

**Government of Pakistan
Ministry of Overseas Pakistanis &
Human Resource Development**

No. 1(1)/2018-CWA-I

Islamabad, the 8th February, 2019

CIRCULAR

Subject: SELECTION OF COMMUNITY WELFARE ATTACHÉS FOR POSTING IN PAKISTAN MISSIONS ABROAD

The undersigned is directed to state that posts of Community Welfare Attachés (CWAs) at various Pakistan Missions abroad would become vacant during July-September, 2019 on completion of tenure of posting of present incumbents. The posts will be filled from amongst the officers in BS-18 and BS-19 fulfilling following eligibility criteria:

Eligibility Criteria

- a. All Government Officers, including officers belonging to all Occupational Groups working in the Federal Government.
- b. Officers from Provincial Civil Services belonging to Provincial Governments, including AJK, Gilgit-Baltistan and FATA.

Education:

- c. Sixteen years of education / Masters' degree

Experience:

- d. Officers working in BS-18 and BS-19 with three to five (3-5) years of relevant experience preferably in management / field work, or labour/manpower administration and laws, or matters pertaining to emigration and welfare of Pakistanis living/working abroad.

Age Limit:

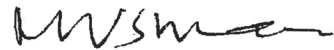
- e. For officers in BS-18, upper age limit is 40 years; and for officers in BS-19, the upper age limit is 48 years on the closing date of submission of applications.

General conditions for ineligibility:

- i. Officers against whom there is a disciplinary proceedings.
- ii. Officers who do not apply through proper channel.
- iii. BS-19 Officers who are in promotion zone within next two years.
- iv. Officers who have availed two tenures of foreign posting in their entire service.
- v. Officers who are applying for the 2nd tenure of foreign posting in their entire service with less than three years of intervening period between their first foreign posting and the second foreign posting as on the closing date for submission of applications.
- vi. Officers who do not have complete PERs record till 2017 with minimum average of 'GOOD'.

Note:

- i. The written test will be conducted by the Institute of Business Administration (IBA) Karachi, at OPF College for Boys H-8/4, Islamabad on **10th March, 2019** at 9:00 a.m. Duration of test will be 02 hours. Interviews of the successful candidates will be conducted by the Ministry of Overseas Pakistanis & Human Resource Development.
- ii. Minimum qualifying score in the written test is 60%.
- iii. Online applications should be submitted on the prescribed proforma available at website URL <https://www.iba.edu.pk/ibatestingform/form/registration> of Institute of Business Administration, Karachi. All applications submitted online should also be forwarded through surface mail after printing two copies to **Assistant Manager, Testing Service, Institute of Business Administration, Karachi**. Hand written applications will not be entertained.
- iv. Syllabus for the test may be seen at the website <https://admissions.iba.edu.pk> of IBA.
- v. Last date for receipt of applications is **25th February, 2019**. Incomplete and applications received after the deadline will not be entertained.
- vi. For any query, please visit website <https://admissions.iba.edu.pk> or www.ophrd.gov.pk or call Deputy Secretary (OP), M/o Overseas Pakistanis & HRD at Tele No: 051-9208392 or Section Officer (CWA-I), M/o Overseas Pakistanis & HRD at Tele No: 051-9218581 or Cell No. 0333-5267540 or call Syed Jibran Ali Bukhari, Assistant Manager, Testing Services, IBA, Karachi at contact No. 021-38104700 Ext: 2376 or Cell No. 0333-3213559 or email at testingservices@iba.edu.pk.



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CC: Network Administrator, M/o OP&HRD