

No.4(2)/2024/Admn-I/HR-II-Misc(A)
GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

Islamabad the 6th September, 2024

CIRCULAR

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

Please find enclosed herewith self-explanatory Circular No.4-3/2-24-Admn, dated 3rd September, 2024, received from Ministry of Federal Education & Professional Training regarding selection of APS for the post of PA to DPD, Permanent Delegation of Pakistan to UNESCO, Paris, France.

2. In this regard, all Assistant Private Secretary (BS-16), who fulfils the criteria mentioned in the above referred letter are requested to submit their nominations **latest by 11.09.2024** for further submissions to the quarter concerned.


(Syed Asghar Spah)
Section Officer (HR-II)
Ph # 051 9217786

Distribution: -

- Director (IT), M/o Commerce with the request to upload this letter to the official website.
- Notice Board, "A" Block, M/o Commerce.
- Notice Board, "Kohsar Block", M/o Commerce.

No.4-5/2024-Admn
Government of Pakistan
Ministry of Federal Education &
Professional Training

Islamabad, 3rd September, 2024

CIRCULAR

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


The tenure for the period 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-16) as PA to DPD, Paris France, attached departments/organizations under this Ministry and all Ministries/Divisions are requested to recommend/ forward the nominations of APS working in their Ministries/Divisions, who fulfill the following criteria by 20th September, 2024 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, Mo FE & PT (list attached).