

Immediate

Government of Pakistan
Bureau of Emigration and Overseas Employment
Emigration Tower, 10 Mauve Area, G-8/1, Islamabad
Tel: 051-9107264

No. BE-Ops(PCY)06/2018

14484

Islamabad, the 7th August, 2019

Subject: **STANDARDS AND CODE OF CONDUCT FOR TRADE TEST CENTRES IN RESPECT OF HOLDING TRADE TESTS FOR OVERSEAS EMPLOYMENT.**

Reference this office letter of even number dated 16-07-2019 on the subject noted above.

2. The Director General, Bureau of Emigration and Overseas Employment has been pleased to approve minimum standards and code of conduct for trade test centres. For holding trade tests in respect of overseas employment, a trade test centre should have to meet the following minimum standards:-

- a) Seating arrangements for at least 100 candidates (in a covered, lighted, and ventilated area)
- b) Office of the Manager/ Managing Director, Reception, Foreign Delegation Room, Staff Room, Workshop (separately for civil/ mechanical/ electrical technology), Public toilets (at least two but detached from the offices), Hall (at least 200 sqf with seating arrangements)
- c) Total land area of at least 20 Marla/ One Kanal (as per property documents)
- d) Complete tools and equipments (as per attached lists) for each trade test and qualified instructors (with their CVs) preferably having foreign experience in the same trade.
- e) Staff list with relevant qualification and experience.
- f) Police Clearance of the owner and staff of the centre.
- g) At least 3 years rent agreement on stamp paper duly signed by the owners of the building and trade test centre.
- h) Electricity connection and the alternate arrangements (generator etc).
- i) Easily approachable for general public.
- j) An affidavit about compliance with the Code of Conduct by the owner of the centre.
- k) Income Tax Registration in the name of trade test centre.
- l) In case a trade test centre is blacklisted, no trade test centre will be allowed at the same location with any other name.
- m) The trade test centres will separately be approved in respect of civil technology (for the trade of mason, steel fixer, shuttering carpenter, building painter, finishing carpenter, gypsum worker etc), mechanical technology (for the trades of Plumber, Scaffolder, A/C technician, insulator, duct man, pipe fitter, fabricator, welder etc), and electrical technology (building electrician, and industrial electrician etc).

Directorate of Information Technology
Diary No. 2374
Dated: 07-08-19

2. Following procedure will be adopted for registration, approval and monitoring of trade test centres:-

- a) Applications for registration of trade test centres will be submitted in the respective Protectorates of Emigrants.
- b) A committee comprising Protector of Emigrants of the area, and an officer not below the rank of Inspector (BS-16), a representative of POEPA, and a person well conversant in the field of trades in demand, in the manpower importing countries (nominated by the respective Protector of Emigrants if deemed necessary) will inspect the trade test centres in the light of above mentioned criteria and PE will submit suitability report to Bureau.
- c) After approval of the Director General, the list will be uploaded on the website of the Bureau and no trade test will be allowed at any trade test centre other than on this list.
- d) Director (Operations) and Deputy Director (Operations) may conduct surprise visit of a trade test centre approved by the committee and submit report to the Director General.
- e) The Inspectors at Protectorates of Emigrants will regularly visit the approved trade test centres at least on quarterly basis to ensure that the above mentioned criteria is being maintained.
- f) During annual inspection of Protectorates of Emigrants, the inspection team will also visit the trade test centres approved by the Bureau.

3. The trade test centres will have to follow the following code of conduct to remain in the list approved by the Bureau:-

- a) A signboard with name and complete address, telephones will be displayed at the entry gate.
- b) No other business will be run in the same location except training for technical/professional trades.
- c) No payment in respect visa or other related formalities will be charged.
- d) Trade Test fee will not be charged without issuing a printed receipt to the candidates.
- e) Instructions for candidates as approved by Bureau will be prominently displayed within the centre as well as on the outer walls.
- f) Passports and CVs of candidates will not be retained by the trade test centre.
- g) The owner of the trade test centre will be the responsible to monitor the conduct of his employees. In case of a complaint against the conduct of an employee, the owner will be held responsible.
- h) The advertisement in the newspapers and social media for holding trade tests will not be issued by the trade test centre.
- i) The trade tests will be conducted under the supervision of the authorized delegation or the OEP. No other person including the owner or an employee of trade test centre will conduct the same. However, technical instructors of the centre may assist the delegation or OEP in selection of candidate related to their trade.
- j) Name and location of trade test centre will not be changed without approval of the Director General.
- k) The owner of trade test centre will ensure that the permission, against which the trade test centre has been nominated, exists on the foreign jobs portal of the Bureau

(www.beoe.gov.pk/foreign-jobs) and letter for conducting trade test in their name has been issued by the concerned Protector of Emigrants. He will not allow his centre to be used for this purpose in case of non-verification of the same.

- l) They will maintain proper record of the trade tests conducted at their centres in the shape of a register containing the information about name of OEP, permission number and date, date of test, name of the head of delegation with designation, and number of persons appeared.
- m) Cleanliness will be maintained and walls will be painted preferably having briefing material for intending overseas workers.
- n) Fresh drinking water as per weather requirement should be available for the candidates.
- o) A first aid box will be maintained and staff be trained in first aid.
- p) Valid fire extinguishers should be maintained.
- q) Only trade tests of a single OEP will be held at the centre on a single day.
- r) The candidates should be dealt with in a respectable manner.
- s) Entry of sub agents in the trade test centres may not be allowed.

4. In case of non-compliance of any of the above mentioned code of conduct, the trade test centre will be blacklisted for a minimum period of 30 days for conducting trade tests for overseas employment. The Director General, Bureau of Emigration and Overseas Employment may restore the status of trade test centre after 30 days if satisfied that the purpose of blacklisting of trade test centre has been fulfilled. Protectors of Emigrants are requested to ensure the compliance of the above mentioned policy and suitability of trade test centres in their respective areas of jurisdictions should be communicated within 30 days of issuance of this letter so that the standards and code of conduct be ensured.

5. This issues with the approval of the Director General.

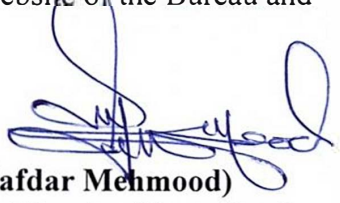
Encl: as above.


(Safdar Mehmood)
Deputy Director (Operations)

Protectorates of Emigrants,
Rawalpindi, Multan, Lahore, Karachi, Peshawar, Malakand, Quetta

Copy to:

- 1) Chairman POEPA (Central), Islamabad with the request to nominate suitable members for the inspection of trade test centres for all PE Offices.
- 2) Deputy Director (IT), Bureau of Emigration and Overseas Employment, Islamabad with the request to share this policy on the website of the Bureau and prepare an App for testing.


(Safdar Mehmood)
Deputy Director (Operations)