



GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE



SUBJECT: SELECTION / POSTING OF APS FOR POSTING IN THE EDUCATION WING. EMBASSY OF PAKISTAN, BEIJING, CHINA

Please find enclosed herewith Ministry of Federal Education & Professional Training Circular No. 4-1-2021-Admn dated 07-11-2025 on the subject cited above.

In this regard, IT Section is requested to upload the said Circular on official website of this Ministry for information and compliance please.

Syed Asghar Ali
SO (HR-II)

Database Administrator, Ministry of Commerce(MOC), Islamabad
Ministry Of Commerce No.4(2)/2025-HR-II Dated 11 November , 2025

Aariz Sharif
Database Administrator
11 November , 2025, 03:20:40 PM

F.No.4-1/2021-Admn
Government of Pakistan
Ministry of Federal Education &
Professional Training

Islamabad, 7th November, 2025

CIRCULAR

Subject: **SELECTION / POSTING OF APS FOR POSTING IN THE EDUCATION WING,
EMBASSY OF PAKISTAN, BEIJING, CHINA**

The posting period of the present incumbent of the post i.e., Assistant Private Secretary (BS-16) in the Education Wing, Embassy of Pakistan, Beijing, China 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-16) for posting in the Education Wing, Embassy of Pakistan, Beijing China, attached departments/organizations under this Ministry and all Ministries/ Divisions are requested to recommend / forward the suitable nominations of APS working in their Ministries / Divisions, who fulfill the following criteria by 20.11.2025 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)

Attached Departments/Organizations, M/o FE & PT (list attached).