

Government of Pakistan
Finance Division
HRM Wing
(QA-I Section)

C I R C U L A R

Subject:- **TRAINING COURSE ON "MANAGING DIGITAL RECORDS" TO BE HELD FROM 24-30 AUGUST, 2020 AT MALAYSIA**

The Economic Affairs Division vide its O.M No.3(12)SEA-2020 dated 17-02-2020 has invited two (02) nominations of suitable Officers for the above **fully funded** training program offered by Government of Malaysia through National Archives of Malaysia(NAM), Malaysia. The Officers, who fulfill the given eligibility criteria, are requested to furnish their nomination duly recommended by the AFS concerned alongwith FTC Proforma to QA-I section by **10th April, 2020**, positively. Application form for the subject training Program may be downloaded www.mtcp.kln.gov.my & www.ead.gov.pk.

Objectives:

- Provide knowledge and skill in choosing the best strategy for preservation of digital records.
- Provide hands on experience in managing digital records.
- Share National Archives of Malaysia's experience in implementation of digitization project.

Eligibility Criteria:

- Permanent Government Officers (BS-17 and above).
- Age between 26-50 years old.
- Should have 3-5 years experience in Managing digital records.
- Responsible for the management of departmental records especially digital records or having one year experience of handling digital records or had attended basic course on digital records.
- Should possess a good command of written and spoken English.
- Good health, physically and mentally in order to complete the course.

Note:- "In addition to the eligibility criteria specified for a training, all Officers who are working on contract basis/fixed pay package or having less than three months of service in Finance Division or against whom disciplinary proceedings / inquiry is in progress, may need not to apply".



(SHAHZAD ZAREEF)
Section Officer (QA-I)
Ph: 9208523

All Officers (BS-17 and above), Finance Division, Islamabad
Finance Division's U.O.No.2(8)/QA-I/2014, dated: 21-02-2020-148

- ⇒ Copy to Mr. Faheem Anwar, Webmaster with the request to upload the circular on Finance Division's website.