

**MOST IMMEDIATE
FAX**

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT (AVIATION DIVISION)
PAKISTAN METEOROLOGICAL DEPARTMENT
HEADQUARTERS OFFICE ISLAMABAD**

No.E-29(10)/2016/A

Islamabad, the April, 2016.

MEMORANDUM

Subject: **POSTING OF SCIENCE COUNSELLOR (TECHNICAL AFFAIRS)
(BS-19), EMBASSY OF PAKISTAN, BEIJING (CHINA).**

Enclosed please find a copy of Ministry of Science & Technology, Islamabad letter No. 3(12)/2001-Estt.II dated: 30-03-2016 and job description for the post of Science Counsellor on the above noted subject.

2. Officers who are interested in above mentioned post are requested to furnish their nomination immediately to this office but not later than 12-04-2016.



(MUHAMMAD SATTAR)
Chief Administrative Officer
For Director General
Meteorological Services

Distribution:

- 1) Chief Met. NDMC, Met. HQs Office, Islamabad.
- 2) Chief Met. Flood Forecasting Division, Lahore.
- 3) Chief Meteorologist, Met. Complex, Karachi.
- 4) Chief Meteorologist, R & D Division, Islamabad.
- 5) Director, NWFC/ NSMC/Planning/NAMC /Lai Nullah FF & WS/, Islamabad.
- 6) Director, RMC Lahore/Peshawar/Karachi/Gilgit.
- 7) Director, GC Quetta.
- 8) Director, IMG / CDPC / F& C / Engineering / Pincipal Engineer, Met. Complex Karachi.
- ✓ 9) Programmer, Computer Section, Met. HQs Office, Islamabad, to upload on PMD website.

Islamabad, March 30, 2016.

OFFICE MEMORANDUM

Subject: POSTING OF SCIENCE COUNSELLOR (TECHNICAL AFFAIRS) (BS-19),
EMBASSY OF PAKISTAN, BEIJING (CHINA).

The undersigned is directed to say that this Ministry intend to fill the vacant post of Science Counsellor (BS-19) in the Embassy of Pakistan, Beijing (China) under the new Policy Guidelines issued by Establishment Division. The following points may be taken into consideration while nominating officers for the subject post:-

- (a) The nominee fulfils the requirements of the post as detailed in the Job Description (Annex-I).
- (b) The nominee is in the same pay scale, as the post to be filled. Officers from higher or lower pay scales will not be considered.
- (c) The nominee has an overall good record of service particularly during the last five years of service.
- (d) The nominee is M.Sc. Natural Sciences or B.Sc. Engineering.
- (e) Persons in promotion zone within the next 2 years will not be considered.
- (f) Those likely to retire during the next 4 years will not be considered.
- (g) An officer should not be posted abroad more than once.
- (h) Ten years experience in the field of R&D or teaching in a reputed University.

2. All Ministries/Divisions are requested to send nominations of suitable BS-19 officers duly complete to Ministry of Science & Technology by 15th April, 2016, alongwith following documents (in duplicate):-

- (i) Bio-data.
- (ii) PER synopsis for the last five years.
- (iii) A certificate to the effect that no disciplinary proceedings are pending against the nominee (In respect of APUG officer such certificate shall be issued by the Establishment Division).

3. Incomplete nominations and those received after due date will not be entertained.

(Sakhat Gul)
Deputy Secretary (Admn)

- 7311/US(A-000)
01-4-16
- (i) All Ministries/Divisions, Islamabad/Rawalpindi.
 - (ii) All Organizations of MoST.

JOB DESCRIPTION FOR THE POST OF SCIENCE COUNSELLOR

1. To ensure and maintain liaison with the S&T agencies in the host country (China).
2. Promotion of cooperation between the Pakistan S&T agencies with those of the host country.
3. Assist the establishment of collaborative research & development efforts in various fields between R&D organizations of Pakistan with those of the host country.
4. Acquisition of latest information about scientific and technological development in the host country and its provision to relevant agencies in Pakistan.
5. Assistance to Pakistani Scientists and Technologists on official visits to China (conferences, workshops, seminars etc.).