



GOVERNMENT OF PAKISTAN
National Institute of Management Quetta

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No.1 (1) 2018/MCMC-26 /NIM
July 26, 2018

Dear Participants,

Congratulation on your nomination to the **26th Mid-Career Management Course (MCMC)** commencing from **06th August, 2018** at the National Institute of Management, Quetta.

2. The MCMC is the capacity building course structured to train potential officers for BS-19. While a major strength of the course is the input provided by the visiting faculty and the guest speakers, the Institute believes that the most valuable resource of the MCMC is the group of participants itself. The course has thus been designed to draw upon your experience, education and wisdom.

3. To be better prepared for the course, I would strongly advise you to give a thorough reading to the Institute's "Joining & Administrative instructions" as well as the "Academic Guidelines of the Course". You may like to bring the print out of these instructions with you as they provide detailed information about the Institute and the Course.

4. Please bring your latest Annual Medical Report as mentioned in the nomination letter **F. No. 8/1/2018-T-VI dated 17 July, 2018**, issued by the Establishment Division, Government of Pakistan.

5. Please note that the course is fairly intensive and requires undivided attention and time. Participants are therefore not supposed to attend any official work relating to their current assignments once the course begins. Please also acquaint yourself with the Leave Policy of the Institute. Leave is granted in exceptional cases only. It is therefore advisable to attend to your personal matter before registration for the course. Participants are required to use computers and internet extensively during the MCMC. You would be therefore well advised to start improving your computer skills, if you are not already computer literate, so that you may not start the course with a handicap. **Please note that to gauge your level of knowledge and skills, you will be required to give IT & General Knowledge Tests in the First Week of the course.** For your own convenience, bring your personal laptop having minimum core i3 configuration.

6. The course will commence on *Monday 06th August, 2018*. However, it is mandatory for the participants to register with the Institute on **Friday 03rd & Saturday 04th August, 2018** from **1000 to 1600** hours. **Personal Bio-Data Form (Form-A), Current Issue Presentation / Individual Research Paper Choices Performa** is being emailed to you, please fill it and email at nimqta@gmail.com by **10:00 a.m. 2nd August, 2018** positively along with photograph softcopy with white background (as per the dress code)

7. You need to bring hard copies of your Last **Educational Degree/Certificate latest Curriculum Vitae (CV), Personal Bio-Data Form, Current Issue Presentation / Individual Research Paper Choices Performa** and **Annual Medical Report**, as already stated above, at the time of registration on **03rd & 04th August, 2018**.

8. The Faculty of the NIM looks forward to welcome you at the National Institute of Management, Quetta and hopes that your stay here will be pleasant and rewarding.

With profound regards,

Yours sincerely

(KHALID MAHMOOD LASHARI)