

## Embassy of Pakistan

Paris

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Admn.Gen/22

17 February 2022

### VACANCIES ANNOUNCEMENT

Applications are hereby called from candidates living in France to fill up the following vacant vacancies at Embassy of Pakistan, Paris:-

- i) Local Based Assistant
- ii) Local Based Assistant

2. Desirous applicants, meeting the following criteria may submit applications to the Head of Chancery through post at this address: Head of Chancery, Embassy of Pakistan, 18 Rue Lord Byron, 75008 Paris / email ([administration@pakembparis.com](mailto:administration@pakembparis.com)) by 3<sup>rd</sup> March 2022.

S.No	Post	Eligibility Criteria	Number of Post
1.	<b>Assistant</b>	<ul style="list-style-type: none"><li>• Minimum qualification: Bachelor's degree in Information technology or in any other field.</li><li>• Applicant should be in possession of valid work resident permit to work in France.</li><li>• Applicant should have 3-5 years' work experience in any multinational Organization.</li><li>• Exceptional interpersonal skills and demeanor.</li><li>• Proficiency in French, English and Urdu Language.</li><li>• Proficiency in use of computer &amp; IT equipment including camera, biometric device etc.</li><li>• Execution of tasks as assigned by Head of Chancery and Head of Consular Section.</li><li>• Age Limit: Maximum: 30 years</li></ul>	1

2.	<b>Assistant</b>	<ul style="list-style-type: none"> <li>• Minimum qualification: Bachelor's degree in Information technology or in any other field.</li> <li>• Minimum speed of 10000 key depression per hour for Data Entry / Verification.</li> <li>• Experience of Electronic Data Processing / Computer programming.</li> <li>• Applicant should be in possession of valid work resident permit to work in France.</li> <li>• Exceptional interpersonal skills and demeanor.</li> <li>• Proficiency in English and Urdu Language.</li> <li>• Proficiency in use of computer &amp; IT equipment including camera, biometric device and online processing / submission of applications etc.</li> <li>• Execution of tasks as assigned by Head of Chancery and Head of Consular Section.</li> <li>• Age Limit: Maximum= 25 years</li> </ul>	1
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2. The application should include the following documents:-

- a) CV/Resume
- b) 2 x Photographs (passport size)
- c) Copies of educational degrees / diplomas / certificates
- d) Copy of the residence / work permit
- e) Copy of Pakistani identity card

**3. The deadline for submission of application is 3<sup>rd</sup> March 2022. Only shortlisted candidates will be called for interview.**

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