

Government of Pakistan  
Ministry of Economic Affairs  
(Japan Wing)

No.1(20)Japan-II/2020

Islamabad, the June 16, 2020

**OFFICE MEMORANDUM**

**SUBJECT: REINFORCEMENT OF METEOROLOGICAL SERVICES**

The undersigned is directed to refer to the subject noted above and to state that Japan International Cooperation Agency has offered fully funded subject training course scheduled to be held w.e.f **January 13, 2021 to March 20, 2021 in Japan**. All concerned Ministries / Departments are requested to send nomination of a suitable officer who fulfills the following criteria to the undersigned by **16-10-2020** along with three (3) copies of prescribed JICA forms, one copy of surety bond, undertaking, CNIC, passport, FTC Performa, Questionnaire as advised in the G-I Booklet.

**Course Objective:**

Reinforcement of the meteorological services for reducing disaster risk

**Eligibility Criteria:-**

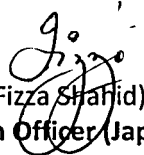
The applicants should:-

- Be presently engaged in meteorological services
- Have work experience of meteorological services for more than 3 years.
- Be a Bachelor of Science and / or have an Engineering degree.
- Be under 40 years of age in principle.
- Have knowledge and experience of using basic PC software (especially Word, Excel and Power Point)
- Proficient in spoken and written English
- Be in good health, both physically and mentally, to participate in the program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health

2. New prescribed JICA Application Forms along with job report and specimen of surety bond, undertaking and FTC Performa can be downloaded from EAD's website [www.ead.gov.pk](http://www.ead.gov.pk) under "Foreign Trainings" link in "Forms" ad 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 Departments are requested to ensure timely relieving of the officer along with NOC.

4. Nomination of contractual employees will not be entertained.

  
(Fizza Sharif)  
Section Officer (Japan-II)  
Ph: 0519206167

1. Director General, Pakistan Meteorological Department Headquarters Office, Pitras Bukhari Road, Sector H-8/2, Islamabad
2. Chairman, Planning & Development Board, Government of Punjab, Lahore
3. Chairman, Planning & Development Board, Government of Sindh, Karachi
4. Addl. Chief Secretary, Planning & Development Department, Government of KPK, Peshawar
5. Addl. Chief Secretary, Planning & Development Department, Government of Balochistan, Quetta

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6. Addl. Chief Secretary, Planning & Development Department, Government of Gilgit-Baltistan, Gilgit
7. Addl. Chief Secretary, Planning & Development Department, Government of AJK, Muzaffarabad.

**C.C to:**

- i) Joint Secretary (Training), Establishment Division, Islamabad
- ii) System Analyst (Computer Center), MEA with request to kindly upload JICA's G.I Booklet on MEA's Website.