

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

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No. 4(2)/2020-Admn-I/MoC

Islamabad, the 10th September, 2020

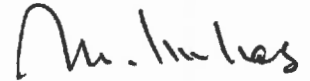
C I R C U L A R

SUBJECT: **SELECTION/ POSTING OF EDUCATION ATTACHÉ AT PAKISTAN
EMBASSY BEIJING, CHINA (BPS-18/19)**

A self-explanatory letter No 2-15/2016 (IC-I) dated 3rd September, 2020 received from Ministry of Federal Education and Professional Training, contains guidelines on the subject matter is enclosed for uploading on the website of Ministry of Commerce for information.

2. Interested officers who fulfill the eligibility criteria may forward their nomination to Admn-I/MoC Section by **15-09-2020** positively for onward submission to the Ministry of Federal Education and Professional Training, Islamabad.

Encl: As above



(Muhammad Imtiaz)
Deputy Director (MoC)

Manager (IT), Ministry of Commerce with the request to kindly upload the same on the website of this Ministry.

Government of Pakistan
Ministry of Federal Education and
Professional Training

F. No. 2-15/2016 (IC-I)

Islamabad the 3rd September, 2020

OFFICE MEMORANDUM

Subject:- **SELECTION / POSTING OF EDUCATION ATTACHÉ AT PAKISTAN
EMBASSY BEIJING, CHINA (BPS-18/19).**

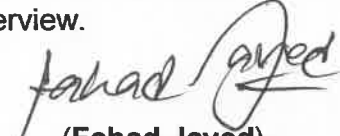
The post of Education Attaché at Embassy of Pakistan, Beijing, China (BS-18/19) is required to be filled in by suitable officer through a process of selection as per prescribed policy. The job description of the post is as under:-

- a. To facilitate correspondence between the concerned Ministry in the Government of Pakistan and China.
- b. To provide for guidance and welfare of Pakistani students coming to the China for education under schemes of Scholarships of concerned Ministry, HEC, other Universities and on self-finance basis.
- c. To facilitate Pakistani students from Pakistan for scholarships opportunities available in the China and Pakistani students living in the China for scholarship opportunities available in Pakistan.
- d. To liaise with Chinese Educational Institutions and develop a cordial functional relationship.
- e. To coordinate with all Chinese Educational Hostels to look after the interests of all Pakistani students residing in the China.
- f. To conduct Exams of students at Embassy of Pakistan, China for Pakistani Educational Institutions / Universities in accordance with the existing rules.
- g. To arrange seminars / lectures at various Educational Institutions / Societies with the cooperation of Pakistani Students Associations all over in China.
- h. To establish close contact with Pakistani Chairs to assist them in all possible manners.
- i. To facilitate Pakistani students in the China for securing internships in that particular as well as other Asian European countries.
- j. Any job(s)/work assigned by the Embassy of Pakistan, China relating to education, with the prior approval of the Ministry.
- k. Work distribution of the Regional Education Attaché at Embassy of Pakistan China shall be determined by the Ministry in consultation with the Embassy of Pakistan in that country.

2. Eligibility Criteria (Qualifications and Experience etc.) for test and Interview are as under:-

- i. The officer must be in the same grade i.e. BS-18/19, as the posts to be filled. Officers from higher or lower grades will not be considered;
- ii. The officer must have an overall good record of service particularly during the last five years of service;
- iii. The officer must be at least a graduate. (in case of China, a candidate having knowledge of Chinese language will be given preference).
- iv. The officers must have experience of multitasking / interacting and working as team with multiple government departments.
- v. The officer must possess IT skills, especially in MS Office.
- vi. The officer must have excellent interpersonal skills.

3. The officer falling in any of the following categories are not eligible:-
- If the officer is in promotion zone within the next 02-years.
 - If the officer is likely to retire during the next 04-years (2021-2024).
 - If the officer has been posted abroad in the last three years.
 - Officers who do not apply through proper channel.
4. The Ministries / Divisions are required to forward nomination of suitable officers fulfilling the criteria and also furnish following documents in duplicate:-
- Bio-data-cum-CV with photographs.
 - Service statement.
 - Release Certificate.
 - Not Disciplinary / Criminal Proceeding Certificate.
 - PERs grading for the last five years.
 - The nominee is not in promotion zone in next two years.
 - The nominee is not retiring in next 04 years.
 - Certificate to the effect that the officer has not been posted abroad earlier in the last three years.
 - Certificate to the effect that the officer is not beneficiary of NRO / Nab Law.
 - Certificate to the effect that no case is pending in any court of law pertaining to service matter of the applicant.
 - All eligible officers applying for the said post are required to fill the prescribed proforma attached herewith.
5. All Ministries / Divisions, Provincial Governments including AJK & GB are requested to forward suitable nominations in duplicate, duly completed, to Section Officer (IC-I), Ministry of Federal Education and Professional Training (Room No. 134, 1st Floor, Block "C" Pakistan Secretariat, Islamabad) by 18th September, 2020. Incomplete nominations and those received after due date will not be entertained.
6. Shortlisted candidates will have to undergo a written test through LUMS/IBA. Only those candidates having obtained 60% or above marks will be called for interview. Moreover, no TA/DA will be admissible for test /interview.


(Fahad Javed)
Section Officer (IC-I)
Tel: 9203007

All Ministries / Division / Chief Secretaries of Provincial Government, AJK & GB.

BRIEF PARTICULARS

No. _____

Name: _____

Father's/Husband's Name: _____

Date of Birth: _____ Domicile _____

Marital Status: _____ CNIC No. _____

Date of Joining in Govt. Service _____

Present posting/BPS _____

Date of appointment in present Grade _____

Service Group _____

Qualification: _____

Experience:

a) Total Government Service _____ Years

b) In relevant Ministries/Division/Offices _____ (Yes/No)

If yes, indicate the following information:-

Name of Ministry/Division/Office	Period Served	Subject dealt
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Previous foreign posting: _____ (Yes/No)

If yes, indicate Post/Station: _____

Official Address: _____

Residential Address: _____

Telephone (Office) _____ Fax _____ Residence _____

E-mail _____ Cell No. _____

I wish to appear for the written test to be conducted by LUMS, Lahore at Pakistan on any station

Signature: _____

Name: _____

Designation/Department _____

Note:

Please send this form duly filled along with a Photocopy of CNI and two recent photographs.

*(Photograph to be attested by a minimum BS-17 officer)