



OFFICE OF THE DIRECTOR GENERAL
FEDERAL INVESTIGATION AGENCY
HEADQUARTERS, G-9/4 ISLAMABAD

Most Immediate

No. Misc/Admn-III/ NITB/2020/ 1895-1912

Dated 07-07-2020

To,

1. All ADGs
2. All Functional Directors/FIA.
3. The Director FIA Sindh Zone-I,II Karachi
4. The Director FIA KPK Zone Peshawar.
5. The Director FIA Punjab Zone -I,II Lahore.
6. The Director FIA Islamabad Zone.
7. The Director/Training FIA Academy.
8. The Director Law FIA HQ
9. The COS TO DG FIA.
10. The Deputy Director Logistic FIA HQ.
11. PS to DG FIA.
12. All Superintendent, FIA.

SUBJECT:- 03 AND 06 WEEKS BASIC IT TRAINING COURSE (INCLUDING MS OFFICE) CONDUCTED BY NITB (NON-QUALIFIED).

I am directed to inform regarding the subject noted above, that the NITB Course/Exam detailed below for the promotion of Ministerial Staff required before their promotion:-

Sr. No	Designation	Course required
1.	UDC (BS-11) to Assistant (BS-15)	01-06 Module (Advance Course)
2.	LDC (BS-09) to UDC (BS -11)	01-03 Module (Short Course)

2. It is therefore, requested that Non-Qualified Ministerial Staff of your respective zone may kindly be directed to provide examination forms (copy enclosed) to **FIA Academy** dully filled through E-mail **fiacademy2020@gmail.com** in two days for onward submission to NITB.

3. Examination form and relevant information may also be obtained at URL: **www.nitb.gov.pk.**

Encl: a.a (relevant Performa)

(ASMATULLAH JUNEJO)PSP
Addl. Director Establishment

Cc:

- (I) The Director Administration.
- (II) The Director Training, FIA Academy.
- (III) The Deputy Director PIAB, FIA HQ
- (IV) Dy. Director Training, FIA Academy (for necessary action)
- (V) Assistant Director Coordination, FIA HQ.
- (VI) Superintendent Admn-III, FIAHQ.

NOMINATION FORM FOR BASIC IT TRAINING COURSE**Basic IT Course for *:**

Assistant

Please select a designation.

OFFICE DETAILS:**Ministry ***

Cabinet Secretariat

Select name of your ministry.

Division *

Aviation Division

Your division.

Department *

Enter name of your department (Max 50 characters).

Office Address *

Enter name of your office address (Max 20 characters).

Office City *

Enter city name where office is located (Max 20 characters).

Office Phone *Enter your office phone number starting from area code e.g
0517865439 (Max 15 characters).**Designation ***

Enter your current designation (Max 25 characters).

Bps *

Enter name current BPS (1 to 16) (Max 2 characters/ digits).

PERSONAL DETAILS

Applicant Name *

Enter your name.(Max 30 characters).

CNIC *

Enter your CNIC in the format (xxxxx-xxxxxxx-x) (Max 15 characters).

Date of Birth *

Gender *

Required Qualification *

Enter your current qualification (Max 15 characters).

Residential Address

Enter your home address (Max 50 characters).

Landline

Enter your landline number starting from area code e.g 0519267894, if any (Max 15 characters).

Mobile

Enter your 11 digit mobile number starting from 0 (e.g 03337865997).

email *

Enter your email address (Max 50 characters).

(<http://nitb.gov.pk/>)