

MOST IMMEDIATE

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

No. 3(20) SEA/Malaysia/2021

Islamabad the 2nd April, 2021

OFFICE MEMORANDUM

SUBJECT: - E-LEARNING COURSE ON “DESIGN AND COURSE DEVELOPMENT FOR 21ST CENTURY LEARNING IN NEW NORM ENVIRONMENT” TO BE HELD FROM 31ST MAY, 2021 TO 15TH JUNE, 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 and https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course.

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

Eligibility Criteria

- Middle/Senior Government Officers nominated by their Governments.
- 26-50 years old.
- Applicants are required to list the available online courses in their respective countries related to English Language Teaching (ELT).
- Applicants are required to complete pre-task (online course) provided by the training provider for a duration of one week before the commencement of the training.
- Has never participated in any MTCP courses.
- Proficient in English language, and medically fit.

Objectives

- Understand the importance of content quality for online learning.
- Apply strategies of designing quality online learning courses.
- Share ideas an engaging online course design and development.
- Produce an online course.
- Develop online learning materials in different multimedia formats.
- Link the content of the course to their practice.
- Produce thoughtful and critical reflection on action and change.

3. Nomination of suitable candidates duly approved by the competent authority along with the following documents may kindly be forwarded to this Division by **15th April, 2021 (Thursday)**, 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.

Hammad H. Zaidi
(Syed Hammad Hassan)
Section Officer (SEA)
Ph: 051-9202084

1. Secretary, Ministry of Information Technology and Telecommunications, 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 GilgitBaltistan, 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