

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No.5 (2)2021-HR-II

Islamabad, the 19th May, 2023

CIRCULAR

SUBJECT: SELECTION / POSTING OF APS FOR POSTING IN DPD, PERMANENT DELEGATION OF PAKISTAN TO UNESCO, PARIS, FRANCE

Please find enclosed herewith a copy of self explanatory Circular No. 4-3/2022-Admn dated 12th May, 2023 received from Ministry of Federal Education & Professional Training on the above mention.

2. The interested officials of the Ministry, who fulfill the eligibility criteria may send their nominations, duly approved by their reporting officer to HR-II section latest by **22-05-2023** positively. Nominations received after the deadline will not be entertained.

Encl: **As above**


(Sarah Benazir)
Section Officer (HR-II)

- ✓ i. Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.
- ii. Notice Board (A-Block)
- iii. Notice Board (Kohsar Block)

No.4-3/2022-Admn
Government of Pakistan
Ministry of Federal Education &
Professional Training

Islamabad, 12th May, 2023

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The tenure for the period of three (03) years of the present incumbent of the post i.e., PA to DPD, Paris is going to complete/expire in near future and the said position is required to be filled accordingly.

2. In order to select/post a suitable Assistant Private Secretary (APS) (BS-15/16) as PA to DPD, Paris France, all Ministries/Divisions are requested to recommend/forward the nominations of APS working in their Ministries/Divisions, who fulfil the following criteria by 26th May, 2023 positively:-

- *Minimum qualification/degree: - Graduation.*
- *Shorthand & Typing having speed 120 & 40 wpm respectively.*
- *Minimum five (05) years experience as APS.*
- *Computer literate, MS office (Word, Power point, Excel etc).*
- *Energetic, disciplined, devoted and maintain presentable getup for protocol duties.*
- *Can speak, write and read English language fluently.*
- *Knowledge/experience of accounts matters.*

3. The requisite nominations received after due date will not be entertained.

4. This issues with the approval of the competent authority, Ministry of Federal Education & Professional Training, Islamabad.


(Hameed Khan Niazi)
Deputy Secretary (Admn)
Tel:- 051-9205433

Distribution:-

All Ministries/Divisions (list attached)

CC:-

- i) PSO to Secretary, M/o FE & PT, Islamabad.
- ii) SPS to Secretary, M/o FE & PT, Islamabad.
- iii) SPS to Additional Secretary, M/o FE & PT, Islamabad.
- iv) PS to Senior Joint Secretary (Admn), M/o FE & PT, Islamabad.
- v) SO (RE/PNCU), M/o FE & PT, Islamabad.