

MOST IMMEDIATE

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

No.4 (22) SEA/2022

Islamabad, 20th July, 2022

OFFICE MEMORANDUM

SUBJECT: -E-LEARNING COURSE ON “ROBOTICS PROCESS AUTOMATION FOR LEADERS” TO BE CONDUCTED FROM 5TH TO 7TH OCTOBER, 2022, UNDER THE SINGAPORE PARTNERSHIP PROGRAMME TRAINING AWARD (SCPTA).

The undersigned is directed to inform that the Government of Singapore has invited (01) nomination for the above training course. The Government of Singapore will bear the full course fee for successful applicant. The application form is available at EAD’s web site: www.ead.gov.pk

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

Eligibility Criteria.

Applicants should be:

- Be Government employees (BS-17 and above) nominated by the respective Federal Ministry or Provincial Department.
- Mid- to senior-level government officials intending to use Robotic Process Automation (RPA) as a solution to improve their agency’s work processes;
- Nominated by their respective Governments;
- Proficient in written and spoken English; and
- In good health.

Objective.

- RPA has gained traction in the public service as a means to automate high volumes of repetitive and manual work processes. This course will present Singapore’s experience in implementing RPA in public agencies and equip participants with foundational skills and knowledge for successful RPA implementation.

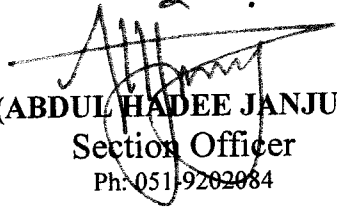
3. Nomination of suitable candidates duly approved by the competent authority along with the following documents may kindly be forwarded to this Division by **19 August, 2022 (Friday)**, positively. Nominees are also requested to apply online at <https://go.gov.sg/rpa2022>. as required by Singapore (Mandatory).

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.


(ABDUL HADEE JANJUA)
Section Officer
Ph: 051-9282984

1. Secretary, Ministry of Science & Technology, Islamabad.
2. Secretary, Ministry of Information Technology and Telecommunications, Islamabad.
3. Secretary, Ministry of 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. Additional Chief Secretary, Planning & Development Department, Government of Gilgit Baltistan, Gilgit.
10. Secretary, Planning & Development Department, Government of Gilgit Baltistan, Gilgit.
11. **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 (EC), EAD
2. Joint Secretary (Training), Establishment Division, Islamabad
3. Section Officer (UN-III/Secretary FTC), EAD
4. Network & System Administrator, EAD