



## “DONATE FOR DIAMER-BASHA AND MOHMAND DAMS”

GOVERNMENT OF PAKISTAN

# Ministry of Commerce & Textile

(Commerce Division)



## SELECTION OF TRADE AND INVESTMENT OFFICERS FOR POSTING AT PAKISTAN`S TRADE MISSIONS ABROAD, 2019

Applications are invited on prescribed application form from interested officers of all occupational groups of Civil Service of Pakistan (BS-18 to BS-21) and candidates from the Pakistani Diaspora, fulfilling the requisite eligibility criteria for selection as Trade and Investment Officer in Pakistan's Missions abroad. Interested public sector candidates of BS-19 only, may also apply for the post of Director, Economic Cooperation Organization (ECO), Tehran, Iran, through the same process.

### Eligibility Criteria

#### 1. Public Sector Candidates

- Officers who have served for at least three (3) of the last eight (8) years on relevant positions in Federal Government in Commerce Division, Trade Development Authority of Pakistan (TDAP), Economic Affairs Division, Federal Board of Revenue (Customs), Board of Investment, Privatization Commission, Textile Division, Ministry of Industries & Production; Provincial Departments of Revenue & Finance, Commerce, Investment, and Industries (length of experience not required for BS-18).
- Officers in promotion zone can apply subject to submission of a notarized undertaking that (if selected) they will not demand promotion-related trainings / actualization of promotion at the same post / up-gradation of posts during their tenure.
- Upper age limit is 56 years (on the closing date of submission of Applications).

#### 2. Candidates from Pakistani Diaspora

- At least Master of Business Administration (Marketing); Master in International Law & Economics, International Trade, WTO Law, Commercial Law, Investment Promotion Management, and Commerce (at least 16 years of education) from Higher Education Commission (HEC) recognized educational institutes or reputed foreign universities with at least 75% marks or equivalent in Grade Point Average (GPA).
- 05 years of relevant experience (for posts in BS-18), 10 years (for posts in BS-19), 15 years (for post in BS-20) in the fields of Marketing, Sales, Business, International Marketing, and International Trade.
- The candidates should be within age limit of up to 40 years for posts in BS-18, up to 50 years for posts in BS-19, and up to 56 years for posts in BS-20.
- Proficiency in spoken and written English. Proficiency in Arabic, French, Spanish and Russian language(s) will be given preference.
- References from the last two employers.
- The candidate must be either a Pakistani national or a Pakistani national with dual nationality. Candidate must furnish documentary evidence to be classified as diaspora.

#### Important information:

- Details of ineligibility criteria may be seen at website of the Commerce Division ([www.commerce.gov.pk](http://www.commerce.gov.pk)) or on Institute of Business Administration (IBA), Karachi's website (<https://admissions.iba.edu.pk/>). Applications are to be submitted on the prescribed form available at IBA's website. Two copies of online submitted applications should also be forwarded through surface mail to IBA at the address with subject line: “Trade & Investment Officer”, IBA Testing Services, Fauji Foundation Building, IBA Main Campus, University Road, Karachi, Phone: +9221-111-422-422 (EXT: 2324 & 2376). Any format of application other than online application form will not be entertained.
- Last Date for submission of online application is **3<sup>rd</sup> July, 2019** while the print outs of online submitted form may reach IBA no later than **9<sup>th</sup> July, 2019**. Incomplete and late applications will not be entertained.
- Public Sector candidates are also required to submit their applications through proper channel to Commerce Division, before the date of written test.
- The selected Trade Officers from Diaspora shall resign from their present jobs in private sector / divest from their business.
- The written test will be conducted by Institute of Business Administration, Karachi. IBA will inform the candidates about the venue, date and time of test. Written test of Pakistani diaspora candidates will be held at designated centers / Pakistan's missions abroad (to be notified later). Interview of successful candidates will be conducted by Ministry of Commerce & Textile.
- 20% quota is reserved for Pakistani diaspora.

Any queries regarding form submission and written test may be addressed to [testingservices@iba.edu.pk](mailto:testingservices@iba.edu.pk) or Phone: +9221-111-422-422 (EXT: 2324 & 2376).

**Section Officer (TO-I)**

**Commerce Division**

**Ministry of Commerce and Textile**

**A-Block, Pakistan Secretariat Islamabad,**

**+92-51-9203896**

**soto1commerce@gmail.com**