

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

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No. 3(6) SEA/Malaysia/2021

Islamabad the 25<sup>th</sup> February, 2021

**OFFICE MEMORANDUM**

SUBJECT: - **E-LEARNING COURSE ON “ENERGY MANAGEMENT TOWARDS ORGANIZATIONAL SUSTAINABILITY” TO BE HELD FROM 17<sup>TH</sup> TO 21<sup>ST</sup> MAY, 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).

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

**Eligibility Criteria**

- Middle Management Officers nominated by their Government .
- A bachelor's degree in any field.
- 26-50 years of age
- Three years or more of working experience.
- Able to attend all the synchronous e-learning sessions, that will require an internet-enabled device with Zoom installed, and functioning webcam, microphone and audio.
- Good command of English- written and spoken.
- Medically fit.

**Objective**

- To Describe the principles of Energy Management.
- To Explain the implications of Energy Management on organizational behavior and finance.
- To Elaborate the purpose, strengths and limitations of tools and techniques involved in Energy Management.
- To Apply several tools and techniques for managing an Energy Management Project.
- To Implement Energy Management best practices in the organization.


3. Nomination of suitable candidates duly approved by the competent authority along with the following documents may kindly be forwarded to this Division by **1<sup>st</sup> April, 2021 (Tuesday)**, positively.

4. **Required Documents**

1	Nomination letter in original	01 copy
2	Filled in Proforma 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.

  
(Pirah Aftab)  
Section Officer (SEA)  
Ph: 051-9202084

1. Secretary, Ministry of Energy (Power Division), Islamabad.
2. Secretary, Ministry of Climate Change, Islamabad.
3. Chairman, Planning & Development Board, Government of the Punjab, Lahore
4. Chairman, Planning & Development Board, Government of Sindh, Karachi
5. Additional Chief Secretary, Planning & Development Department, Government of Khyber Pakhtunkhwa, Peshawar
6. Additional Chief Secretary, Planning & Development Department Government of Balochistan, Quetta
7. Additional Chief Secretary, Planning & Development Department, Government of Azad Jammu & Kashmir, Muzaffarabad
8. Secretary, Planning & Development Department, Government of GilgitBaltistan, Gilgit.
9. Secretary, Energy Department ,Government of the Punjab, Lahore.
10. Secretary, Energy Department , Government of Sindh, Karachi
11. Secretary, Energy Department ,Government of Khyber Pakhtunkhwa, Peshawar
12. Secretary, Energy Department , Government of Balochistan, Quetta
13. Secretary, Energy Department, Government of Azad Jammu & Kashmir, Muzaffarabad
14. Secretary, Energy Department, Government of GilgitBaltistan, Gilgit.
15. **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