

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE & TEXTILE  
(COMMERCE DIVISION)



No. 3(5)/2009-TO-II

Islamabad, the 15<sup>th</sup> October, 2019

**Subject: GUIDELINES (2019) FOR SELECTION OF STAFF FOR POSTS IN COMMERCIAL SECTIONS IN PAKISTAN'S MISSIONS ABROAD**

In exercise of the powers conferred by the President of Pakistan under SRO-278(1)/2000 dated 25-05-2000 and in pursuance of Establishment Division's concurrence conveyed vide Office Memorandum No.7/5/2003-CP-II, dated 14-07-2006 and Ministry of Commerce's Notification No. 17(1)/2000-Admn-I, dated 20<sup>th</sup> July 2006 and in continuation of letter No. 3(5) 2009-Admn-II, dated 29<sup>th</sup> March, 2010, dated 28<sup>th</sup> November, 2014, 20<sup>th</sup> February, 2019 & 19<sup>th</sup> March, 2019 the Secretary Commerce has been pleased to approve following revised criteria for selection of staff for posting abroad:

There shall be two categories of Pakistan-origin staff in the Missions abroad. It shall comprise the following:

- a) Commercial Assistants (Assistant Private Secretaries / Assistants / Stenotypist / Data Entry Operators); and
- b) Drivers / Messenger-cum-Drivers.


2. The posts from BPS-12 to 16, in Commercial Sections in Pakistan's Missions abroad, shall be called Commercial Assistants (CAs). These shall be divided on weighted average as per sanctioned strength amongst the following categories of staff of the Commerce Division. Furthermore, allocations of stations may be made on merit / performance in selection process:

S.No.	Categories of Pakistan-origin Staff	Sanctioned Strength	Weighted Average Share in total posts of CAs
i.	Assistant (BS-16) DEO (BS-12)	Assistants =73 DEOs=02 Total=75	44%
ii.	APS (BS-16) Stenotypist (BS-14)	APSS=40 Stenotypists=55 Total=95	56%

**A. Selection Process for the Commercial Assistants:**

3. The selection process of Commercial Assistants will comprise two steps i.e. Written Test and Interview. The weightage of different components of selection process will be as under:

S. No.	Description	Weightage
i	Written Test	45%
ii	PERs	5%
iii	Higher Qualification	5%
iv	Interview	45%

  
**DR. ASIF FARID**  
Section Officer  
Ministry of Commerce  
Islamabad

4. In the written test, following skillset will be evaluated:-
- Secretariat Instructions related to office procedures and file work;
  - Budgeting and Accounting;
  - Proficiency in English Language;
  - Typing Skills;
  - Communication Skills;
  - Basic understanding of international trade; and
  - Proficiency in using Computer (Word, Excel, Power Point, Internet Browsing and data mininig)
5. The Written test on the above mentioned topics will be conducted through Pakistan Institute of Trade and Development (PITAD).The passing marks for the written exam and interview will be 50% each. The Interview shall be conducted by the Departmental Selection Committee which comprises the following members:

i.	Joint Secretary (Admin)	Chairman
ii.	Joint Secretary	Nominated by Secretary Commerce
iii.	Deputy Secretary (Trade Offices)	Member

**B. Selection of Driver, Messenger-cum-Driver and Security Guard:**

6. Driver/ Messenger-cum-Driver would be selected on the basis of seniority-cum-fitness and should have a valid driving license that is at least 05 years old.
7. Security Guard would be selected on the basis of seniority-cum-fitness.
8. The Selection and interview shall be conducted by the Departmental Selection Committee which comprises the following members:

i.	Deputy Secretary (Trade Offices)	Chairman
ii.	Section Officer (General)	Member
iii.	Section Officer (TO-II)	Member

**C. Tenure and Number of Postings:**

9. A staff member shall be posted abroad for a period of three (03) years. On the expiry of which he/she shall return to the Headquarters i.e. Commerce Division. There will be no transfer of such staff from one Commercial Section to another after completion of their normal tenure.
10. The tenure of posting shall preferably be linked with the academic year of the host country.
11. The maximum number of foreign postings an official can avail during his/her career will be two (maximum of six years abroad in career).
12. First only those eligible candidates shall be considered, who have not availed any foreign posting in their careers. Once such candidates are not available, postings would be offered to eligible candidates who have availed only one posting in their careers. Similarly, for the third posting, eligible candiates would be considered once everyone in the Commrce Division has availed two postings.
13. The intervening period between two postings shall be at least three years at time of application.

**DR. ASIF FARID**  
 Section Officer  
 Ministry of Commerce  
 Islamabad

14. No extension will be granted on any grounds except for necessary operational reasons e.g. non-availability of the replacement.

15. In order to facilitate the staff in exceptional cases i.e. pregnancy and illness of any member of family etc, the staff may be allowed to stay after relinquishment of charge and at their own expense till a maximum of one month, subject to the approval by the Secretary, Commerce Division.

**D. Minimum Length of Service in Commerce Division:**

16. In cases of new recruitments, a minimum of five years (05) of employment (condition of one year will be applicable for BS-01) in the Commerce Division shall be mandatory. The period of leave without pay shall be deducted.

17. In cases of absorption in the Commerce Division, a minimum of five (05) years service in Commerce Division (from the date of of absorption) shall be mandatory (This would not apply to the post of drivers due to shortage of drivers in Commerce Division). The period of leave without pay shall be deducted.

18. A minimum service of one year shall be mandatory after returning from deputation.

**E. Timeframe and Procedure for Selection Process:**

19. Whenever possible, the selection process for the posts falling vacant for the given period will be initiated within six months.

20. After the Selection, there would be a four (4) Weeks training at the PITAD for Commercial Assistants.

**F. Medical Fitness:**

21. The staff selected along with his family members accompanying him should be medically fit. If a person is not found medically fit in Medical Examination, his/her case may again be considered for foreign posting after a period of one year subject to medical fitness.

**G. Security Clearance:**

22. No staff will be posted abroad without security clearance. A person who was not cleared at one stage would be given another chance for posting abroad after a period of one year subject to clearance by D.I.B. again.

**H. Ineligibility Criteria:**

23. Ineligibility criteria for all the above categories are given as:-

- a) Officials against whom there are disciplinary proceedings are pending for less than twelve months.
- b) Officials who are beneficiaries of Plea Bargain/National Reconciliation Ordinance (NRO) with reference to any corruption charges.
- c) Officials who do not have completed their respective Performance Evaluation Reports (PERs) for the last 05 years at the time of interviews with minimum average of 'GOOD' PERs.
- d) Officials who were previously posted against any of the posts in the Missions but were recalled on account of poor performance/disciplinary grounds.

  
**DR. ASIF FARID**  
Section Officer  
Ministry of Commerce  
Islamabad