FINANCE DIVISION
(Quality Assurance –I Section)
HRM Wing
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CIRCULAR

Subject:- **CALL FOR NOMINATION FOR FOREIGN TRAINING COURSE**

The Economic Affairs Division vide its O.M No.3(7)SEA-2016, No.3(10)SEA-2016 dated 07-03-2016, No.3(9)SEA-2016, No.3(11)SEA-2016 dated 08-03-2016 has requested to nominate officers for the following fully funded training programs under the Malaysian Government.

Sr. #.	Title of the Training Program/ Website	Duration	Submission date to QA-I Section
1.	Foundation of Islamic Finance: Islamic Banking & Islamic Capital Market https://mtcpcoms.gln.gov.my & www.ead.gov.pk	25-04-2016 to 28-04-2016	11-03-2016
2.	IT Audit www.mtcp.kln.gov.my & www.ead.gov.pk	16-05-2016 to 27-05-2016	11-03-2016
3.	General Tax Administration (GTAC) www.mtcp.kln.gov.my & www.ead.gov.pk	18-07-2016 to 05-08-2016	26-03-2016
4.	Preservation of Audiovisual Materials www.mtcpcoms.kin.gov.my & www.ead.gov.pk	14-08-2016 to 27-08-2016	26-03-2016

Eligibility Criteria: (may be seen overleaf)

2. Officers of Finance Division, who fulfill the given eligibility criteria, are requested to furnish their nominations duly recommended by the AFS concerned alongwith FTC proforma to QA-I Section by or before the given dates. The application forms and other details may be downloaded from the websites as mentioned above.

Note:- In addition to the eligibility criteria all the Officers who are working in Finance Division either on contract basis, on deputation basis, under Section-10 or having less than two year's Government service or less than one year's service in Finance Division or against whom the disciplinary proceeding/inquiry is in process, may need not to apply.

(Ishtiaq Ahmad)
Section officer(QA-I)
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All Addl. Finance Secretaries/Eco: Adviser Sr.JSs/JSs/DFAs/DSs/SOs Finance Div. Ibd
Finance Division U.O.No.2(8)/QA-I/2014, dated: 10-03-2016

Copy to:-

i. APS to JS(HRM)
ii. DS(QA)
iii. Mr. Faheem Anwar, Webmaster, EA Wing with the request to upload the circular for information on Finance Division's website.

Eligibility Criteria:

1. Foundation of Islamic Finance: Islamic Banking & Islamic Capital Market

- Civil servants, aged between 26-46 years
- Selected governmental officials and technical experts from the ministries/governmental agencies involved in the town planning. Design, coordination and managing construction projects
- Possess education at least degree level in technical field such as Civil Engineering
- Possess at least 5 years working experience in the field
- Good command of spoken and written English.
- Must be certified medically fit.

2. Course on IT Audit

- Auditor or Assistant Auditor
- Having at least Five(05) years of government auditing experience, preferably in IT environment or planning to initiate such audit in near future
- Good working knowledge of both spoken and written English since the group requires active participation in group discussion, group & individual exercises.
- Age between 26 to 50 years old.
- Medically fit.
- Members of Supreme Audit Institution(SAI)

3. General Tax Administration (GTAC)

- Below 45 years old.
- Have completed tertiary education.
- At least five(5) years of work experience in tax administration.
- The stipulated age limit, however, is subject to review based on the merits of each applicant.
- Preference will be give to applicants with management responsibilities or exposure to administrative functions within a tax organization.
- Good command of spoken and written English.
- Must be certified medically fit.

4. Preservation of Audiovisual Materials

- Have basic training (certificate level) and of five years experience in the managing audiovisual materials.
- Responsible for the management of departmental records especially audiovisual materials or having one year experiences of handling audiovisual material or had attended basic course on audiovisual materials.
- Certified medically and physically fit to attend the course.
- Age between 26-50 years old.