

MOST IMMEDIATE

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

No. 3(1) SEA/Malaysia/2022

Islamabad the 9th February, 2022

OFFICE MEMORANDUM

SUBJECT: - **E-LEARNING COURSE ON "DIGITAL TOOLS TO DEVELOP BASIC ENGLISH LANGUAGE PROFICIENCY" TO BE HELD FROM 7TH TO 11TH MARCH, 2022 (PHASE-1) AND 14TH-18TH MARCH, 2022 (PHASE-2) 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 web site: www.ead.gov.pk and https://mtcpcoms.kln.gov.my/mtcpcoms/upload/MTCP_2022_ApplicationForm.pdf course.

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

Eligibility Criteria

- ELT education professionals and specifically those who wish to take on the role as trainers in extending training impact within the context of designing online courses.
- Proficient in English and possess, preferably a tertiary education, with at least 5 years of working experience in customs matters relevant to the course.

Objective

- Use familiar everyday expressions and very basic phrases related to areas of most immediate relevance through the application of digital tools.
- Communicate simple and routine tasks requiring simple and direct exchanges of information on familiar and routine matters.
- Integrate digital tools in designing and developing quality online proficiency based micro courses which are aligned to CEFR.

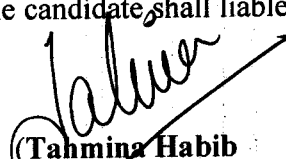
3. Nomination of suitable candidates duly approved by the competent authority along with the following documents may kindly be forwarded to this Division by **18th February, 2022 (Friday)**, positively.

4. **Required Documents**

1	Nomination letter in original	01 copy
2	Filled in Proforma 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 the part of the candidate shall liable to be rejected.


(Tahmina Habib)
Deputy Secretary (EC-II)
Ph: 051-9202084

1. Secretary, Ministry of Federal Education and Professional Training, Islamabad.
2. Chairman, Planning & Development Board, Government of the Punjab, Lahore
3. Chairman, Planning & Development Board, Government of Sindh, Karachi
4. Additional Chief Secretary, Planning & Development Department, Government of Khyber Pakhtunkhwa, Peshawar
5. Additional Chief Secretary, Planning & Development Department Government of Balochistan, Quetta
6. Additional Chief Secretary, Planning & Development Department, Government of Azad Jammu & Kashmir, Muzaffarabad
7. Secretary, Planning & Development Department, Government of Gilgit Baltistan, Gilgit.
8. **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. Senior Joint Secretary (EC), EAD
2. Joint Secretary (Training), Establishment Division, Islamabad
3. Section Officer (UN-III/Secretary FTC), EAD
4. Network & System Administrator, EAD