

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No. 5(1)/2022-Admn-I/HR-I

Islamabad, 11th April, 2022

CIRCULAR

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

Please find enclosed herewith a copy of self-explanatory Office Memorandum No. F.12-2/2018-DPD/Policy, dated 04-04-2022, received from Ministry of Federal Education and professional Training, on the subject cited above, for placing on official website of the Ministry of Commerce, for information.

Encl: **As above**



(Dr. Beenish Noor)
Deputy Director (HR-I)

**Database Administrator,
Ministry of Commerce,
Islamabad**

Government of Pakistan
Ministry of Federal Education and Professional Training



No.F.12-2/2018-DPD/Policy

Islamabad the, 4th April, 2022

OFFICE MEMORANDUM

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

The undersigned is directed to refer to the subject cited above and to state that this Ministry is in process of selection of a panel of suitable officers for appointment as Deputy Permanent Delegate (BS-19) of Pakistan to UNESCO, Paris on deputation basis for a period of three (03) years. Applications are invited from the BS-19 officers in regular services / cadres and occupational groups and fulfilling the following set criteria for the post of Deputy Permanent Delegate (DPD), Permanent Delegation of Pakistan UNESCO; Paris, France, under the Ministry of Federal Education and Professional Training, Islamabad:

- (I). **Academic Qualification:**
At least second class Master's degree in International Relations, Education, Science, Social Sciences or English. A higher degree from a recognized foreign university will be preferred.
- (II). **Experience:**
 - a. At least three years' experience of working in or dealing with an international organization. UNESCO experience will be given preference.
 - b. At least 05 years' experience in the administration / secretariat work.
 - c. At least two years' experience with education sector.
 - d. At-least 13 years' professional experience.
- (iii). **Age**
Maximum 55 years. (Age will be calculated as on the closing date of receipt of applications).

2. The Controlling Ministries / Divisions / Provincial departments may forward the application(s) alongwith Proforma / Bio-data form duly filled in and CV of the applicants with the following documents / information:

- (i). NOC / Spare-ability certificate.
- (ii). Experience certificate.
- (iii). Satisfactory performance assessment report of the last five (05) years.
- (iv). Certificate to the effect that no disciplinary proceedings are under process / pending against the officer.
- (v). Certificate to the effect that the officer is not in promotion zone within three (03) years.
- (vi). Certificate / proof of previous foreign postings along-with duration as per policy guidelines for foreign appointment, dated 21.10.2020.

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3. All applications along-with above stated documents / information should reach through proper channel from their respective Ministries / Divisions / Provincial departments to the undersigned within 30 days of issuance of this OM. Sample Applicant's Information Proforma and Job Description in detail of the post and policy guidelines for foreign appointments, dated 21.10.2020 can be downloaded from the Ministry's website www.mofept.gov.pk.

4. The selection process will be carried out in accordance with the policy guidelines for foreign appointments and postings issued by the Establishment Division vide O.M No.4/3/2016-T-IV dated 21.10.2020. The Ministry reserves the right to cancel the candidature of any candidate at any stage if he / she 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 he / she belongs before the completion / expiry of tenure. No TA/DA will be admissible for written test / interview.

5. Incomplete applications, advance copies or applications received after due date will not be entertained.



(Abdul Hanan)
Section Officer (Policy)
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Pak-Secretariat, Islamabad
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Distributions:

- 1) **The Secretaries/ Additional Secretaries (In-charge) Ministries / Divisions, Islamabad / Rawalpindi.**
- 2) The Chief Secretary, Government of the Punjab, Lahore.
- 3) The Chief Secretary, Government of Sindh, Karachi.
- 4) The Chief Secretary, Government of Khyber Pakhtunkhwa, Peshawar.
- 5) The Chief Secretary, Government of Balochistan, Quetta.
- 6) The Chief Secretary, Government of AJ&K, Muzaffarabad.
- 7) The Chief Secretary, Government of Gilgit Baltistan, Gilgit.
- 8) The Chairman, HEC, Islamabad.
- 9) The Joint Secretary (Admn), M/o FE&PT, Islamabad.

Copy to:

Incharge IT, M/o FE&PT, Islamabad (with the request to upload the OM alongwith attachments in downloadable form).