

National Highway Authority
Administration Wing (HRD) Cell

No. 18(1)-Japan/HRD/NHA/2024/ 32

Islamabad the, April 15, 2024

C I R C U L A R

Sub: IN-PERSON COURSE ON "TRADE & BUSINESS DEVELOPMENT" TO BE HELD FROM JUNE 24-28, 2024 UNDER THE SINGAPORE COOPERATION TRAINING PROGRAMME

The Economic Affairs Division has circulated the schedule of subject **(Partially Funded)** training course and has invited suitable nominations fulfilling the under mentioned criteria: -

Eligibility Criteria of (Sponsors)

a.	Be a Permanent Government Officers (BS 17 and above) only nominated by respective Federal Government involved in trade facilitation, economic planning and development work
b.	Proficient in spoken and written English
c.	In good health.

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 NHA** in the subject training course along with 05 sets of duly filled /signed the following documents at the earliest but not later than **April 17, 2024**. Nominations received after due date without recommendation of the concerned Member will not be processed/entertained:

✓ Five passport-size photos, Copies of Passport & Five Copies of CNIC	
✓ Surety Bond/Undertaking	✓ Proforma for Foreign Training (FTC Proforma)

3. Nominees are also required to apply online at <https://go.gov.sg/TradeBusinessDevelopment24> as required by Singapore (mandatory). Further details of the programme may be downloaded from EAD website www.ead.gov.pk/


(JAHANZAB)
Dy. Director (HRD)

All Members, (HQ/Regions/Zones)

AD MIS → **To be uploaded on NHA's Website**