**

1	Nomination letter in original	01 copy
2	Filled in Performa for FTC	01 copy
3	Application form	02 copies
4	CNIC & Photograph	02 copies each

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5. In case of incomplete/late submission of documents, nomination will not be entertained. Moreover, any deliberate provision of wrong information on part of the candidate shall liable to be rejected.



(ITRAT ZAHARA)
Section Officer (SEA)
Ph: 051-9202084

1. Secretary, Ministry of Federal Education & Professional Training, Islamabad.
2. Chairman, Higher Education Commission, Islamabad.
3. Secretary, Planning Development & Special Initiatives, Islamabad.
4. Chairman, Planning & Development Board, Government of the Punjab, Lahore.
5. Chairman, Planning & Development Board, Government of Sindh, Karachi.
6. Additional Chief Secretary, Planning & Development Department, Government of Khyber Pakhtunkhwa, Peshawar.
7. Additional Chief Secretary, Planning & Development Department Government of Balochistan, Quetta.
8. Additional Chief Secretary, Planning & Development Department, Government of Azad Jammu & Kashmir, Muzaffarabad.
9. Secretary, Planning & Development Department, Government of Gilgit Baltistan, Gilgit.
10. **Relevant Officers working in other Ministries/Divisions/ Departments may download the circular from the official Website of Economic Affairs Division for submission of nomination through proper channel.**

Copy forwarded for information:-

1. Joint Secretary (Training), Establishment Division, Islamabad
2. Section Officer (UN-III/Secretary FTC), EAD
3. Network & System Administrator, EAD