

# National Highway Authority

Administration Wing (HRD) Cell

No. 18(1)-Japan/HRD/NHA/2022/ 837 Islamabad the, 11 August, 2022

## C I R C U L A R

Subject: **NOMINATION OF NHA OFFICERS FOR PARTICIPATION IN FULLY FUNDED TRAINING COURSE ON "ROAD ADMINISTRATION" TO BE ORGANIZED BY JAPAN INTERNATIONAL COOPERATION AGENCY (JICA) FROM DECEMBER 12-20, 2022 (ONLINE).**

Economic Affairs Division (EAD), Islamabad has circulated the schedule of subject **online** training program and has invited suitable nominations of relevant Officers from NHA. **The Officers who fulfill the following eligibility criteria of Sponsor/NHA are only eligible: -**

### Eligibility Criteria of (Sponsor)

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|----|--|
| a. | Be a mid-level technical officer in charge of road planning, construction, operation and maintenance of the central and local governments or government-related organization and expected to be assigned to the leading position in near future. |
| b. | Have at least 5 years work experience in the field.  |
| c. | Be a graduate of University or equivalent, specialized in civil engineering.   |
| d. | Proficient in Spoken and written English   |
| e. | Have basic computer skills such as sending/receiving email with attachments and using a web browser.   |
| f. | Be between the age of 25 and 40 Years in principle   |
| g. | Be 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 Sponsor/NHA** in said training course along with 05 sets of duly filled /signed the following documents at the earliest but not later than **August 30, 2022**. **Nominations received after due date without recommendation of the concerned Member will not be processed/entertained: -**

|                               |  |
|-------------------------------|--|
| ✓ Prescribed Application form | ✓ Proforma for Foreign Training (FTC Proforma) |
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4. Further details and application form & prescribed FTC proforma, may be downloaded from the EAD's website [www.ead.gov.pk/](http://www.ead.gov.pk/)

  
(SYED ZAWAR HAIDER)  
Director (HRD)

All Members, (HQ/Regions/ Secretary NHA)

AD MIS

→ To be uploaded on NHA's Website