



GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
\*\*\*\*\*



No.5(1)/2025-ADMN-I/HR-I

Islamabad, the 21<sup>st</sup> March , 2025

## MEMORANDUM

**SUBJECT: SMALL AND MEDIUM ENTERPRISES DEVELOPMENT POLICES**

### CIRCULAR

Please find enclosed herewith a copy of the self-explanatory Office Memorandum No. **1(18) JAPAN-II-2025**, dated 20<sup>th</sup> March 2025 received from Ministry of Economic of Affairs, on the above-mentioned subject for placing on the website of the Ministry of Commerce.

2. **Interested/relevant** officers from the **Main Ministry and its Attached Departments/Organizations** who fulfill the eligibility criteria may send their nominations, duly approved by their respective Head(s) of the Wing(s)/Departments to HR-I Section (**along with their C.V, Services Profile and details of availed Foreign Training/Workshops etc**), latest by **21-04-2025 positively. Nominations received after the deadline will not be entertained. Moreover, there would be no financial liability on the Ministry of Commerce/Government of Pakistan.**

Encl: As Above

**Aamir Waheed  
So (HR-I)**

Administration (Wing),  
Commerce Division,  
(Aamir Sharif), Database Administrator,  
Islamabad



No.1(18)JAPAN-II-2025



Islamabad, the 20<sup>th</sup> March , 2025

## OFFICE MEMORANDUM

**SUBJECT: SMALL AND MEDIUM ENTERPRISES DEVELOPMENT POLICES**

The undersigned is directed to refer to the subject noted above and to state that Japan International Cooperation Agency has offered **one** seat for the subject training course scheduled to be held w.e.f. **June, 25, 2025 to July 24, 2025 in Japan**. All concerned Ministries / Divisions / Departments are requested to send nomination of suitable officer who fulfills the following criteria to the undersigned by **01-05-2025** along with three (3) copies of prescribed JICA forms, CNIC, Passport, FTC Performa, undertaking & surety bond and Inception Report as advised in the G.I. Booklet.

**Course Objective:**

Program aims to enhance the policy planning capacity of target organizations for realizing (SME) development.

**Eligibility Criteria:-**

The applicant should:

- Be an officer of SME ministries / agencies, public institutions implementing SME promotion, willing to acquire comprehensive knowledge about SME policy and promotion measures to become an expert.
  - Have more than 3 years' experience in the field of SME promotion.
  - Be graduate of university
  - Have command of spoken and written English
  - Be between the ages of twenty-five (25) and fifty (50) years
  - Have basic computer skills
2. New prescribed JICA Application Form, FTC Performa, Inception Report, undertaking & surety bond can be downloaded from EAD's website [www.ead.gov.pk](http://www.ead.gov.pk) under "Foreign Trainings" link in "Forms" and also available on JICA's website [www.jica.go.jp/pakistan/english/index.html](http://www.jica.go.jp/pakistan/english/index.html).
3. In case of selection of the officer the concerned organizations are requested to ensure timely NOC.
4. Nomination of contractual employees will not be entertained.

Admin (Wing),  
Saif Anjum  
Secretary  
A Block Pak Secretariat, Islamabad,  
Islamabad

Administration (Wing),  
Jawad Paul  
Secretary  
Commerce Division,  
Islamabad

IT (Wing),  
Zarrar Hasham Khan  
Secretary IT  
Ministry Of Information Technology & Telecommunication, 7th Floor, Kohsar Block, Pak Secretariat,  
Islamabad

**Copy for information to:-**

- 1- Engr. Khuda Bukhsh, Chief Executive Officer, EDB, Islamabad
- 2- Tariq Mehmood, Joint Secretary Training, ESTAB, Islamabad
- 3- Hamid Karim, DS (Japan), EAD, Islamabad

**Muhammad Ishtiaq Akbar**  
SO (Japan-II)

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