

**GOVERNMENT OF PAKISTAN
MINISTRY OF OVERSEAS PAKISTANIS AND
HUMAN RESOURCE DEVELOPMENT**

No.2(1)/2024-CWA

Islamabad, the July 15, 2025

SUBJECT: POLICY/CRITERIA-2025 FOR POSTING OF ASSISTANT PRIVATE SECRETARY, ASSISTANTS, STENOYPIST AND DRIVERS AT THE OFFICES OF COMMUNITY WELFARE ATTACHÉS IN PAKISTAN MISSIONS ABROAD

The following policy and criteria have been framed for the selection of Assistant Private Secretary, Assistant, Stenotypist, and Driver for posting in the offices of Community Welfare Attachés (CWAs) at Pakistani Missions abroad:

A. Composition of Departmental Selection Committee:

| | |
|--------------------------|----------------------------|
| Joint Secretary (EM) | Chairman |
| Joint Secretary (Admin) | Member |
| Director General (BE&OE) | Member |
| Deputy Secretary (CWA) | Member |
| Section Officer (CWA) | Secretary to the Committee |

The meeting of Departmental Selection Committee (DSC) will be held at least **Six (06) months** prior before completion of tenure of the officials posted abroad or as and when the need arises, as the case may be.

B. Share of Quota between the Ministry and BE&OE:

The quota for foreign postings shall be distributed between the officials of Ministry of Overseas Pakistanis and Human Resource Development (OP&HRD) and the Bureau of Emigration and Overseas Employment (BE&OE) as follows:

- **Ministry of OP&HRD: 80%**
- **BE&OE: 20%**

No official or staff member from any Department, Subordinate Office, or Autonomous Body under the administrative control of the Ministry shall be eligible for foreign posting, except those falling within the above-mentioned allocation.

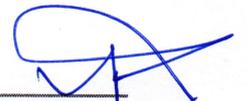
C. Criteria / Selection of Staff for Posting Abroad:

The selection of staff shall be considered by the above-mentioned Departmental Selection Committee on the basis of *seniority roster for posting abroad*.

D. Posting Roster:

i. Minimum Service Requirement Prior to Foreign Posting:

Fresh appointees, staff of the Ministry/BE&OE who have availed deputation to other departments, and newly promoted employees must complete a minimum of two years of continuous service within the Ministry/BE&OE from the date of joining the Headquarters before being considered for posting abroad in the offices of CWAs.



ii. **Seniority:**

Selection of staff for foreign posting shall be based on the seniority roster maintained for each cadre, with seniority determined from the date of joining at the Headquarters following return from a Mission abroad, regular appointment, staff of the Ministry/BE&OE who have availed deputation to other departments, or promotion to the relevant category. Officials against whom disciplinary action is in process shall not be considered by the Departmental Selection Committee (DSC).

iii. **Seniority of Officials Availing Leave:**

Seniority of officials who proceed on leave of any kind exceeding **Two Months (60 days)** from the date of relieving from the Mission shall be adjusted downward in the posting roster for a period equivalent to the duration of the leave availed.

iv. **Seniority of Officials Working on Temporary Basis:**

Seniority is claimed only when promoted on regular basis

v. **Out of Turn Posting:**

Out-of-turn posting shall not be considered or permitted under any circumstances.

vi. **Bar on Irrelevant Cadre:**

No official belonging to any category not specified in the **Budget New Item Statement (NIS)** of the concerned CWA Office shall be considered eligible for posting abroad.

E. **Tenure of Posting:**

- i. Officials shall be posted abroad for a fixed tenure of **Three (03) years**, during which no transfer from one CWA Office to another shall be permitted upon completion of the normal posting period.
- ii. A recall notice shall be issued to the official at least **One (01) month** prior to the completion of the tenure. Official will be relieved from the mission after posting of his/her successor by the Ministry.

F. **Bar against Posting of Officials Near to Retirement:**

Officials with less than **Three (03) years** of remaining service before reaching the age of superannuation shall not be eligible or considered for selection for posting abroad, given the fixed tenure of three years.

G. **Deferment of Posting Abroad**

- i. Any official, who intends to forego his/her posting for any reason should submit his request in writing before commencement of the DSC. In such cases, the official will retain his seniority on the posting roster for the next DSC.
- ii. Any official who request for deferment of posting abroad after assignment of a station would be deemed as refusal to accept the posting, the official will not be considered for posting abroad for the period of two years (from the date of offer of posting).

H. Mutual Swap

In case two or more officials, before proceeding on posting abroad, mutually agree to swap stations allotted to them by the DSC. They will submit their requests with valid reasons to the concerned section. A final decision will be taken by the competent authority on case-to-case basis.

I. Medical Fitness:

- i. Staff selected for foreign posting, along with accompanying family members, must be medically fit.
- ii. In cases where an official is deemed medically unfit, reconsideration for foreign posting may be made at the next DSC meeting, contingent upon submission of valid documentary proof of medical fitness by the official concerned.

J. Size of Family:

The size of family for officials posted abroad shall be governed in accordance with the instructions issued by the Ministry of Foreign Affairs, as amended from time to time.

K. Security Clearance:

No official(s) shall be posted abroad without security clearance from Intelligence Bureau (IB). An official who is not cleared at first stage should be given another chance after period of one year and shall be posted abroad, subject to requisite clearance.

L. Undertaking by the Selected Staff:

- i. Selected staff must submit an undertaking on stamp or judicial paper affirming that they shall not apply for long leave immediately following the completion of their normal tenure, except in cases of compelling reasons.
- ii. Selected officials shall also submit an undertaking on the same stamp or judicial paper agreeing not to apply for an extension beyond the prescribed **three-year tenure**, except for reasons related to the examination of their children.

**Violation of the undertaking shall bar the official permanently from availing any future posting abroad).*

M. 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 shall be @ 50/50 from APS and Stenotypist irrespective of nomenclature of official returning from posting abroad.

N. Appellate Committee:

The **Departmental Selection Committee (DSC)** as per *clause (A)* shall also function as **Appellate Committee** and shall review and decide upon appeals or grievances related to the selection process, eligibility, or posting decisions concerning staff being considered for foreign postings in the offices of CWAs. The committee shall ensure transparency, fairness, and adherence to the prescribed rules and service requirements. Its decisions shall be final and binding within the administrative framework.



O. Language Course Requirements:

- i. All personnel selected for international assignments are required to undergo a basic language course tailored to the official or working language(s) of the country of destination.
- ii. Completion of the language course shall require 100% attendance.
- iii. Personnel assigned to immediate postings, where time constraints prevent course participation, shall be exempt from this requirement and also for those officials who have already completed the language course.

P. Seniority on Premature Recall:

In case, an official is recalled to the headquarter due to closure of station within one year, the official will be placed at the top of the foreign seniority roster in his cadre and he will be considered on upcoming DSC.

Q. This policy/criterion supersedes any policy framed earlier.

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



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