



Department of the
AUDITOR GENERAL OF PAKISTAN
Constitution Avenue, Islamabad

No. 361-HRM-I/Deputation/UN/Vol-II/ 107

Dated: 22 .08.2022

Circular

Subject: INVITATION OF APPLICATIONS FOR THE POST OF DEPUTY PERMANENT DELEGATE (BS-19), PERMANENT DELEGATION OF PAKISTAN UNESCO, PARIS, FRANCE

The Ministry of Federal Education and Professional Training, Islamabad has invited applications from BS-19 officers in regular services/cadres and occupational groups for the post of Deputy Permanent Delegate, Permanent Delegation of Pakistan UNESCO, Paris, France on deputation basis for a period of three (03) years. Advertisement of the Ministry ibid, dated 10.08.2024 is attached with this circular alongwith copy of Establishment Division O.M. No. 4/3/2016-T-IV, dated 21.10.2020 for information.

2. Interested and eligible IDC officers of BS-19 may apply for above mentioned job opportunity by following the instructions given in the advertisement, through their controlling officers/offices **latest by 26.08.2024 (Monday)**, keeping in view closing of application process within 21 days of publication of the advertisement.

(Nazar Muhammad Ranjha)
Director General (HRM)
Ph: 051-9224042

Distributions:

1. The Controller General of Accounts, Islamabad
2. The Military Accountant General, Rawalpindi
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Government of Pakistan

Ministry of Federal Education and Professional Training

SITUATION VACANT

Applications are invited from the BS-19 officers in regular services / cadres and occupational groups and fulfilling the following prescribed criteria for the post of Deputy Permanent Delegate (DPD) (BS-19), Permanent Delegation of Pakistan UNESCO, Paris, France, under the Ministry of Federal Education and Professional Training, Islamabad on deputation basis for a period of three (03) years: -

S.No.	Title
Name of Post	Deputy Permanent Delegate (DPD) (BS-19)
Experience	1. An officer (BS-19) in regular service / cadre and occupational group with over all 12 years of experience in Public Sector. 2. Experience of working in or dealing with an International / UN organization / donor will be preferred.
Other requirements:	<ul style="list-style-type: none">• Effective verbal and written communication skills including proficiency in any UN language.• IT Skills & Computer proficiency.• Atleast two reference letters from the officers under whom the applicant has served

Condition for Ineligibility : -

1. Officers against whom there are pending disciplinary proceedings;
2. Officers who are beneficiaries of Plea-bargain / NRO;
3. Officers who do not apply through proper channels;
4. Officers who do not have completed PERs records for the last five years;
5. Officers who were previously posted against any posts in the Mission but were recalled on account of poor performance;
6. Officers who are in promotion Zone within next three years;

General conditions :-

- A Statement of Purpose (two pages) describing your proposed vision for fulfilling the requirements of the post.
- The terms & conditions, mentioned in Establishment Division O.M. No. 4/3/2016-T-IV, dated 21.10.2020 for selection process regarding foreign appointments & posting, are applicable. The Establishment Division's Policy Guidelines are available on website of this Ministry.

Important Instructions :-

- Applications should reach to following address within twenty-one (21) days of publication of this advertisement. Prescribed Proforma and Job Description of the post of DPD can be accessed / downloaded from the Ministry's website i.e. www.mofept.gov.pk.
- The Ministry reserves the right to cancel the candidature of any candidate at any stage if s/he is found ineligible in the light of above requirements.
- The Government may revert the officer to his / her parent department or to the service to which s/he belongs before the completion / expiry of tenure.
- No TA/DA will be admissible for written test / interview.
- Incomplete applications and applications received after due date will not be entertained.
- Advanced copies of application will be entertained subject to the NOC received through proper channels before the conduct of interview of the short-listed candidates. Applications sent in hard copy or through email will only be considered.

Zulfiqar Ali Samin,
(Deputy Secretary (IC))

Room No. 138, 1st Floor, Pak-Secretariat, Islamabad.

Tel: (051) 9209782

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

4/3/2016-T-IV

Islamabad, the 21st October, 2020

OFFICE MEMORANDUM

Subject: **AMENDED POLICY GUIDELINES FOR FOREIGN APPOINTMENTS AND POSTINGS IN PAKISTAN MISSIONS ABROAD AND AGAINST PAKISTAN'S SEATS IN INTERNATIONAL, MULTILATERAL, BILATERAL AND REGIONAL ORGANIZATIONS, FORA AND BODIES.**

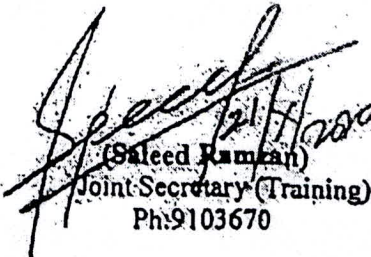
The undersigned is directed to refer to above cited subject and to say that the Prime Minister has been pleased to approve amendments in Para-1(viii, ix) of this Division's Policy circulated vide O.M No.4/3/2016-T-IV, dated 16-02-2016 for foreign appointments and postings in Pakistan Missions Abroad and against Pakistan's seats in international, Multilateral, Bilateral and regional organizations, Fora and Bodies. The amended policy is as under:

- i) For the purposes of these policy guidelines, "foreign posting" means and includes, but is not limited to, foreign appointments and postings in Pakistan Missions Abroad and against Pakistan's Seats in International, Multilateral, Bilateral and Regional Organizations, Fora and Bodies; but does not include foreign postings related to defence, intelligence and security affairs and foreign posts which are the cadre posts of any service, cadre or occupational group;
- ii) The services, cadres and occupational groups, eligible for selection against each foreign post, against which foreign posting is made, will be clearly defined and identified by the concerned Ministry or Division, keeping in view the job description and responsibility of each foreign post vis-a-vis services, cadres and occupational groups, the officers of which generally possess the qualification, experience and skills necessary to fulfil these responsibilities efficiently;
- iii) The concerned Ministry or Division, in each case, shall ensure that selection process is completely transparent and absolutely merit-based. Such transparency and merit shall be clearly visible from the processes, procedures and practices that are adopted for selection;
- iv) All foreign posts that are vacant and available or are likely to become vacant and available within one year of the date of circulation of such vacancy, will be circulated amongst the officers of the identified services, cadres and occupational groups, clearly specifying eligibility criteria in terms of educational qualifications, experience, age and so forth;
- v) There shall be a precondition of passing a written qualifying test, but the test shall be organized by the concerned Ministry through the Lahore University of Management Sciences, Lahore or the Institute of Business Administration, Karachi;
- vi) The minimum qualifying score in the written test will be set at 60 percent;

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- vii) Candidates qualifying the test will be called for an interview, which will be conducted by a committee to be constituted with the approval of the Prime Minister;
- viii) Sixty percent weightage will be given to the written test scores and forty percent weightage to the Interview scores;
- ix) Fifty percent passing marks in the Interview, and the candidates scoring less than the required threshold shall be deemed to have failed to qualify for the position;
- x) Successful candidates shall be given, in order of their merit, comprising of summation of scores in written test and interview, the option to choose the station of their choice from amongst circulated stations;
- xi) The tenure fixed for each foreign post shall be strictly followed and will not be extendable;
- xii) An officer of identified services, cadres and occupational groups for any foreign post will be eligible for two tenures of foreign posting in his entire service, provided that there shall be an intervening period of at least three years between two such tenures;
- xiii) No relaxation or exception to the above policy guidelines shall be granted without prior approval of the Prime Minister for which the concerned Ministry shall provide detailed justifications in a Summary; and,
- xiv) Failure to initiate and complete the process of selection of new officers, prior to completion of tenures of incumbents shall be the personal responsibility of the concerned Secretary.

2. The Ministries/Divisions are requested to strictly follow this procedure in future while recommending officers for posting abroad in Pakistan Missions and against Pakistan's seats in International, Multilateral, Bilateral and Regional Organizations, Fora and Bodies.


(Saleed Ramzan)
Joint Secretary (Training)
Ph: 9103670

All the Secretaries to the Federal Government
All Chief Secretaries

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.4/3/2016-T-IV

Islamabad, the 16th February, 2016

OFFICE MEMORANDUM

Subject: POLICY GUIDELINES FOR FOREIGN APPOINTMENTS AND POSTINGS IN PAKISTAN MISSIONS ABROAD AND AGAINST PAKISTAN'S SEATS IN INTERNATIONAL, MULTILATERAL, BILATERAL AND REGIONAL ORGANIZATIONS, FORA AND BODIES

The undersigned is directed to say that the Prime Minister has been pleased to approve the following guidelines for foreign appointments and postings in Pakistan Missions Abroad and against Pakistan's seats in international, Multilateral, Bilateral and regional organizations, Fora and Bodies:-

- i. For the purposes of these policy guidelines, "foreign posting" means and includes, but is not limited to, foreign appointments and postings in Pakistan Missions Abroad and against Pakistan's Seats in International, Multilateral, Bilateral and Regional Organizations, Fora and Bodies; but does not include foreign postings related to defence, intelligence and security affairs and foreign posts which are the cadre posts of any service, cadre or occupational group;
- ii. The services, cadres and occupational groups, eligible for selection against each foreign post, against which foreign posting is made, will be clearly defined and identified by the concerned Ministry or Division, keeping in view the job description and responsibility of each foreign post vis-a-vis services, cadres and occupational groups, the officers of which generally possess the qualification, experience and skills necessary to fulfil these responsibilities efficiently;
- iii. The concerned Ministry or Division, in each case, shall ensure that selection process is completely transparent and absolutely merit-based. Such transparency and merit shall be clearly visible from the processes, procedures and practices that are adopted for selection;
- iv. All foreign posts that are vacant and available or are likely to become vacant and available within one year of the date of circulation of such vacancy, will be circulated amongst the officers of the identified services, cadres and occupational groups, clearly specifying eligibility criteria in terms of educational qualifications, experience, age and so forth;
- v. There shall be a precondition of passing a written qualifying test, but the test shall be organized by the concerned Ministry through the Lahore University of Management Sciences, Lahore or the Institute of Business Administration, Karachi;
- vi. The minimum qualifying score in the written test will be set at 60 percent;

- vii. Candidates qualifying the test will be called for an interview, which will be conducted by a committee to be constituted with the approval of the Prime Minister;
- viii. Eighty percent weightage will be given to the written test scores and twenty percent weightage to the interview scores;
- ix. No minimum passing marks shall be fixed for the interview, and no candidate will be deemed to have failed in the selection process merely on the basis of his or her performance in the interview;
- x. Successful candidates shall be given, in order of their merit, comprising of summation of scores in written test and interview, the option to choose the station of their choice from amongst circulated stations;
- xi. The tenure fixed for each foreign post shall be strictly followed and will not be extendable;
- xii. An officer of identified services, cadres and occupational groups for any foreign post will be eligible for two tenures of foreign posting in his entire service, provided that there shall be an intervening period of at least three years between two such tenures;
- xiii. No relaxation or exception to the above policy guidelines shall be granted without prior approval of the Prime Minister for which the concerned Ministry shall provide detailed justifications in a Summary; and,
- xiv. Failure to initiate and complete the process of selection of new officers, prior to completion of tenures of incumbents shall be the personal responsibility of the concerned Secretary.

2. The Ministries/Divisions are requested to strictly follow this procedure in future while recommending officers for posting abroad in Pakistan Missions and against Pakistan's seats in International, Multilateral, Bilateral and Regional Organizations, Fora and Bodies.


(Rizwan Malik) 16/02/2016
Joint Secretary (Training)
Tele: 9103670

All the Secretaries to the Federal Government
All Chief Secretaries