

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 16th August, 2024

CIRCULAR

**SUBJECT: APPOINTMENT AS DEPUTY PERMANENT DELEGATE,
PERMANENT DELEGATION OF PAKISTAN UNESCO, PARIS
FRANCE**

Please find enclosed herewith copies of self explanatory Office Memorandum No. 12-2/2018-PNCU, dated 12th August, 2024 received from Ministry of Federal Education and Professional Training, on the above mentioned subject for placing on the website of the Ministry of Commerce for information & further necessary action please.

2. Interested/relevant officers of the Ministry may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section latest by 20-08-2024 positively. *Nominations received after the deadline will not be entertained.*

Encl: As Above



(Aamir Waheed)
Section Officer (HR-I)
9201011

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

Government of Pakistan
Ministry of Federal Education and
Professional Training

F. No. 12-2/2018-PNCU

Islamabad, the 12th August, 2024

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 the process of selection of a panel of suitable officers for appointment as Deputy Permanent Delegate (BS-19), Permanent Delegation of Pakistan to UNESCO, Paris, France, on deputation basis for a period of three (03) years. Applicants are invited from the BPS-19 officers in regular services / cadres and occupational groups fulfilling the following eligibility criteria, prescribed 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 a minimum of all 12 years of experience in Public Sector.
- ii. Experience of working in or dealing with an International / UN Organization / donors will be preferred.

Other requirements:

- i. Effective verbal and written communication skills including proficiency in an official language.
- ii. IT Skills and Computer proficiency.
- iii. At least two reference letters from the officer under whom the applicant has served.
- iv. A Statement of Purpose (two-pager) describing the proposed vision for fulfilling the requirement of the post.

2. The controlling Ministries / Divisions / Provincial departments may forward the application(s)/nomination(s) along with filled – in Proforma / Bio-data and ~~CV~~ of the applicants/ nominees 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 next 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 will only be eligible for foreign appointment/ posting for two tenures, in his entire service, provided that there shall be an intervening period of at least three years between two such tenures.

**PROFORMA / BIO DATA FORM FOR THE POST OF
DEPUTY PERMANENT DELEGATE (BS-19), UNESCO PARIS**

**Passport size
Photograph
With Blue
Background**

| | | |
|-----|--|--|
| 1. | Name and CNIC No: | |
| 2. | Post held: | |
| 3. | Department / Org. | |
| 4. | Date of Birth: | |
| 5. | Age as on last date of submission of application: | |
| 6. | Date of entry into Govt. Service: | |
| 7. | Date of appointment on present post: | |
| 8. | Service / Group including status (contract / regular): | |
| 9. | Current Pay Scale: | |
| 10. | Qualification (Highest): | |
| 11. | Foreign qualification (if any): | |
| 12. | In service Trainings: | |
| 13. | Foreign Posting / Posting with UN agencies (availed): | |
| 14. | Contact Nos. | |
| 15. | Email address: | |
| 16. | Present postal address: | |

Date: _____

Signature: _____