

Government of Pakistan
Ministry of Overseas Pakistanis and
Human Resource Development

No.8-6/2016-CWA-II

Islamabad, the 30th December, 2022

Subject: - **POLICY/CRITERIA LAID DOWN FOR SELECTION OF APS, ASSISTANTS, STENOTYPISTS AND DRIVERS FOR POSTING ABROAD IN THE OFFICES OF COMMUNITY WELFARE ATTACHÉS (CWAs).**

The following Policy/criteria have been framed for selection of staff mentioned in the subject for posting in the various Offices of Community Welfare Attaches (CWAs), Pakistan Missions abroad: -

a) **Composition of Departmental Selection Committee:**

1.	Joint Secretary (Emig)	Chairman
2.	Joint Secretary (Admin)	Member
3.	DG(BE&OE)	Member
4.	Deputy Secretary (Emig-II)	Member
5.	Section Officer (CWA-II)	Secretary to Committee

The meeting of selection committee will be held as and when the need arises.

b) **Share of Quota between the Ministry and BE&OE:**

The share of quota between the Ministry and Bureau of Emigration and Overseas Employment (BE&OE) would be as under:-

i)	Ministry of OPs&HRD	80%
ii)	BE&OE	20%

No official/staff of Department/Subordinate Offices/ Autonomous Bodies of the Ministry, except as referred to above, would be considered for foreign posting.

c) **Criteria / Selection of Staff for Posting Abroad:**

- The selection of APS, Steno typists and Assistants excluding the Drivers will be considered by the DSC on the basis of seniority roster maintained for posting abroad, satisfactory service record, (PERs) and clearance of test and interview.
- An official who has been awarded **major penalty** will not be included in the selection process for foreign posting.
- An official with **average PER(s)** for three (03) years during service shall not be included in selection process
- An official who has been awarded a **minor penalty** as a result of disciplinary proceedings shall not be considered for foreign posting till conclusion of penalty.



Procedure for selection will be as under: -

i.	Written /Skill Test	50
ii.	PERs	15
iii.	Higher Qualification	10
iv.	Interview	25
Total		100

The test shall be based on the following: -

		MARKS	MINIMUM MARKS				
Written test	Office Procedure contained in Appendix E of the Secretariat Instructions, Rules of Business.	20	10 <i>(Candidate obtaining less than 50% marks shall be considered failed).</i>				
Skills test	<ul style="list-style-type: none"> . Typing speed 50 / 40 accurate wpm for APS / Steno typist respectively. Shorthand speed 100 / 80 accurate wpm for APS / Steno typist respectively. . Basic Knowledge of MS Word, Power Point, Email and use of internet. . Budgetary matters i.e. budget estimates, revised estimates, savings and surrender. 	30	15 <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>APS</td> <td>S/T</td> </tr> <tr> <td>Typing speed less than 40 fail.</td> <td>Typing speed less than 30 fail.</td> </tr> </table> <i>In shorthand less than 50% marks obtained shall be considered failed.</i>	APS	S/T	Typing speed less than 40 fail.	Typing speed less than 30 fail.
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Written test	Office Procedure contained in Appendix E of the Secretariat Instructions. Rules of Business.	30	15 <i>(Candidate obtaining less than 50% marks shall be considered failed).</i>				
Skills test	<ul style="list-style-type: none"> Minimum typing speed of 10 W.P.M . Basic knowledge of MS Word, MS Power Point, Email and use of internet. . Basic Knowledge of budgetary matters i.e. budget estimates, revised estimates, savings and surrender. 	20	10 <i>(Less than 10 speed of typing shall be considered as failed).</i>				

- Passing marks for selection will be minimum 50%.
- Written and skill test as prescribed above will be conducted by Secretariat Training Institute (STI). However, CWA-II Section will provide the syllabus.
- Interview will be conducted by the Departmental Selection Committee (DSC) for those candidates who cleared the written test on prescribed format.

d) Foreign Posting Roster:

i) Only those staff (APS, Stenotypist, Assistants and Drivers) for posting abroad in the offices of CWAs shall be considered who at the time of announcement of test for selection shall have continuous service in the following manner:

- a) **Fresh Appointees:** Three (03) years continuous service in the Ministry / BE&OE after the date of joining / appointment.
- b) **Returnees:** Three (03) years continuous service in the Ministry/BE&OE, after joining headquarter upon completion of tenure in Mission, for officials who have already availed a foreign posting.
- c) **Promotees** of each cadre will be eligible after termination of their *probation period in the new post*.

ii) **Seniority in the Foreign Posting Roster:**

- a) Seniority Roster shall be maintained for each cadre in accordance with the requirements prescribed in **sub-clause (i) of para d**.
- b) An official who has already availed a foreign posting shall be considered for a second time only when all the remaining officials of the respective cadre, if otherwise eligible, have availed foreign posting. However, this condition will be relaxed in case no eligible official in that cadre is available to be considered for foreign posting.
 - Official (s) repatriated at his/her own request shall be placed at bottom of the Seniority Roster.

iii) **Seniority of officials availing leave:** As a general rule, officials who proceed on more than three months (90-days)* leave of any kind, except for authorized medical leave, will be lowered in the posting roster for the exact period of leave. In the case of such leave availed while being posted at Missions abroad, seniority of the official would be lowered in the posting roster for the exact period of leave upon joining duty at the Headquarters.

iv) **Seniority of Officials working on temporary basis:** Officials who are promoted to a higher post on temporary/ officiating/ adhoc/acting charge basis will not be entitled to claim posting seniority in the higher post until their promotion becomes substantive. In that case, their seniority will reckon from the date of their substantive joining/appointment/promotion to that post.

v) **Out of Turn Posting:** Out of turn posting will not be considered/ allowed.

vi) **Bar on Irrelevant Cadre:** No official of any other category will be considered for posting abroad (those not mentioned in the Budget New Item Statement (NIS) of the concerned CWA Office).



e) **Tenure of Posting:**

• Tenure of posting shall be three (03) years. However, in case of non-appointment of new incumbent the official (s) may continue his/her duties at the place of posting for a period of six months or till joining of new incumbent whichever is earlier with the recommendation of concerned Head of Mission (HOM) and with the approval of competent authority i.e. Secretary OP&HRD.

• During the tenure, no transfer from one CWA's office to another CWA's office shall be allowed.

• No mutual transfer/swap of posting station between the selected staff will be allowed.

f) **Bar against Posting of Officials Near to Retirement:** Officials having less than three (03) years' service before attaining age of superannuation would not be considered for selection abroad.

g) **Medical Fitness:**

i) The staff selected along with family members accompanying should be medically fit.

ii) If an official is not found medically fit, the case may again be considered for foreign posting in next meeting of DPC subject to medical fitness. For that purpose, the official concerned should have to submit documentary proof.

h) **Size of Family:** The instructions issued by the Ministry of Foreign Affairs from time to time will be followed.

i) **Security Clearance:** No official(s) will be posted abroad without security clearance from Intelligence Bureau (IB).

j) **Undertaking by the Selected Staff:**

i) The selected staff shall have to submit an undertaking on stamp/judicial paper to the effect that any long leave after completion of the normal tenure shall not be applied for, except for compelling reasons.

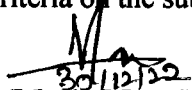
ii) The selected official will also give undertaking in the same stamp/judicial paper that he will not apply for extension on his completion of normal tenure, except during examination of his/her children.

(Violation of the undertaking shall bar permanently for future posting abroad).

k) **Selection of APS/Stenotypist:** Since the posts of APS and Stenotypist are mentioned in their respective Budget/NIS of CWA's Offices as single entity, therefore, the selection of incumbents in the cadre will be @ 50/50 from APS and Stenotypist irrespective to nomenclature of official returning from posting abroad.

l) This policy/criterion, supersedes any policy framed earlier.

2. The Federal Minister for Overseas Pakistanis and Human Resource Development has been pleased to peruse and approve the above policy/criteria on the subject.


20/12/22
(Maria Mangi)
Section Officer (CWA-II)