

National Highway Authority

Administration Wing (HRD) Cell

No. 18(1)-Japan/HRD/NHA/2023/945 Islamabad the, September 11th, 2023

CIRCULAR

Subject: **NOMINATION OF NHA OFFICERS FOR PARTICIPATION IN TRAINING COURSE ON "COMPREHENSIVE URBAN TRANSPORTATION PLANNING" TO BE ORGANIZED BY JAPAN INTERNATIONAL COOPERATION AGENCY (JICA) FROM JANUARY 10, 2024 TO FEBRUARY 08, 2024.**

Economic Affairs Division (EAD), Islamabad has circulated the schedule of subject training program and has invited 01 suitable nomination of relevant Officer from NHA. **The Officers who fulfill the following eligibility criteria of Sponsor/NHA are only eligible: -**

Eligibility Criteria of (Sponsor)

a.	Be administrative officer in the central/local government, responsible for the formulation of urban transport program/projects.
b.	Have at least 5 years working experience in urban transport planning & management.
c.	Proficient in Spoken and written English
d.	Be a University graduate
e.	Be under the age of 45 Years

NHA's Eligibility Criteria

a.	Minimum three years' service in NHA.
b.	Must be a regular employee of NHA.
c.	The employee has not attended any other program abroad for duration of more than one month during last one year.
d.	His / her job is related to the scheduled program
e.	Not dealing with any special assignment
f.	Neat and clean service record & no departmental proceedings are pending or under process against him or area of his existing responsibility
g.	The employee is not on long leave (leave of 30 days or more)
h.	He is not dealing with a special assignment
i.	He is not under medical treatment/leave for long time
j.	Recommendation by the Member In-charge

2. Matter is circulated for information, dissemination and seeking suitable nominations/willingness of Officers **who fulfill the above mentioned criteria of Sponsor/NHA** in said training course along with 05 sets of duly filled /signed the following documents at the earliest but not later than **September 25, 2023**. **Nominations received after due date without recommendation of the concerned Member will not be processed/entertained: -**

✓ Prescribed JICA Application form	✓ Proforma for Foreign Training (FTC Proforma)
✓ Copy of CNIC, Passport	✓ Questionnaire

3. Further details and application form & prescribed FTC proforma, may be downloaded from the EAD's website www.ead.gov.pk/

(SYED ZAWAR HAIDER)

Director (HRD)

051-9032710

All Members (HQ/Regions/Zones/)
All GMs (HQ/Regions/ Zone)/ Secretary NHA

Director (MIS) →

To be uploaded on NHA's Website