

MOST IMMEDIATE

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

No. 3(12) SEA/2020

Islamabad, the 17th February, 2020

OFFICE MEMORANDUM

Subject: **TRAINING COURSE ON "MANAGING DIGITAL RECORDS" TO BE HELD FROM 24-30 AUGUST, 2020 AT MALAYSIA**

The undersigned is directed to inform that the Government of Malaysia through National Archives of Malaysia (NAM), will be organizing the **Fully Funded** subject training programme and has invited **two** nominations for the said programme. Detailed information and application form for the subject training Programme may be downloaded from www.mtcp.kln.gov.my and www.ead.gov.pk

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

Objectives:

- Provide knowledge and skill in choosing the best strategy for preservation of digital records.
- Provide hands on experience in managing digital records.
- Share National Archives of Malaysia's experience in implementation of digitization project.

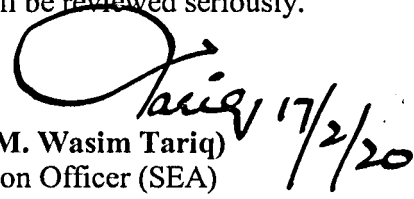
Eligibility Criteria:

- Permanent Government Officers (BS-17 and above) nominated by respective Federal/ Provincial Government
- Age between 26-50 years old
- Should have 3-5 years experience in Managing digital records;
- Responsible for the management of departmental records: especially digital records or having one year experience of handling digital records or had attended basic course on digital records.
- Should possess a good command of written and spoken English.
- Good health, physically and mentally, in order to complete the course.

3. Nomination of suitable candidates fulfilling the laid-down eligibility criteria prescribed by the sponsoring agency duly approved by the competent authority alongwith following documents may be forwarded to this Division by **6th May, 2020 (Wednesday)** positively.

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|---|---------------|
| 1. Application Forms (filled and signed) | 02 (original) |
| 2. Proforma for Foreign Training | 01 copy |
| 3. Surety Bond/Undertaking. | 01 copy each |
| 4. CNIC & Valid Passport (coloured copy of all Pages) | 01 copy each |
| 5. Two Passport size photo (3.5cm x 5cm) (white background) | |

4. Incomplete / late submission of documents / nomination will not be entertained. Moreover, deliberate provision of any wrong information on the part of the candidate shall be reviewed seriously.


(Dr. M. Wasim Tariq)
Section Officer (SEA)
Ph: 051-9202084

1. Secretary, Cabinet Division, Islamabad
2. Secretary, Establishment Division, Islamabad
3. Secretary, Finance Division, Islamabad
4. Secretary, Ministry of Planning, Development and Special Initiatives, Islamabad
5. Secretary, Ministry of Information and Broadcasting, Islamabad
6. Secretary, Ministry of Information, Technology and Telecommunication, Islamabad
7. Secretary, Ministry of Federal Education, Professional Training, National History and Literary Heritage Islamabad
8. Director General, National Library of Pakistan, National Library Building, Shahrah-e-Jamhoriyat, Sector G-5, Islamabad.
9. Director General, National Archive of Pakistan, Block "N", Pakistan Secretariat, Islamabad
10. Chairman, Planning & Development Board, Government of the Punjab, Lahore
11. Chairman, Planning & Development Board, Government of Sindh, Karachi
12. Additional Chief Secretary, Planning & Development Department, Government of KPK, Peshawar
13. Additional Chief Secretary, Planning & Development Department Government of Balochistan, Quetta
14. Additional Chief Secretary, Planning & Development Department, Government of AJ&K, Muzaffarabad
15. Secretary, Planning & Development Department, Government of Gilgit Baltistan, Gilgit.
16. **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 similar action to:-

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