

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

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No. 4(1)/2019-Admn-I/MoC


Islamabad, the 25th June, 2019

CIRCULAR

Please find enclosed herewith a copy of Establishment Division's self-explanatory Office Memorandum No. 9/9/2019-E-4, dated 13th May, 2019, along with its enclosure for information of Officers.

2. Database Administrator (DBA) is requested to upload the aforesaid O.M. on the website of Commerce Division.

Encl: As above


(Arshad Nawaz)
Deputy Director (MoC)

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION


No. 9/9/2019-E-4

Islamabad, 13th May 2019

OFFICE MEMORANDUM

SUBJECT:- PROVISION OF SUITABLE PANEL OF OFFICERS FOR APPOINTMENT

The undersigned is directed to refer to the subject cited above and to enclose herewith Benazir Income Support Programme's letter No. 3 (460)/BISP/HR/Punjab/2018 dated 26-04-2019, which is self-explanatory for further necessary action.


(Rana Sunail Akhtar)
Section Officer (E-4)
Tele:- 9103636

The Secretaries,
All Ministries/Divisions,
Government of Pakistan,
Islamabad.

**GOVERNMENT OF PAKISTAN
BENAZIR INCOME SUPPORT PROGRAMME
F-BLOCK, PAK-SECRETARIAT**

F.No.3(460)/BISP/HR/Punjab/2018

Islamabad the 26th April, 2019

To The Joint Secretary (E),
Establishment Division,
Cabinet Secretariat,
Islamabad.

Subject: **PROVISION OF SUITABLE PANEL OF OFFICERS FOR APPOINTMENT IN BISP ON DEPUTATION.**

BISP has been assigned significant new role under Prime Minister's recently launched "Ehsas" Programme. BISP Board has recently decided that in order to attract the best possible human resources, the vacancies to be filled on deputation will be circulated widely and applications will be invited for short listing, interviews and selection.

2. Presently BISP is facing shortage of officers against the following vacant positions in BISP Head Office as well as in Regional/Divisional Offices. Requisite qualification/experience for each position is also given in the table below:-

Sr.No	Vacant position	SPS	No of Post	Station	Required Qualification & Experience
a.	Director General	20	2	Head office	i- Second Class or Grade "C" or 2.5/4.0 CGPA, University Degree (16 years of Education) or equivalent in relevant subject, preferably in Management Sciences/MPA/Public Policy/Law from HEC recognized university/institution. Must be proficient in MS Office. ii-A regular BS-20 officer having 17 years' post-qualification experience in the relevant field.
b.	Director General	20	2	Punjab & Sindh	i- Second Class or Grade "C" or 2.5/4.0 CGPA, University Degree (16 years of Education) or equivalent in Social Sciences, preferably International Development Economics, Economics, Sociology, Anthropology, Project Management, Public/Social Policy, Management Sciences and Public Administration from HEC recognized university/institution. Must be proficient in MS Office. ii-A regular BS-20 officer having 17 years' post-qualification experience in the relevant field.
c.	Divisional Director	19	7	Punjab, KPK, Sindh & Baluchistan	i- Second Class or Grade "C" or 2.5/4.0 CGPA, University Degree (16 years of Education) or equivalent in Social Sciences, preferably International Development, Development Economics, Economics, Sociology, Anthropology, Project Management, Public/Social Policy, Management Sciences and Public Administration from HEC recognized university/institution. Must be proficient in MS Office. ii-A regular BS-19 officer having 12 years' post-qualification experience in the relevant field.
	Deputy Director (HR) & (Admn)	18	4	Regional Office, Lahore, KP & Sindh	i- Second Class or Grade "C" or 2.5/4.0 CGPA, University Degree (16 years of Education) or equivalent in relevant subject preferably in Management Sciences/MPA/Public Policy/ Law from HEC recognized university/institution. Must be proficient in MS Office. ii-A regular BS-18 officer having 5 years' post-qualification experience in the relevant field.

e.	Deputy Director (IC&C) & (NSER)	18	2	BISP Head Office	<p>i- Second Class or Grade "C" or 2.5/4.0 CGPA, University Degree (16 years of Education) or equivalent in Social Science, preferably International Development, Development Economics, Sociology, Anthropology, Project Management, Public/Social Policy, Management Sciences and Public Administration from HEC recognized university/institution. Must be proficient in MS Office.</p> <p>ii- A regular BS-18 officer having 5 years' post-qualification experience in the relevant field.</p>
f.	Deputy Divisional Director Deputy Director (Operation & Initiatives)	18	4	Regional Office, Lahore, KPK, AJ&K & GB.	<p>i- Second Class or Grade "C" or 2.5/4.0 CGPA, University Degree (16 years of Education) or equivalent in Social Science, preferably International Development, Development Economics, Sociology, Anthropology, Project Management, Public/Social Policy, Management Sciences and Public Administration from HEC recognized university/institution. Must be proficient in MS Office.</p> <p>ii- A regular BS-18 officer having 5 years' post-qualification experience in the relevant field.</p>
g.	Admn Officer (HR-II)	17	1	BISP Head Office, Islamabad	<p>i- Second Class or Grade "C" or 2.5/4.0 CGPA, University Degree (16 years of Education) or equivalent in relevant subject, preferably in Management Sciences/MPA/Public Policy/ Law from HEC recognized University/ Institution. Must be proficient in MS.</p> <p>ii- A regular BS-17 officer having 3 years services in SPSP-16.</p>

2. In order to make the process of appointments more transparent and merit based, Establishment Division, is requested to circulate the aforesaid requirements to Ministries, Divisions, Departments and Attached Departments, to seek suitable nominations and to ask interested officers to provide their CVs to Director HR (Regions), BISP Head Office, "F" Block, Pak Secretariat, Islamabad and upload the same at <http://bisp.gov.pk/job-application-deputation/>. BISP will interview the shortlisted candidates and issue requisition to the appropriate authority for deputation of the selected candidates.

3. This issues with the approval of the Secretary, BISP/competent authority.

(MUHAMMAD KHALID SIDDIQ)
Director General (HR)

Copy for information to Secretary, Establishment Division, Cabinet Secretariat, Islamabad.