

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE**

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No. 5(3)/2022-Admn-I/HR-I

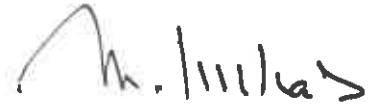
Islamabad, 21<sup>st</sup> February, 2023

**CIRCULAR**

**SUBJECT: DEPUTATION OF CIVIL SERVANT AS PRESIDENT OF THE  
ECO CULTURAL (ECD) (D-3), ECO SECRETARIAT, TEHRAN,  
IRAN**

Please find enclosed herewith a copy of self-explanatory Office Memorandum No. Estt (III)-58/4/2022, dated 16-02-2023, received from Ministry of Foreign Affairs, along with its enclosure, on the subject cited above, for information.

Encl: As above



**(Muhammad Imtiaz)  
Section Officer (HR-I)**

**Distribution:-**

All BS-20 and above officers of Ministry of Commerce.

Copy forwarded to **Database Administrator**, Ministry of Commerce, for placing on the website of the Ministry

**Government of Pakistan  
Ministry of Foreign Affairs  
Islamabad  
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No.Estt(III)-58/4/2022

Islamabad, the 16<sup>th</sup> February, 2023

**Office Memorandum**

**Subject: DEPUTATION OF A CIVIL SERVANT AS PRESIDENT OF THE ECO CULTURAL INSTITUTE (ECI) (D-3), ECO SECRETARIAT, TEHRAN, IRAN**

The undersigned is directed to state that ECO secretariat, Tehran has invited nominations for the post of President of the ECO Cultural Institute (ECI), with the following criteria:

**2. Appointment**

Appointment shall be made on Category 1 D-3 position.

The President of the Institute shall be nominated from amongst eminent dignitaries of the region in the cultural field and appointed by the ECO Council of Ministers on the proposal of the Board of Trustees, for a non-renewable term of three years by rotation and in alphabetical order.

The President of the Institute shall be responsible for carrying the general policies and decisions of the Board of Trustees and taking appropriate measures for implementation of the approved programmes of the Institute.

**3. Tenure of the post (Extension if any) and date of expiry of post.**

The President of the Institute shall be nominated from amongst eminent persons of the region in the cultural field and appointed by the ECO Council of Ministers on the proposal of the Board of Trustees, for a non-renewable term of three years of rotation and the in alphabetical order.

**4. Job Description**

In line with the objectives of the Institute and the directives of the Board of Trustees and supervision of the President of the Institute, the function of the Institute shall be as under:-

- i. To prepare plans, programmes and projects envisaged by the Institute's decision making organs;
- ii. To serve as a permanent channel of communications and coordination among Member Governments in all areas related to Institute's agreed programmes and activities through all means available to it; in this context also to provide practical information to the Member States on procedural matters and all other fields as may be needed.
- iii. To serve as the custodian of all documentation and archives of Institutes;
- iv. To service technically and administratively all meetings of the Board of Trustees and activities of the Institute and help the preparation of report and documents.
- v. To act as the information agency for the Institute in all related areas within as well as outside the region;
- vi. To communicate, cooperate and interact with relevant regional and international organizations and agencies in agreed areas in accordance with the policy documents and directive of the Board of Trustees;
- vii. To engage in activities and contacts in support of the member governments in order to facilitate financing of agreed projects and activities through international financial organizations, investors and donors;
- viii. To maintain contact with the ECO Summit and Councils through the ECO Secretariat.

- ix. To prepare and submit Annual Report to the Council of Ministers on the overall performance and activities of the Institute through the ECO Secretariat;
- x. To prepare Biannual Reports for consideration and approval of the decision making body;
- xi. To prepare annual budget of the Institute for consideration and approval of the decision making body;
- xii. To carry out such other functions and duties as may be assigned to it by the Board of Trustees or the ECO Council of Ministers and the Council of Permanent Representatives;
- xiii. To establish and operate a documentation and publication system in line with international standards;
- xiv. To maintain effective communication with the Permanent Missions/Embassies and national focal points of the Members States through a modern and speedy network;
- xv. To assist the signatory Member States in establishing the Institute's Branch or coordination unit in their countries in accordance to their own prevailing regulations.

## 5. Pay/Allowances/Emoluments

The salary scale, conveyance allowance, house rent allowance, children allowance up to a maximum of three children less than 21 years of age, are included in the ECI's charter under the topic "Salary Scale: ECO Cultural Institute" (ECI Charter IX, Annex-II page 39)

The Salary Scale of the President of ECO Cultural Institute are as follows:

Category	Grade	Salary Scale US\$	Conveyance Allowance US\$	House Allowance US\$	Total US\$
President	D3	4147-90-4237	Article 13.2 of Staff Regulations provides for a chauffeur driven car in lieu of Conveyance Allowance	2255	6402

The Daily Subsistence Allowance (DSA) rates shall be as follows:

Region	Category D3 (In USD)
Within ECO Region	160
Outside ECO Region	250

### Other Benefits

**Children Allowance:** As per Staff Regulations (Chapter IV) (Article 13.1) Staff members shall receive a monthly allowance of US\$ 60/- for their first Child and US\$ 30/- for every other child upto a maximum of three children less than 21 years of age.

**Travelling Expenses:** As per Staff Regulation, Economy class air tickets on joining the duty and on completion of tenure for self and family (spouse and upto a maximum of three dependent children upto age of 21 years) shall be admissible.

**Medical Care:** As per Staff Regulation (Chapter VIII Page 35)

**Provident Fund and End of Service Gratuity:** As per Staff Regulation (Chapter -V, Pages 31 &32)

## 6. Eligibility Criteria/Age Limit/Education

Only Civil Servants (as defined in section 2-b of Civil servants Act, 1973) in BS-20 and BS-21 are eligible to apply .The ECI President must have a university degree, minimum M.Sc. degree preferable in Social Science/Administration and strong command of English language (Chapter Annex-II, Article-6)

7. **Work Experience and Preferable field of expertise (if Applicable):**

The ECI President must have more than 15 years of experience with government and regional international organization. (The same applied for the ECI Executive Director)

The ECI President must possess strong substantive managerial skills, wide international cultural background and exposures and preferably full command of English language both written and spoken.

8. **Language Preference**

English & Persian

9. All interested candidates are requested to convey their expression of interest along with their updated CVs and departmental NOCs to the undersigned **latest by 8<sup>th</sup> March 2023**. In light of the Civil Servants (Service in International Organizations) Rules, 2016, a written qualifying test shall be conducted by the testing agency. Date of the test shall be conveyed to the shortlisted candidates later on. The candidates who pass the written test with 60% or above marks will be called for interview. In the final assessment, 80% weightage will be given to written test score and 20% weightage to the interview score.



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**Distribution**

- (i). All Ministries/Divisions/Provincial Governments.
- (ii). Network Administrator, MoFA, Islamabad for circulation in the Ministry and Pak Missions abroad.

**Copy for information to:**

- i). Joint Secretary (FSA), Prime Minister's Office, Islamabad.
- ii). Additional Secretary (Admn).
- ii). Director General (ECO & CARs)/(HR&CP), MoFA, Islamabad.
- iii). Section Officer (T-IV), Establishment Division, Islamabad.
- iv). HOC, Parep Tehran.

**DEPUTATION OF A CIVIL SERVANT AS PRESIDENT OF THE ECO.  
CULTURAL INSTITUTE (ECI) (D-3), ECO SECRETARIAT, TEHRAN**

**APPLICATION FORM**

1. Name:
2. Father's name:
3. Date of Birth:
4. Current Designation/ BPS:
5. Date of Joining Govt. Service:
6. Date of Retirement:
7. Length of Govt. Service till date(Years-Months):
8. CTP/Service Group:
9. CNIC No.
10. Domicile:
11. Education (Last three):
  - i)
  - ii)
  - iii)
11. Work Experience (Last three):
  - i)
  - ii)
  - iii)
12. Experience in International or Regional Organization:
  - i) (Name of Orgn.) From --- to ---
  - ii) (Name of Orgn.) From --- to ---
13. Language Proficiency:
14. Contact details:
15. Mobile:
16. Office:
17. Email:
18. Postal Address:
19. 02-Passport size (white background) Picture (Copy of CNIC)