

**MOST IMMEDIATE**

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

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No. 3(37) SEA/Malaysia/2021

Islamabad the 15 July, 2021

**OFFICE MEMORANDUM**

SUBJECT:- **E-LEARNING COURSE ON "INFORMATION TECHNOLOGY SERVICE MANAGEMENT SYSTEM AGAINST ISO/IEC 20000-1:2018" FROM 16-20 AUGUST 2021 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](http://www.ead.gov.pk) and [https://mtcpcoms.kln.gov.my/mtcpcoms/online/list\\_course](https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course). (Malaysia's website).

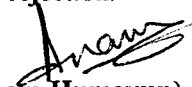
2. The eligibility criteria and objectives of the subject course are available on Malaysia's website.

3. Nomination of suitable candidates (BPS-17 and above only) duly approved by the competent authority along with the following documents may kindly be forwarded to this Division by 26<sup>th</sup> July, 2021 (Monday), 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

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

  
(Anam Humayun)  
Section Officer (SEA)  
Ph: 051-9202084

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