

Government of Pakistan
FINANCE DIVISION
HRM Wing
(Quality Assurance – I Section)

Subject: **NUST PDC CERTIFICATE CALENDAR FOR (JANUARY-DECEMBER), 2025**

National University of Sciences & Technology (NUST) Professional Development Centre (PDC) has requested, for nominations of suitable officers of Finance Division for the following Certificates at Karachi, Lahore and Islamabad for the period of **January - December, 2025**. All courses are available in hybrid mode(onsite and online).

<u>S.#</u>	<u>Certificate Course Title</u>	<u>Date and Duration</u>	<u>Submission date to QA-I Section</u>
Karachi			
1.	Professional Diploma in Cyber Security for Financial Institutions	20 th January Two months	17-01-2025
Islamabad			
1.	Professional Diploma in Sales Force Management	27 th January Four Months	20-01-2025
2.	Professional Diploma in Administrative Skills	27 th January Three Months	20-01-2025
3.	Certified Microsoft Office Professional	29 th January Two Months	22-01-2025
4.	Microsoft Power BI Certified Data Analyst	29 th January Two Months	22-01-2025
5.	Professional Diploma in Project Management	1 st February Four Months	22-01-2025
6.	Certified Software Developer	2 nd February Four Months	28-01-2025
7.	Certified Human Resource Professional (CHRP) leading to Associate Professional in Human Resource- International (aPHRi)	12 th May Four Months	01-05-2025
8.	FIDIC Contracts Management	12 th May One Month	01-05-2025
9.	Professional Diploma in Educational Leadership and Management	14 th May Two Months	05-05-2025
10.	Professional Diploma in Employee Relations & Labor Laws	14 th May Two Months	05-05-2025
11.	Certified Tax Advisor	17 th May Two Months	08-05-2025
12.	Professional Diploma in Supply Chain Management	17 th May Four Months	08-05-2025
13.	Certified ISO 9001 Lead Auditor	17 th May Two Months	08-05-2025
14.	Certified Public Procurement and Contract Management Professional	18 th May Four Months	08-05-2025
15.	Professional Diploma in Fraud and Money Laundering, Prevention, Detection and Investigation	18 th May One Month	08-05-2025

16.	Building Information Modelling (BIM)	15 th September Two Months	01-09-2025
17.	Certified Recruitment Professional	15 th September One Month	01-09-2025
18.	Certified Human Resource Professional (CHRP) Leading to Associate Professional in Human Resource- International (aPHRI)	15 th September Four Months	01-09-2025
19.	SAP Certification	17 th September Four Months	02-09-2025
20.	Certified Learning & Development (L&D) Professional	17 th September Two Months	03-09-2025

2. The requisite eligibility criteria and general requirements are as under:

- All Officers of Finance Division **(BS-17) and above**.
- Relevance of present job responsibilities with the proposed training.
- Nominations duly recommended by AFS/Head of the Wing concerned.
- Duly filled Local Training Proforma.
- Copy of CNIC.

3. Interested officers of the Finance Division (BS-17 & above) are requested to please note the following points while forwarding their nominations:

- (a) Nominations that are not relevant to the Courses will not be considered.
- (b) Nominations received after the cut-off date as mentioned by QA-I Section will not be entertained.
- (c) Incomplete application(s) would not be entertained.


(Madiha Rafique)
 Section Officer (QA-I)

All Officers (BS-17& above) of Finance Division, Islamabad.
Finance Division's. U.O.No.3 (16)/QA-I-2024-25 dated 15.1.2025

Copy to: - Webmaster with the request to kindly upload the Circular on Finance Division's website.