

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No. 5(2)2024-Admn-I/-HR-I

Islamabad, the 9th July, 2024

CIRCULAR

**SUBJECT: - SELECTION / POSTING OF EDUCATION ATTACHÉ AT
PAKISTAN EMBASSY BEIJING, CHINA (BPS-18/19)**

Please find enclosed herewith a copy of self explanatory Office Memorandum No. 2-15/2016 (IC-I) dated 05-07-2024, along with enclosures received from Ministry of Federal Education and Professional Training, on the above cited subject for placing on the website of the Ministry of Commerce, for information, please.

Encl: As above



**(Aamir Waheed)
Section Officer (HR-I)**

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

**Government of Pakistan
Ministry of Federal Education and
Professional Training

F. No. 2-15/2016 (IC-I)

Islamabad the 5th July, 2024

OFFICE MEMORANDUM

Subject:- SELECTION / POSTING OF EDUCATION ATTACHÉ AT PAKISTAN EMBASSY BEIJING, CHINA (BPS-18/19).

The post of Education Attaché at Embassy of Pakistan, Beijing, China (BS-18/19) is required to be filled in by suitable officer through a process of selection as per prescribed policy. The job description of the post is as under:-

- a. To facilitate correspondence between this Ministry in the Government of Pakistan and China.
- b. To provide guidance and welfare of Pakistani students coming to the China for education under schemes of Scholarships of this Ministry, HEC, other Universities and on self-finance basis.
- c. To facilitate Pakistani students from Pakistan for scholarships opportunities available in the China and Pakistani students living in China for scholarship opportunities available in Pakistan.
- d. To liaise with Chinese Educational Institutions and develop a cordial functional relationship.
- e. To coordinate with all Chinese Educational Hostels to look after the interests of all Pakistani students residing in China.
- f. To conduct Exams of students at Embassy of Pakistan, China for Pakistani Educational Institutions / Universities in accordance with the existing rules.
- g. To arrange seminars / lectures at various Educational Institutions / Societies with the cooperation of Pakistani Students Associations all over China.
- h. To establish close contact with Pakistani Chairs to assist them in all possible manners.
- i. To facilitate Pakistani students in China for securing internships in that particular as well as other Asian European countries.
- j. Any job(s)/work assigned by the Embassy of Pakistan, China relating to education, with the prior approval of this Ministry.
- k. Work distribution of the Regional Education Attaché at Embassy of Pakistan China shall be determined by this Ministry in consultation with the Embassy of Pakistan in that country.

2. Eligibility Criteria (Qualifications and Experience etc.) for test and Interview are as under:-

- i. The officer must be in the same grade i.e. BS-18/19, as the posts to be filled. Officers from higher or lower grades will not be considered;
- ii. The officer must have an overall good record of service particularly during the last five years of service;
- iii. The officer must be at least a graduate. (in case of China, a candidate knowing Chinese language will be given preference).
- iv. The officers must have experience of multitasking / interacting and working as team with multiple government departments.
- v. The officer must possess IT skills, especially in MS Office.
- vi. The officer must have excellent interpersonal skills.

3. The officer falling in any of the following categories are not eligible:-

- a. If the officer is in promotion zone within the next 02-years.
- b. If the officer is likely to retire during the next 04-years.
- c. If the officer has been posted abroad in the last three years.
- d. Officers who do not apply through proper channel.

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4. The Ministries / Divisions are required to forward nomination of suitable officers fulfilling the criteria and furnish following documents in duplicate:-

- a. Bio-data-cum-CV with photographs.
- b. Service statement.
- c. Release Certificate.
- d. No Disciplinary / Criminal Proceeding Certificate.
- e. PERs grading for the last five years.
- f. The nominee is not in promotion zone in next two years.
- g. The nominee is not retiring in next 04 years.
- h. Certificate to the effect that the officer has not been posted abroad earlier in the last three years.
- i. Certificate to the effect that the officer is not beneficiary of NRO / NAB Law.
- j. Certificate to the effect that no case is pending in any court of law pertaining to service matter of the applicant.
- k. All eligible officers applying for the said post are required to fill out the prescribed proforma attached herewith.

5. All Ministries / Divisions, Provincial Governments including AJK & GB are requested to forward suitable nominations in duplicate, duly completed, to Deputy Secretary (IC), Ministry of Federal Education and Professional Training (Room No. 138, 1st Floor, Block "C" Pakistan Secretariat, Islamabad) by 24th July, 2024. Incomplete nominations and those received after due date will not be entertained.

6. Shortlisted candidates will have to undergo a written test through LUMS/IBA. Only those candidates having obtained 60% or above marks will be called for interview. Moreover, no TA/DA will be admissible for test /interview.



(Zulfiqar Ali Samin)
Deputy Secretary (IC)
Tel: 9209782

All Ministries / Division / Chief Secretaries of Provincial Government, AJK & GB.

Copy to:

- i. Chairman / Members of the Selection Committee.
- ii. IT Specialist, M/o FE & PT with the direction to upload on website of this Ministry.

Signature of the Applicant

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TO BE FILLED IN BY THE DEPARTMENT / SECTION

- 1) Last three postings abroad: _____

- 2) Has the officer / official ever come to adverse notice for a breach of conduct and discipline, if so, please give details: _____
- 3) Number and date of our letter under which last security clearance was obtained from Intelligence Bureau: _____
- 4) General remarks, if any _____

Signature of the Head of Deptt./Section

Name & Designation: _____

Station: Islamabad. _____

Dated: _____