

IMMEDIATE

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

No. 4/1/2011-T-IV

Islamabad, the 14<sup>th</sup> April, 2011

CIRCULAR

SUBJECT:- SELECTION OF GOVERNMENT OFFICERS FOR POSTING AS COMMUNITY WELFARE ATTACHES (CWAs) IN PAKISTAN MISSIONS ABROAD.

18/4/2011  
8 APR 2011  
M(A)

The undersigned is directed to state that Ministry of Overseas Pakistanis has informed that some posts of Community Welfare Attaches (CWAs) are likely to fall vacant on completion of tenure of existing CWAs in Pakistan Missions abroad. These posts will be filled by selection from amongst Government officers in BS-17, 18 & 19, who possess 3 to 5 years experience in Management/field work or Labour/ Manpower administration and laws or matters pertaining to emigration and welfare of Pakistanis living/working abroad.

M(A)  
PS.

In terms of Guidelines for selection of the officers for posting abroad in Pakistan Mission issued vide this Division's O. M. No. 4/7/81-T-IV, dated 28-12-1981, the eligibility criteria in respect of candidates for the subject posts is as follows:-

19 APR 2011

CCW

OF

19 APR 2011

(MC)

(MIR)

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FOR INFO BY NO. 528938

18 APR 2011

- i) The selectee fulfills the requirements of the post as detailed in the job description;
- ii) The selectee is in the same grade as the post to be filled. Officers from higher or lower grades will not be considered;
- iii) The selectee has an overall good record of service particularly during the last five years of service;
- iv) The selectee is at least a Graduate or possesses the technical qualifications required for the job;
- v) Persons within promotion zone within the next 2 years will not be considered;
- vi) Those likely to retire during the next 4 years will not be considered;
- vii) An officer will not be posted abroad more than once.

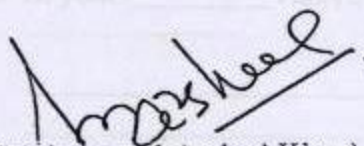
2. It is requested that nominations may kindly be communicated to this Division with the following documents (In triplicate) by May 7, 2011:-

CC 20.4.11

Cont....P/2

- i) C.Vs/Bio-data as per enclosed specimen with photo graphs.
- ii) Release Certificate.
- iii) No disciplinary proceedings certificate.
- iv) Synopsis of PERs for the last 5 years.

3. Incomplete applications/nominations & those received after May 7, 2011 will not be entertained.

  
(Muhammad Arshed Khan)  
Deputy Secretary(T-II)  
Ph: 9218958

Encl: as above

All Ministries/Divisions/Islamabad/Rawalpindi/  
Provincial Governments/AJK/Gilgit-Baltistan

Brief history / record of service in BPS-17 and above.

Period	Post held with name of Deptt. / Organisation	Duties performed in position(s)
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(Signature of candidate)

**WELFARE ATTACHE IN PAKISTAN MISSIONS ABROAD.**

Photo  
Attach or

Name of Officer with Service Group.

BPS \_\_\_\_\_

Father's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Educational Qualification \_\_\_\_\_

Domicile \_\_\_\_\_

Marital status: \_\_\_\_\_

Married / Single

Number of children (if any) \_\_\_\_\_

Below 12 years \_\_\_\_\_ Above 12 years \_\_\_\_\_

(i) Postal address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(ii) Permanent address

Contact Nos

Office: \_\_\_\_\_ Mobile: \_\_\_\_\_ : Fax \_\_\_\_\_

Details of previous foreign

Posting/Training (if any)

Specific field of experience you deem  
justify your consideration for the post of  
CWA

i. Date of appointment in present BPS.

(whether Regular or Acting Charge)

ii. Date of entry into Government service.

iii. Total length of service (BPS-17 & above).

**Brief history / record of service in BPS-17 and above:**

Period

From --- To

Post held with name of

Deptt: / Organization

(Pl. mention in descending order)

Duties performed on posting(s)

(Signature of candidate)

## JOB DESCRIPTION OF COMMUNITY WELFARE ATTACHES

### A: EXPORT OF MANPOWER

1. Assessment of manpower situation in the country / areas of posting, employment impact of economic plans and current employment opportunities, categories of manpower in short supply and proposals for the promotion of employment of Pakistani manpower.
2. Collection, scrutiny analysis and processing of foreign employment market data and supply of relevant material.
3. Maintenance of liaison with foreign governments in matters of recruitment of Pakistanis in various categories. Also monitor the policies of the host countries for foreign workers and keep the Ministry / Bureau informed about.
4. Establish and maintain close contacts with the foreign firms who are in need of manpower for their ventures working in different countries.
5. Reporting to the government mal practices indulgence by the licensed overseas employment promoters.
6. Maintain register of attestation of power of attorney, demand letter, Foreign Service agreement and Sikka Wikala.
7. Confirmation of demand from the employer referred by Protector of Emigrants.
8. Reply inquiries of foreign employers regarding recruitment procedure, minimum wage rate of Pakistani manpower in different categories and list of OEPs.
9. Supply information about quotations for contracts, award of contracts with complete address; fax number, phone number of contractors and value of the project etc.
10. Motivating people to work for social and economic stability / national reconstruction through maximization of home remittances and home investment.
11. Creating an awareness among Pakistani workers of the benefits of remitting their hard-earned money through legal channels instead of unscrupulous individual.
12. Keeps the Ministry/Bureau informed of the current wage rate prevalent in the country of their posting.

### B: WELFARE OF OVERSEAS PAKISTANIS

13. Study the given problems for formulating, suggestions, guidelines programs regarding typical issues.
14. Meeting Pakistani workers individually and collectively with a view to ascertain their problems.
15. Rendering help to resolve difficulties and disputes between the employers and the workers, recovery of dues compensation/social security refund and insurance etc.
16. Enforcement of terms and conditions in Foreign Service agreement of Pakistanis employed through OEPs and OEC.
17. Assisting Pakistani employees in securing the benefits of conditions of work and employment under local labour laws and ILO Conventions and Recommendations ratified by them.
18. Handling of cases of illegal emigrants and suggesting measures to curb illegal emigration.
19. Helping Pakistanis to initiate action, to organize/ conduct voluntary self-help programs.