

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

CIRCULAR

Subject:- **APPOINTMENT AS DEPUTY PERMANENT DELEGATE,
PERMANENT DELEGATION OF PAKISTAN UNESCO, PARIS,
FRANCE**

Ministry of Federal Educating and Professional Training, vide its O.M No.PF,12-2/2018-Policy dated 21st January, 2021 on the above subject has informed about **Appointment As Deputy Permanent Delegate, Permanent Delegation Of Pakistan UNESCO, Paris, France**. The officers in regular BS-19 service cadre / group having the following academic qualification / experience are eligible for appointment.

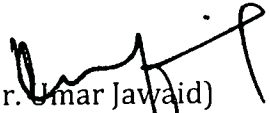
❖ **Academic Qualifications:**

- At least second class master's degree in international relations, Educating, Science, Social Sciences or English. A higher degree from a recognized foreign university will be preferred.

❖ **Experience:**

- At least three year' experience of working in / dealing with an international organization, UNESCO experience will be given preference;
- At least 05 years experience in the administration / secretariat work;
- At least two years' experience in the education sector;
- Excellence in spoken and written English, proficiency / knowledge of French will be an asset;

2. The Interested Officers of Finance Division, who have relevant experience / qualification and fulfill other eligibility criteria may submit their nomination duly approved by the AFS/Head of the Wing concerned alongwith FTC Proforma, CV, recommendation form, information form and statement through proper channel should reach with 15-days issuance of M/o Federal Education and professional Training.


(Dr. Umar Jawaid)
Section Officer(QA-I)
Ph:9208523

All Officers (BS-19 and above), Finance Division, Islamabad

Finance Division's U.O.No.2(12)/QA-I/2014

dated: 27-01-2021

Copy to:-

Mr. Faheem Anwar, Webmaster, EA Wing with the request to upload the circular for information on Finance Division's website.

BIO DATA SHEET

Name: _____

Present Position / Job Status: _____

S#	Requirements of the post	Status Yes / No
1.	Service Group	
2.	Age as on 16.07.2021	
3.	At least second class Master's degree in International Relations, Education, Science, Social Sciences or English.	
4.	A higher degree from a recognized foreign University will be preferred	
5.	At least three years' experience of working in/dealing with an international organization, UNESCO experience will be given preference	
6.	At least 05 years' experience in the administration / secretariat work	
7.	At least two years' experience in the Education sector	
8.	Officer is not likely to be promoted in next two years after July 2021.	
9.	Officer has not already availed posting in Pakistan Missions Abroad	
10.	No disciplinary proceedings are under process / pending against the officer	
11.	Officers is not likely to be retired from service within next four years from July 2021 (Date of Birth)	
12.	Spare-ability certificate	
13.	Synopsis of ACRs for the last 05 years (2015-20)	
14.	Excellence in spoken and written English, Proficiency / knowledge of French will be an asset	

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