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

No.E-29 40 (A/2016 797.

Islamabad, the

February, 2017.

## **MEMORANDUM**

ubject; (1)

SELECTION/POSTING OF EDUCATION ATTACHE AT EMBASSY OF PAKISTAN BEIJING, CHINA (BPS-18-19).

SELECTION/POSTING OF EDUCATION ATTACHE AT EMBASSY OF PAKISTAN BHIRMINGHAM, UK (BPS-19).

Eenclosed please find a copy of Ministry of Inter Provincial Coordination (IPC DIVISION) Islamabad office memorandum No.2-15/2016-Admn-II dated 10-02-2017 on the above subject.

2. Officers who are interested in the above mentioned posts may furnish their particulars on precrscribed proforma immediately to this office but not later than 15-03-2017.

(MUHAMMAD SATTAR)

Dy. Chief Administrative Officer

### Distrubution:-

1. Chief Meteorologist, NDMC / R&D Islamabad.

- 2. Chief Meteorologist, Flood Forecasting Division, Lahore.
- 3. Chief Meteorologist Met. Complex, Karachi
- 4. Director, NWFC / NAMC / Planning / Lai Nullah, Islamabad.

5/ Director, RMC Lahore/Peshawar/Karachi/Quetta/Gilgit.

6. Programmer, Computer Section, Met. HQs Office, Islamabad, to upload on PMD, website.

# GOVERNMENT OF PAKISTAN MINISTRY OF INTER PROVINCIAL COORDINATION (IPC DIVISION)

F. No.2-15/2016-Admn-II

Islamabad, the 10th February, 2017

### **OFFICE MEMORANDUM**

Subject:- i.

- SELECTION/POSTING OF EDUCATION ATTACHÉ AT EMBASSY OF PAKISTAN BEIJING, CHINA (BPS-18/19).
- ii. <u>SELECTION/POSTING OF EDUCATION ATTACHÉ AT EMBASSY</u> OF PAKISTAN BHIRMINGHAM, UK (BPS-19).

The posts of Education Attaché at Embassy of Pakistan, Beijing, China (BS-18/19) and Birmingham, UK (BS-19) are required to be filled in by suitable officers though a process of selection as per prescribed policy. Job descriptions of the posts are as under:-

- To facilitate correspondence between the concerned Ministry in the Government of Pakistan and China/UK Governments.
- b. To provide for guidance and welfare of Pakistani students coming to the China/UK for education under schemes of Scholarships of concerned Ministry, HEC, other Universities and on self finance basis.
- c. To facilitate Pakistani students from Pakistan for scholarships opportunities available in the China/UK and Pakistani students living in the China/U.K for scholarship opportunities available in Pakistan.
- d. To liaise with Chinese/UK Educational Institutions and develop a cordial functional relationship.
- To coordinate with all Chinese/UK Educational Hostels to look after the interests of all Pakistani students residing in the China/UK.
- f. To conduct Exams of students at Embassy of Pakistan, China/UK for Pakistani Educational Institutions/Universities in accordance with the existing rules.
- g. To arrange seminars/lectures at various Educational Institutions/Societies with the cooperation of Pakistani Students Associations all over in China/UK.
- h. To establish close contact with Pakistanis Chairs to assist them in all possible manners.
- i. To facilitate Pakistani students in the China/U.K for securing internships in that  $\frac{1}{3}$  particular as well as other Asian/European countries.

Any job (s)/work assigned by the Embassy of Pakistan, China/U.K relating to education, with the prior approval of the Ministry.

 Work distribution of the Regional Education Attaché at Embassy of Pakistan, China
 UK shall be determined by the Ministry in consultation with the Embassy of Pakistan, in that country.

2. Eligibility Criteria (Qualifications and experience etc) for test and interview are as under:-

- i. The officer must be in the same grade i.e. BS-18/19, as the posts to be filled. Officers from higher or lower grades will not be considered;
- ii. The officer must have an overall good record of service particularly during the last five years of service;
- iii. The officer must be at least a graduate. (In case of China, a candidate having knowledge of Chinese language will be given preference).
- iv. The officers must have experience of multitasking/interacting and working as team with multiple government departments.
- v. The officer must possess IT skills, especially in MS Office.
- vi. The officer must have excellent interpersonal skills.

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2. Interview ar

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Name:				
Father's/Husband's Name:				
Date of Birth:	D micite		2- Photograp	
Marital Status:	CNIC No			
Date of Joining in Govt. Service	ce			
Present posting/BPS				
Date of appointment in preser	nt Grade			
Service Group				
Qualification:				
Experience:				
a) Total Government Serv	viceYe	ears		
b) In relevant Ministries/I	Division/Offices	(Yes/No)		
If yes, indicate the foll	owing information:-			
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f yes, indicate Post/Station:				
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tesidential Address:				
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Note:
Please send this form duly filled along with a Photocopy of CNI and two recent photographs.
\*(Photograph to be attested by a minimum BS-17 officer)