

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
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No. 5(3)/2022-Admn-I/HR-I

Islamabad, 17<sup>th</sup> March, 2023

**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-PNCU, dated 10-03-2023, received from Ministry of Federal Education and professional Training, on the subject cited above, for information.

Encl: As above

  
(Shazia Mushtaq)  
Deputy Secretary (HRM)

**Distribution:-**

All BS-19 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 Federal Education and Professional Training**

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No.F.12-2/2018-PNCU

Islamabad the. 10<sup>th</sup> Marsh. 2023

**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 fulfilling the following set criteria for the post of Deputy Permanent Delegate (DPD), Permanent Delegation of Pakistan to UNESCO, Paris, France, under the Ministry of Federal Education and Professional Training, Islamabad:

**Experience:**

- i. An officer (BS-19) in regular service / cadre and occupational group with over all 12 years Public Sector experience.
- ii. Experience of working in or dealing with an International / UN organization / donors is preferred.

**Other requirements:**

- Effective verbal and written communication skills including proficiency in any UN language.
  - Computer proficiency.
  - Atleast two reference letters from the officers under whom the applicant has served.
  - A two-page Statement of Purpose describing your proposed vision for fulfilling the requirements of the post.
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). Officers who were previously posted against any or the posts in the Mission but were recalled on account of poor performance;
  - (vii). Certificate to the effect that the Officer is not beneficiary of Plea-bargain / NRO;
  - (viii). It is to be ensured that an officer for foreign appointment / posting will be eligible for two tenures in his entire service, provided that there shall be an intervening period of at least three years between two such tenures.

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](http://www.mofept.gov.pk).

**Con....P/2.**

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 s/he is found ineligible in light of the above requirements. The Government may revert the officer to his / her parent department or to the service to which s/he belongs before the completion / expiry of tenure.

5. Incomplete applications and applications received after due date will not be entertained. Advanced copies of applications will be entertained subject to the NOC received through proper channel before the conduct of interview of the short-listed candidates. Applications sent in hard copy or through email will only be considered. Moreover, no TA/DA will be admissible for written test / interview. Those who have already applied for the said post need not apply except providing sufficient documents (if any). They may coordinate & confirm their status from the concerned office mentioned below:



(Sheikh Muhammad Manzoor)  
Section Officer (NCC/RE/PNCU)  
Room No.129, First Floor,D-Block,  
Pakistan Secretariat, Islamabad  
(Email: [sheikhmanzoor94@gmail.com](mailto:sheikhmanzoor94@gmail.com))  
Tel: 051-9205852

**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 Senior Joint Secretary (Admn), M/o FE&PT, Islamabad.
- 10) Section Officer (Coord), M/o FE&PT with the request to circulate this O.M among the departments under this Ministry.

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

**Distributions:**

1. The Secretary to President Secretariat, Aiwan-e-Sadr, Islamabad.
2. The Secretary, Prime Minister's Secretariat (Public), Prime Minister Office, Islamabad.
3. The Secretary, Aviation Division, Islamabad.
4. The Secretary, Cabinet Division, Cabinet Secretariat, Cabinet Block, Islamabad.
5. The Secretary, Establishment Division, Cabinet-Block, Islamabad.
6. The Secretary, National Security Division, Islamabad.
7. The Secretary, Ministry of Climate Change, Islamabad.
8. The Secretary, Ministry of Commerce, Islamabad.
9. The Secretary, Ministry of Communications, Islamabad.
10. The Secretary, Ministry of Defence, Islamabad.
11. The Secretary, Ministry of Defence Production, Islamabad.
12. The Secretary, Finance Division, Q-Block Pak-Secretariat, Islamabad.
13. The Secretary, Economic Affairs Division, C-Block Pak-Secretariat, Islamabad.
14. The Secretary, Revenue Division, Islamabad.
15. The Secretary, Statistics Division, Islamabad.
16. The Secretary, Privatization Division, Islamabad.
17. The Secretary, Ministry of Foreign Affairs, Islamabad.
18. The Secretary, Ministry of Housing & Works, Islamabad.
19. The Secretary, Ministry of Human Rights, Islamabad.
20. The Secretary, Ministry of Industries and Production, Islamabad.
21. The Secretary, Information & Broadcasting Division, Islamabad.
22. The Secretary, National History and Literary Heritage Division, Islamabad.
23. The Secretary, Ministry of Information Technology and Telecommunication, Islamabad.
24. The Secretary, Interior Division, R-Block Pak-Secretariat, Islamabad.
25. The Secretary, Narcotics Control Division, Islamabad.
26. The Secretary, Ministry of Inter-Provincial Coordination, Islamabad.
27. The Secretary, Ministry of Kashmir Affairs & Gilgit Baltistan, Islamabad.
28. The Secretary, Ministry of Law & Justice, S-Block, Pak-Secretariat, Islamabad.
29. The Secretary, Ministry of National Food Security and Research, Islamabad.
30. The Secretary, Ministry of National Health Services, Regulations and Coordination, Islamabad.
31. The Secretary, Ministry of Overseas Pakistanis and Human Resource Development, Islamabad.
32. The Secretary, Ministry of Parliamentary Affairs, Islamabad.
33. The Secretary, Ministry of Petroleum & Natural Resources, Islamabad.
34. The Secretary, Ministry of Planning, Development and Reform, Islamabad.
35. The Secretary, Ministry of Ports and Shipping, Islamabad.
36. The Secretary, Ministry of Railways, Islamabad.
37. The Secretary, Ministry of Religious Affairs and Interfaith Harmony, Islamabad.
38. The Secretary, Ministry of Science and Technology, Islamabad.
39. The Secretary, Ministry of States and Frontier Regions, Islamabad.
40. The Secretary, Ministry of Textile Industry, Islamabad.
41. The Secretary, Ministry of Power, Islamabad.
42. The Secretary, Ministry of Water Resources, Islamabad.
43. The Secretary, Postal Services Division, Islamabad.

  
Section Officer (NCC/RE/PNCU)