

GOVERNMENT OF PAKISTAN
(REVENUE DIVISION)
FEDERAL BOARD OF REVENUE

No: 13(1)/S.HRMIR-I/2021

Islamabad, the 29th January, 2021


To: **All BS-19 Officers of IRS**

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

I am directed to refer to Ministry of Federal Education and Professional Training's O.M. No. PF.12-2/2018-Policy dated 21.01.2021 on the subject and to state that vide aforesaid letter Ministry of Federal Education and Professional Training has sought a panel of suitable officers for appointment as Deputy Permanent Delegate (BS-19) of Pakistan to UNESCO, Paris.

2. In view of above, interested / eligible officers may send their consent/ application in the light of above referred O.M. **(copy enclosed)** to the Board before **02.02.2021.**

Encl: (As above)


(Israr Ahmed Cheema)
Secretary (HRMIR-I)
Ph: 9205406

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Government of Pakistan
Ministry of Federal Education and
Professional Training

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No. PF.12-2/2018-Policy

Islamabad the, 21st January 2021

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 process of selection of a panel of suitable officers for appointment as Deputy Permanent Delegate (BS-19) of Pakistan to UNESCO, Paris. The officers in regular BS-19 service cadre / group having the following academic qualification/experience are eligible for appointment:

- (i). Academic Qualification:
At least second class Master's degree in International Relations, Education, Science, Social Sciences or English. A higher degree from a recognized foreign university will be preferred.
- (ii). Experience:
 - a. At least three years' experience of working in / dealing with an international organization, UNESCO experience will be given preference.
 - b. At least 05 years' experience in the administration / secretariat work.
 - c. At least two years' experience in the education sector.
 - d. Excellence in spoken and written english, proficiency / knowledge of French will be an asset.

2. The Officers having following characteristics will not be nominated:

- (i). Officers likely to be promoted within two years after 16.07.2019.
- (ii). Officers likely to be retired from service within next four years after 16.07.2020.
- (iii). Officers already availed posting in Pakistan Missions Abroad.
- (iv). Officers against whom disciplinary proceedings are under process / pending.
- (v). Officers who do not belong to above, services, cadres and occupational groups or in a higher of lower grade.

3. The appointment is likely to be made for period of three years w.e.f. 17th July 2021 or as the Government may deem appropriate. The Government may however, revert the officer to his / her parent department or to the service to which he / she belongs before the expiry of the period of tenure. The job description of the post of Deputy Permanent Delegate (DPD) (BS-19) UNESCO is **enclosed**.


4. It is requested that applications of eligible officers in BS-19, belonging to services, cadres & groups mentioned above, possessing / fulfilling above mentioned criteria may be sent to this Ministry under the signature of at-least BS-20 officer of administrative Ministry / Division / Department alongwith following documents:

- (i). Prescribed Proforma duly filled in alongwith Bio-data (copy **enclosed**).
- (ii). Spare-ability certificate.
- (iii). Experience certificate.
- (iv). Synopsis of ACRs for the last 05-years.
- (v). Attested copy of highest Degree last attained.

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5. The selection process will be carried out in accordance with the policy guidelines for foreign appointments and postings issued by the Establishment Division vide O.M No.4/3/2016-T-IV dated 16.02.2016 (**copy enclosed**). Ministry reserve the right to cancel the candidature if any candidate at any stage is found ineligible in light of above requirements.

6. The applications through proper channel should reach within 15-days of issuance of this O.M.

Encl: As above


(Abdul Hanan)
Section Officer (Policy)
051-9103956

- (i). All Ministries / Divisions / Departments.
- (ii). The Chief Secretaries of the Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Azad Jammu and Kashmir and Gilgit Baltistan.

JOB DESCRIPTION OF DEPUTY PERMANENT DELEGATE (DPD) TO UNESCO.

The Deputy Permanent Delegate is responsible for:

- (i). Liaising with the UNESCO Secretariat, Field Offices and affiliated organizations for obtaining information about their proposed programmes/ activities during the year and information the Pakistan National Commission for UNESCO in advance for Pakistan effective participation.
- (ii). Coordinating and assisting the members of Pakistan Delegation to UNESCO, General Conference and participants in other UNESCO activities, by providing professional and material support for their effective contribution and participation.
- (iii). Assisting the Secretary General, Pakistan National Commission for UNESCO, in the preparation of brief for the Pakistan delegation to the UNESCO biennial General Conference, International Conference on Education, Regional Conference of Education, Ministers of Education and those responsible for Economic Planning and other international/ regional meetings/ conferences.
- (iv). Covering the proceedings and work of UNESCO's General Conference and Executive Board including matters between the sessions. Preparing and analytical brief for Pakistan's Executive Board Member on all issues and matters which fall within the purview of the Executive Board mandate.
- (v). Assisting the Secretary General Pakistan National Commission for UNESCO (PNCU) in obtaining for Pakistan the technical support of UNESCO which helps in attaining the objectives of our national programmes.
- (vi). Taking care of predation, production and dissemination, on a regular basis or as the occasion demands of information material on UNESCO Projects, programmes etc. intended for the member States.
- (vii). Assisting the National Commission in establishing a satisfactory coordination with the Secretariat of UNESCO, its information services and other related agencies and organizations of the United Nations System.
- (viii). Liaison with the Permanent Delegations of the member States based at UNESCO Headquarters and participation in the meetings of the geographical groups namely Group of 77, Group of Non-aligned Countries, Group of Asia and the Pacific Member States at UNESCO Headquarters in order to project our point of view and safeguard our interest regarding our election to Executive Board, General Conference and Inter-Government Committees etc.
- (ix). Assisting the Secretary General, in the preparations for the visit of UNESCO officials and other delegations to Pakistan.
- (x). Develop plans for future UNESCO support in the implementation of our activities in various disciplines of education and other fields in order to activities the objectives spelled out in our education policy.
- (xi). Help to ensure coordination with educational bodies and institutions of the member States for exchanging material etc. for the development and promotion of programmes in education, science and technology etc.

BIO DATA SHEET

Name: _____

Present Position / Job Status: _____

S#	Requirements of the post	Status Yes / No
1.	Service Group	
2.	Age as on 16.07.2021	
3.	At least second class Master's degree in International Relations, Education, Science, Social Sciences or English.	
4.	A higher degree from a recognized foreign University will be preferred	
5.	At least three years' experience of working in/dealing with an international organization, UNESCO experience will be given preference	
6.	At least 05 years' experience in the administration / secretariat work	
7.	At least two years' experience in the Education sector	
8.	Officer is not likely to be promoted in next two years after July 2021.	
9.	Officer has not already availed posting in Pakistan Missions Abroad	
10.	No disciplinary proceedings are under process / pending against the officer	
11.	Officers is not likely to be retired from service within next four years from July 2021 (Date of Birth)	
12.	Spare-ability certificate	
13.	Synopsis of ACRs for the last 05 years (2015-20)	
14.	Excellence in spoken and written English, Proficiency / knowledge of French will be an asset	

/ Annex III
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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.4/3/2016-T-IV

Islamabad, the 16th February, 2016

OFFICE MEMORANDUM


Subject: POLICY GUIDELINES FOR FOREIGN APPOINTMENTS AND POSTINGS IN PAKISTAN MISSIONS ABROAD AND AGAINST PAKISTAN'S SEATS IN INTERNATIONAL, MULTILATERAL, BILATERAL AND REGIONAL ORGANIZATIONS, FORA AND BODIES

The undersigned is directed to say that the Prime Minister has been pleased to approve the following guidelines for foreign appointments and postings in Pakistan Missions Abroad and against Pakistan's seats in international, Multilateral, Bilateral and regional organizations, Fora and Bodies:-

- i. For the purposes of these policy guidelines, "foreign posting" means and includes, but is not limited to, foreign appointments and postings in Pakistan Missions Abroad and against Pakistan's Seats in International, Multilateral, Bilateral and Regional Organizations, Fora and Bodies; but does not include foreign postings related to defence, intelligence and security affairs and foreign posts which are the cadre posts of any service, cadre or occupational group;
- ii. The services, cadres and occupational groups, eligible for selection against each foreign post, against which foreign posting is made, will be clearly defined and identified by the concerned Ministry or Division, keeping in view the job description and responsibility of each foreign post vis-a-vis services, cadres and occupational groups, the officers of which generally possess the qualification, experience and skills necessary to fulfil these responsibilities efficiently;
- iii. The concerned Ministry or Division, in each case, shall ensure that selection process is completely transparent and absolutely merit-based. Such transparency and merit shall be clearly visible from the processes, procedures and practices that are adopted for selection;
- iv. All foreign posts that are vacant and available or are likely to become vacant and available within one year of the date of circulation of such vacancy, will be circulated amongst the officers of the identified services, cadres and occupational groups, clearly specifying eligibility criteria in terms of educational qualifications, experience, age and so forth;
- v. There shall be a precondition of passing a written qualifying test, but the test shall be organized by the concerned Ministry through the Lahore University of Management Sciences, Lahore or the Institute of Business Administration, Karachi;
- vi. The minimum qualifying score in the written test will be set at 60 percent;

- vii. Candidates qualifying the test will be called for an interview, which will be conducted by a committee to be constituted with the approval of the Prime Minister;
- viii. Eighty percent weightage will be given to the written test scores and twenty percent weightage to the interview scores;
- ix. No minimum passing marks shall be fixed for the interview, and no candidate will be deemed to have failed in the selection process merely on the basis of his or her performance in the interview;
- x. Successful candidates shall be given, in order of their merit, comprising of summation of scores in written test and interview, the option to choose the station of their choice from amongst circulated stations;
- xi. The tenure fixed for each foreign post shall be strictly followed and will not be extendable;
- xii. An officer of identified services, cadres and occupational groups for any foreign post will be eligible for two tenures of foreign posting in his entire service, provided that there shall be an intervening period of at least three years between two such tenures;
- xiii. No relaxation or exception to the above policy guidelines shall be granted without prior approval of the Prime Minister for which the concerned Ministry shall provide detailed justifications in a Summary; and,
- xiv. Failure to initiate and complete the process of selection of new officers, prior to completion of tenures of incumbents shall be the personal responsibility of the concerned Secretary.

2. The Ministries/Divisions are requested to strictly follow this procedure in future while recommending officers for posting abroad in Pakistan Missions and against Pakistan's seats in International, Multilateral, Bilateral and Regional Organizations, Fora and Bodies.


(Rizwan Malik) 16/02/2016
Joint Secretary (Training)
Tele: 9103670

All the Secretaries to the Federal Government
All Chief Secretaries