

NO. 3(2)/2022-TO-I
GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE



Islamabad the 19th October, 2023

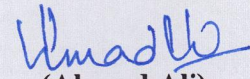
CIRCULAR

Subject: - SELECTION OF TRADE AND INVESTMENT COUNSELLOR (BS-19), AT PAKISTAN'S PERMANENT MISSION TO THE WTO, GENEVA

Applications of suitable BS-19 officers having following qualification and experience, are invited to fill up the vacant post of Trade and Investment Counsellor (BS-19), Geneva:-

S No.	Eligibility Criteria
1.	All Occupational Groups of Civil Services of Pakistan in BS-19.
2.	Master's degree in Business/Public Administration, International / WTO / General Law, Economics, International Trade, Investment, Finance, Commerce, or any other related subject.
3.	<p>Having at least twelve (12) years of professional experience including working with Government of Pakistan in the office of Prime Minister and in Federal Government in Ministry of Commerce and organizations under it (except insurance sector), Finance Division, Economic Affairs Division, Revenue Division, Ministry of Industries and Production, Ministry of National Food Security and Research, Planning & Development Division, Federal Board of Revenue, Board of Investment and in offices of Chief Ministers and in Provincial Departments of Finance, Commerce, Investment, Planning & Development, Industries, Provincial Revenue Authorities and Boards of Revenue.</p> <p>Preference will be given to the candidates who have proper understanding of various International Trade Agreements and their implications. Experience in trade/multilateral negotiations and experience in post relevant to WTO would also be given preference.</p>
4.	Upper age limit is 56 years (on the closing date of submission of application).
5.	<p><u>Requisite Documents: (05 Sets)</u></p> <ol style="list-style-type: none">C.V showing personal data with 02 passport size photographs giving details of experience and education qualification.Mandatory Certificate from the Cadre Administrator that no disciplinary/criminal proceedings is pending against the officer and the officer is not a beneficiary of plea bargain or NRO.Release Certificate.PERs for the last five years (from 2018 to 2022, calendar/fiscal years) with quantification / marks in respective PERs by their Cadre Administrator.The nominee has not served in Mission abroad for last 03 years.The nominee is not in promotion zone in next two years.The nominee is not retiring in next here (03) years which is usual tenure of Trade Officer.Certificate of disclosure to the effect whether a candidate/nominee has remained posted abroad earlier or not.Certificate that the officer has never been recalled from foreign post by Government of Pakistan / Parent Department, previously on account of poor performance.Incomplete applications will not be entertained.

2. All Ministries / Divisions and the Provincial Governments are requested to forward suitable nominations to Joint Secretary (HRM), Ministry of Commerce, Pak-Secretariat, A-Block, Islamabad by 10th November, 2023. Incomplete nominations and those received after due date will not be entertained. Moreover, applications will be considered only when received through their parent / administrative departments / divisions within due date, complete in all respects along with documents specified above.


(Ahmad Ali)

Section Officer (TO-I)

Tel: 051-9203896

All Ministries / Divisions / Provincial Governments, Government of AJK and Gilgit Baltistan

1. Prime Minister's Office, Islamabad.
2. Secretary, Aviation Division, Islamabad.
3. Secretary, Cabinet Division, Islamabad.
4. Secretary, Climate Change Division, Islamabad.
5. Secretary, Commerce Division, Islamabad.
6. Secretary, Communications, Division Islamabad.
7. Secretary, Defense Division, Rawalpindi.
8. Secretary, Defense Production Division, Rawalpindi.
9. Secretary, Economic Affairs Division, Islamabad.
10. Secretary, Federal Education and Professional Training Division, Islamabad.
11. Secretary, Establishment Division, Islamabad.
12. Secretary, Finance Division, Islamabad.
13. Secretary, Foreign Affairs Division, Islamabad.
14. Secretary, Housing & Works Division, Islamabad.
15. Secretary, Human Rights Division, Islamabad.
16. Secretary, Industries & Production Division, Islamabad.
17. Secretary, Interior Division, Islamabad.
18. Secretary, Information and Broadcasting Division, Islamabad.
19. Secretary, Information Technology and Telecom Division, Islamabad.
20. Secretary, Inter Provincial Coordination Division, Islamabad.
21. Secretary, Kashmir Affairs and Gilgit- Baltistan Division, Islamabad.
22. Secretary, Law and Justice Division, Islamabad.
23. Secretary, Maritime Affairs Division, Islamabad.
24. Secretary, National Food Security & Research Division, Islamabad.
25. Secretary, National Health Services Regulations & Co- ordination Division, Islamabad.
26. Secretary, Narcotics Control Division, Islamabad.
27. Secretary, National History and Literary Heritage Division, Islamabad.
28. Secretary, National Security Division, Islamabad.
29. Secretary, Overseas Pakistanis and Human Resources Development Division, Islamabad.
30. Secretary, Parliamentary Affairs Division, Islamabad.
31. Secretary, Petroleum Division, Islamabad.
32. Secretary, Planning Development and Reform Division Islamabad.
33. Secretary, Privatization Division/ Commission Islamabad.
34. Secretary, Postal Services Division, Islamabad.
35. Secretary, Postal Services Division, Islamabad.
36. Secretary, Poverty Alleviation and Social Safety Division, Islamabad.
37. Secretary, Power Division, Islamabad.
38. Secretary, Railways Division, Islamabad.

39. Secretary, Religious Affairs and Inter-faith Harmony Division, Islamabad.
40. Chairman, Revenue Division/Federal Board of Revenue, Islamabad.
41. Secretary, Science & Technology Division, Islamabad.
42. Secretary States & Frontier Regions Division Islamabad.
43. Secretary, Textile Industry Division, Islamabad.
44. Secretary, Water Resources Division, Islamabad.
45. Secretary, President Secretariat, Islamabad.
46. Chief Secretary, Government of Punjab Lahore.
47. Chief Secretary, Government of Sindh Karachi.
48. Chief Secretary, Government of Khyber Pakhtunkhwa Peshawar.
49. Chief Secretary, Government of Baluchistan Quetta.
50. Chief Secretary, Government of Azad Jammu Kashmir Muzaffarabad.
51. Chief Secretary, Government of Gilgit Baltistan Gilgit.

