

**SUBJECT: 24<sup>th</sup> Senior Management Course (SMC)  
(27<sup>th</sup> August to 14<sup>th</sup> December 2018)**

السلام عليكم

I am pleased to know that you have been nominated by the Establishment Division, Government of Pakistan to attend the 24<sup>th</sup> Senior Management Course (SMC) to be held at NIM – Karachi from Monday 27<sup>th</sup> August, 2018. On behalf of the SMC Faculty and Management, I welcome you and hope that this program would serve as a good learning opportunity to enhance your capabilities. It is expected that you will not only take it as a learning opportunity but also realign your professional approach towards the public service.

You are required to report in this Institute on **Sunday 26<sup>th</sup>, August 2018 by 10:00 a.m. sharp.** Any delay in joining will be deducted from your quota of permissible leave. You are also required to submit your latest annual Medical Examination Report duly signed by the Civil Surgeon at the time of joining or within 2 to 3 days after the commencement of the Course. Also, please ensure submission of the enclosed nomination form (Annexure-A) & Annexures (B-I) by Monday 20<sup>th</sup> August 2018. You can also fill this form online on NIM website: [nim-khi.edu.pk](http://nim-khi.edu.pk) or alternatively send through email to [asif.computers@gmail.com](mailto:asif.computers@gmail.com) or [shajaanali@gmail.com](mailto:shajaanali@gmail.com)

I look forward to receiving you for an intellectually stimulating and professionally enlightening training program.

Yours Sincerely,

**(Mohsin Chandna)**

**Enclosed:**

General Information, Guidelines & Instructions booklet  
Annexures: A to I



17. **Dates of promotion (Exact date):**

BS – 19 \_\_\_\_\_

18. **Brief description of responsibilities of present post:**

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19. **Positions held since promotion to BS-19 or equivalent, in Government or other organizations, showing dates and duration of each assignment held:**

<b>Assignment held and grade Or equivalent</b>	<b>Ministry/Division/ Department/Organization</b>	<b><u>From</u>                      <u>To</u></b> (Please specify month and year if dates not available)

**C. ACADEMIC RECORD**

20. **Educational qualifications (from Matriculation to date starting with the latest one) with disciplines and years:**

<b>Degree/Diploma</b>	<b>Subject</b>	<b>Institution</b>	<b>Year</b>

**D. TRAINING RECORD**

**21. Training (s) Received:**

**i) In Pakistan**

Name of Course	Duration of Each Course		Name of Institution
	From	To	

**ii) Abroad:**

Name of Course	Duration of each Course		Name of Institution	Country
	From	To		

22. **Area of specialization** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23. **Additional technical or professional qualifications, if any:**

24. **Published/Unpublished work  
(Books, articles, reports):**

25. **Membership of official and unofficial  
Committees/Commissions:**

26. **Membership of academic/literary/professional associations:**

27. **Membership of Club's in Pakistan:**

28. **Name of the nominating government department/organizations:**

29. **Name and designation of the authority which maintains the PER of the nominee and to  
whom the report of the nominee to be sent:**

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

**Signature of the Participant**  
**Name:**

**HOSTEL ACCOMMODATION**

I have been nominated for the 24<sup>th</sup> SMC which is commencing from Monday 27<sup>th</sup> August 2018.

I am residing with my family (Address: \_\_\_\_\_  
\_\_\_\_\_

and during this 16 weeks course I shall avail Hostel Accommodation because I am not having any residential facility for self/family in Karachi and will abide the rules of NIM-Hostel. (***Please tick any one***):

Yes

No

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**CALL NAMES SLIP**

Please indicate the call name that you would like to be used on your NIM Identity Card e.g. Khan / Ahmed / Mansoor.

Call Name: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**REQUEST FOR TRANSPORT**

I have been nominated for the 24<sup>th</sup> SMC which is commencing from Monday 27<sup>th</sup> August 2018.

It is requested that transport at *Airport / Railway Station* may please be made available.

**Details**

Flight No. \_\_\_\_\_ From \_\_\_\_\_ Date & Time of Arrival \_\_\_\_\_

Train Name \_\_\_\_\_ From \_\_\_\_\_ Date & Time of Arrival \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_



**MEDICAL INFORMATION**

Please find details of permanent disease/illness as under for record / information of a medical officer:

Blood Group \_\_\_\_\_ Height (Inches) \_\_\_\_\_ Weight (Kgs) \_\_\_\_\_

I am suffering from \_\_\_\_\_ disease/illness and taking following medicine regularly as prescribed by physician. My last medical check-up was held on \_\_\_\_\_ by civil surgeon as a requirement of training (copy enclosed along with prescription).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**SPORTS OPTION**

I am interested in the following games (*Tick at least two*):

**GAMES:**

- |                     |                          |
|---------------------|--------------------------|
| GYMNASIUM           | <input type="checkbox"/> |
| BILLIARD            | <input type="checkbox"/> |
| BADMINTON           | <input type="checkbox"/> |
| TABLE TENNIS        | <input type="checkbox"/> |
| TENNIS (Hard Court) | <input type="checkbox"/> |
| JOGGING             | <input type="checkbox"/> |
| CHESS               | <input type="checkbox"/> |

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Note:** *Sports are “mandatory” for the participants of SMC at NIM Karachi.*

**NATIONAL INSTITUTE OF MANAGEMENT (NIM)**  
**KARACHI**

**24<sup>th</sup> Senior Management Course (SMC)**

**A. Proposed topics of IRPs (Capital Letters)**

- i) \_\_\_\_\_  
\_\_\_\_\_
- ii) \_\_\_\_\_  
\_\_\_\_\_
- iii) \_\_\_\_\_  
\_\_\_\_\_

**B. Proposed topics of CIPs (Capital Letters)**

- i) \_\_\_\_\_  
\_\_\_\_\_
- ii) \_\_\_\_\_  
\_\_\_\_\_
- iii) \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Present Posting: \_\_\_\_\_

**N.B.** Proposed topic of IRPs and CIPs should reach to this Institute on Friday 24<sup>th</sup> August 2018 positively.

**Subject: Transport Parking at NIM, Karachi**

As per policy, Car Stickers will be issued only to self driven cars. Concern participant may please write down the name & vehicle number.

Name: \_\_\_\_\_

Vehicle Number \_\_\_\_\_

**Instructions:**

- The Facility will be withdraw from such vehicles if found with drivers inside the campus.
- Vehicle with drivers are to be parked out side NIM premises.
- Vehicles should not be parked in pathways and in front of gates/doors.

**INSTRUCTIONS TO BE NOTED**

- Any participant who misses a total of 07 days of course studies, whether with permission or otherwise, would be liable to be withdrawn from the course. Genuineness of the reason for absence cannot compensate for the loss of learning, hence, no exceptions would be allowed.
- The reporting date i.e. Sunday 26<sup>th</sup> August, 2018 which is a formal day, the participants are required to follow the dress code as per given in General Information Guidelines & Instructions.