

MOST IMMEDIATE

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

No. 3(23) SEA/Malaysia/2021

Islamabad the 8th April, 2021

OFFICE MEMORANDUM

SUBJECT: - E-LEARNING COURSE ON “ENGLISH PROFICIENCY FOR MIDDLE LEVEL OFFICIALS” TO BE HELD FROM 23RD MAY, 2021 TO 17TH 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-level Government Officers at CEFR B2 Level.
- Satisfactory level of digital literacy, equipped with the relevant ICT tools such as laptop/desktop, web camera, microphone, speaker etc & familiar with online learning platforms like Zoom, Google meet etc.
- Participants should be nominated by the respective governments.
- Below 40 years of age.
- Have a basic university degree; and
- Has never participated in any MTCP courses.

Objective

- This course is designed to boost the English proficiency level Government Officials at CEFR B2 Level for them to be able to plan, solve problems and make decisions with degree of fluency and spontaneity in spoken and written communication.

3. Nomination of suitable candidates duly approved by the competent authority along with the following documents may kindly be forwarded to this Division by **23rd April, 2021 (Friday)**, 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

Distribution

- All Ministries / Divisions / Departments, Provincial Governments including Governments of Azad Jammu & Kashmir and Gilgit Baltistan.

Copy forwarded for information:-

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