

**NATIONAL PRODUCTIVITY ORGANIZATION (NPO), PAKISTAN  
INSTRCTION CIRCULAR**

**DIGITAL MULTICOUNTRY COURSES (DMC) ONLINE / ZOOM SESSION**

**Required Documents**

**i.** Please fill Bio-Data Form online through APO Japan Portal URL: <https://apo.my.site.com/s/programs>

**Following documents are also required for processing of nomination, must be sent to email address [sohaib@npo.gov.pk](mailto:sohaib@npo.gov.pk) and [rashid@npo.gov.pk](mailto:rashid@npo.gov.pk)**

- ii.** CV on plain paper including date of birth, domicile (district & province), education, experience, and details of foreign trainings attended during the recent past.
- iii.** Copy of National Identity Card.
- iv.** Copy of domicile certificate.
- v.** Nomination letter on NPO prescribed format, available on website (<http://npo.gov.pk/apo/>).
- vi.** Original scanned Fee payment receipt (Prerequisite – Fee details mentioned in Letter/NPO Website).

- 1) All applicants are requested to strictly observe **NPO Pakistan deadlines**. Incomplete and late nominations received after the above mentioned deadline/s will not be processed.
- 2) Selected participants will be required to submit their country paper before attending the program and submit project report on completion of program, to APO Liaison Department of NPO Pakistan.
- 3) The final selection of nominee's rests with the APO screening committee and is not challengeable.
- 4) Participants will participate the program virtually using their own devices, applications and internet connections.
- 5) Applicants fulfilling the prescribed criteria in respective APO Project Notification may apply for the relevant program.
- 6) Registration/Processing Fee Non-refundable for public and private Sector: PKR (fee mentioned at letter/NPO website).
- 7) Fee payment receipt in both cases either cash deposit or online payment should be attached with documents.
- 8) For any inquiry and further information please contact undersigned on 051-9244254-5, 0332-5490277.

**FACE TO FACE SESSION**

**Required Documents**

**i.** Please fill Bio-Data Form online through APO Japan Portal URL: <https://apo.my.site.com/s/programs>

**Following documents are also required for processing of nomination, must be sent to email address [sohaib@npo.gov.pk](mailto:sohaib@npo.gov.pk) and [rashid@npo.gov.pk](mailto:rashid@npo.gov.pk)**

- ii.** CV on plain paper including date of birth, domicile (district & province), education, experience, and details of foreign trainings attended during the recent past.
- iii.** Copy of National Identity Card.
- iv.** Copy of passport 1<sup>st</sup> page with minimum six months' validity from start of program.
- v.** Copy of domicile certificate.
- vi.** Nomination letter on NPO prescribed format, available on website (<http://npo.gov.pk/apo/>).
- vii.** Original scanned Fee payment receipt (Prerequisite – Fee details mentioned in Letter/NPO Website).

- 1) All applicants are requested to strictly observe **NPO Pakistan deadlines**. Incomplete and late nominations received after the above mentioned deadline/s will not be processed.
- 2) Case of only shortlisted nominee's will forward to APO, Japan for further evaluation. The final selection of nominee's rests with the APO screening committee and is not challengeable.
- 3) Processing Fee (Prerequisite) Non-refundable: FEE details mentioned in Letter/NPO Website. Fee payment receipt in both cases either cash deposit in bank or online payment should be attached with documents (bank details are available at NPO website). Moreover, selected participants from public and private sector will shoulder the cost of visa fee, insurance, PCR testing and airport taxes, etc.
- 4) APO will meet airfare, boarding lodging, per diem of participants from Government departments and SME Sector for participation in APO programs. While in case of large scale / profitable organization (Non-SME) the airfare shall be met by the participants/participating organization (Participating Country Expenses at USD200.00/person is also applicable). APO will adopt the official definition of SMEs stipulated by each member country.
- 5) Selected participants will be required to submit their country paper before attending the program and submit project report on completion of program, to APO Liaison Department of NPO Pakistan.
- 6) In-case of selection, after issuance of the air ticket/hotel booking confirmation, if the participant cancels his/her participation then participant himself/herself will reimburse cancellation charges relating to air ticket, hotel booking (to host-country/APO Japan) and visa etc. as per APO, Japan policy.
- 7) Applicants fulfilling the prescribed criteria in respective APO Project Notification may apply for the relevant program.
- 8) Kindly send nominations along with documents to National Productivity Organization (NPO), APO Liaison Department, 11th Floor, Shaheed-e-Millat Secretariat, Nazim-ud-Din Road, F-6/1, Islamabad, Pakistan.
- 9) For any inquiry and further information please contact undersigned on 051-9244254-5, 0332-5490277.