

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE & TEXTILE
(COMMERCE DIVISION)
No. 3(1)/2018-Admin-II-TO(I)

Subject: POLICY GUIDELINES FOR SELECTION, APPOINTMENT AND POSTING OF TRADE OFFICERS (BS-18 TO BS-21) IN PAKISTAN'S MISSIONS ABROAD

In order to reform Pakistan's Trade Offices abroad for enabling them to deal with trade challenges in a changed geo-strategic environment and to ensure efficient use of resources, the Prime Minister has been pleased to approve the following policy guidelines for appointment of Trade Officers:

1) Selection Process:

- a) The Commerce Division shall ensure that selection process is completely transparent and absolutely merit-based. The transparency and merit shall be clearly visible from the processes, procedures and practices that are adopted for selection;
- b) All posts of Trade Officers that are vacant and available or are likely to become vacant and available within next six months shall be advertised along with the eligibility criteria **(Annex-A)** to invite applications;
- c) After receipt of applications subsequent to advertisement of the posts, short listing for all applications shall be done, by a Committee constituted by the Secretary, Commerce Division, according to criteria laid down in these guidelines **(Annex-B)**;
- d) Candidates from the Pakistani Diaspora shall also be eligible for appointment, subject to fulfilment of criteria laid down in these guidelines. There shall be a quota of 20% for the Pakistani Diaspora for the posts of Trade Officers in Pakistan' Missions abroad;
- e) The shortlisted candidates shall appear in a Specialized Written Test (100 marks) to be conducted by LUMS / IBA at Islamabad and Pakistan's Missions abroad (for Pakistani Diaspora). The weight-age of the written test shall be 60% and passing marks will be 60%;
- f) The final evaluation of all the candidates shall be done through interview by the Special Selection Board (SSB) headed by Advisor to Prime Minister on Commerce / Commerce Minister, constituted with approval of the Prime Minister. The weight-age

of the interview shall be 40%.The candidates from the Pakistani Diaspora who have cleared the written Test would be interviewed via video link at the Mission.

- g) The Special Selection Board (SSB) shall interview the candidates on the following parameters:

Parameter	Maximum Marks
i. Leadership qualities	30
ii. Interpersonal and Communication skills [Interpersonal skills 15 marks; Communication skills 10 marks, Knowledge of relevant foreign language; 05 marks]	30
iii. Domain Knowledge	40
TOTAL	100

- h) The final list of candidates recommended by SSB shall be submitted (in order of merit) to the Prime Minister for approval;
- i) The same process shall apply for appointment to the post of Director (Trade) at the Economic Cooperation Organisation, Tehran (Iran);
- j) Successful candidates shall (in order of their merit, comprising of summation of scores in written test and interview) be given the option to choose the station of their choice from amongst available stations. Preference will be given to those candidates who have knowledge of Foreign Language related to the vacant posts; and
- k) A Waiting List of candidates, through which future vacancies are to be filled, shall also be submitted (in order of merit) to the Advisor to Prime Minister on Commerce / Commerce Minister for approval. This list shall be used to fill vacancies which arise due to recall of Trade Officer due to poor performance or if the selected Trade Officer does not take up the assignments within three months of acceptance of the offer letter. These positions shall be offered to the candidates in the Waiting List, in order of merit.

2) Training:

- a) After selection, two months intensive training shall be held at Pakistan Institute of Trade and Development (PITAD).

3) Tenure:

- a) The tenure of TOs shall be set as three years. There shall be an intervening period of at least four years (on 30th June in the year when written test is held) between two tenures. A maximum of two tenures of posting in Pakistan's Missions abroad shall be allowed.
- b) On the basis of the performance of a Trade Officer in three years' tenure, his/her tenure can be extended for three years or he / she can be transferred to another post of the Trade Officer or retained by the Commerce Division for posting in Pakistan for three years on the recommendations of Trade Officers Monitoring and Evaluation Committee (TOMEC) and approval of the Prime Minister.
- c) Extensions of tenures on grounds of family-related issues (pregnancy, illness of immediate family members) shall not be allowed. However, to facilitate such cases, the Trade Officers shall be allowed to stay at their own expenses after relinquishing charge, provided their parent departments allow them to stay after charge relinquishment.

4) Pre-Departure Formalities:

The following additional pre-departure formalities (in addition to those required by the Establishment Division) shall be fulfilled by the selected Trade Officers:

- a) To avoid conflict of interest, the selected Trade Officers from Diaspora shall resign from their present jobs in private sector / divest from their business. The Trade Officer shall also submit a notarised undertaking that he / she has resigned from his current job (or divested from his / her business) and that he / she will not resign from the posts of Trade Officer before the completion of the tenure;

5) Joining and Relieving Time:

- a) The joining time for the selected Trade Officer shall be fifteen days, and likewise the relieving time for relinquishing Trade Officer shall also be fifteen days, thereby allowing an overlap of 30 days.

6) Monitoring and Evaluation Committee:

The Trade Officers Monitoring and Evaluation Committee (TOMEC) of the Commerce Division (**Annex-C**) shall continue to monitor and evaluate performance of the Trade Officers on the basis of Key Performance Indicators (KPIs) (**Annex-D**). It shall recall those Trade Officers whose performance is found to be “Below Average” anytime during his / her tenure by the Commerce Division.

7) Nomenclature of Posts:

- a) The current nomenclature of the Trade Officers shall be changed to Trade and Investment Officers to reflect the true nature of the job [Trade and Investment Minister / Consul (BS-20/21); Trade and Investment Counsellor (BS-19); Trade and Investment Attaché (BS-18)]. These Officers will also be responsible to the Board of Investment for investment related tasks.

8) Location

- a) In order to be close to the business centres, where necessary the Commerce Division shall relocate the Trade Offices (out of the Mission) to areas within or in vicinity of Commercial areas of the cities.

9) Relaxation or Exception to the above Policy Guidelines:

- a) There shall be no relaxation or exception to the above policy guidelines without prior approval of the Prime Minister.

POLICY GUIDELINES FOR SELECTION, APPOINTMENT AND POSTING OF TRADE OFFICERS
(BS-18 TO BS-21) IN PAKISTAN'S MISSIONS ABROAD

ELIGIBILITY AND INELIGIBILITY CRITERIA

1. Public Sector Candidates

Conditions for Eligibility

- a) Officers of all occupational groups of the Civil Service of Pakistan having 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 & IRS), Board of Investment, Privatization Commission, Textile Division, Ministry of Industries & Production; Provincial Departments of Revenue, Commerce, Investment, and Industries (length of experience not required for BS-18).
- b) 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.
- c) Upper age limit is 56 years (on the closing date of submission of applications);

Conditions for Ineligibility

- a) Officers against whom are pending disciplinary proceedings or those who have been awarded minor / major penalty under Efficiency & Disciplinary Rules, 1973.
- b) Officers who are beneficiaries of Plea Bargain / National Reconciliation Ordinance (NRO).
- c) Officers who do not apply through the proper channel.
- d) Officers who do not have complete Performance Evaluation Reports (PERs) record for the last five years at the time of interviews with minimum average of 'VERY GOOD' or total of 40/50 marks in PERs.
- e) Officers who have been posted for a total of six years in Pakistan's Missions abroad (in any number of tenures).

- f) Officers who were previously posted against any of the posts in the Missions but were recalled on account of poor performance.

2. Candidates from Pakistan Diaspora

Conditions for Eligibility

- a) 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) recognised educational institutes or reputed foreign universities with at least 75% marks or equivalent in Grade Point Average (GPA).
- b) Five 5 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.
- c) 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, up to 56 for posts in BS-20.
- d) Proficiency in spoken and written English. Proficiency in Arabic, French, Spanish and Russian language(s) will be given preference.
- e) References from the last two employers.
- f) The candidate must be either a Pakistani national or a Pakistani national with dual nationality.

Conditions for Ineligibility

- a) Candidates who are beneficiaries of Plea Bargain / National Reconciliation Ordinance (NRO).
- b) Candidates who were terminated from the service of the Government of Pakistan and those terminated from a post in private sector on disciplinary grounds during their careers.
- c) Candidates who have been posted for a total of six years in Pakistan's Missions abroad (in any number of tenures).
- d) Candidates who were previously posted against any posts of Government of Pakistan in Pakistan's Missions but were recalled on account of poor performance.

POLICY GUIDELINES FOR SELECTION, APPOINTMENT AND POSTING OF TRADE OFFICERS**(BS-18 TO BS-21) IN PAKISTAN'S MISSIONS ABROAD****SHORTLISTING CRITERIA****All Candidates from Public Sector**

To ensure relevance to the job, prior to Written Exam and Interview, these candidates will be short-listed based on the following criteria. The minimum required qualifying threshold will be 20 marks:

Parameter	Maximum Marks
i. Relevance of Qualifications [Master of Business Administration (Marketing); Masters in International Law & Economics, International Trade, WTO Law, Commercial Law, Investment Promotion Management, and / or Commerce, Engineering equivalent to 16 years of education. [Doctorate 20 Marks; M. Phil 17 Marks; Masters 15 Marks]	20
ii. Work Experience in relevant fields [Federal Government in Commerce Division, Trade Development Authority of Pakistan (TDAP), Economic Affairs Division, Federal Board of Revenue (Customs), Board of Investment, Privatisation Commission, Textile Division, Ministry of Industries & Production; Provincial Departments of Revenue, Commerce, Investment, and Industries]. [3 marks per year till maximum of 30 marks]	30
TOTAL	50

This will be followed by the final evaluation of all the candidates through interview (100 Marks) by the Special Selection Board (SSB) headed by the Adviser to the Prime Minister on Commerce/Commerce Minister. The final selected candidates will be approved by the Prime Minister.

Candidates from Pakistan Diaspora

To ensure the relevance to the job, prior to Written Test and Interview, these candidates will be short-listed based on the following criteria. The minimum required qualifying threshold will be 20 marks:

Parameter	Maximum Marks
i. Relevance of Qualifications [Master of Business Administration (Marketing); Masters in International Law & Economics, International Trade, WTO Law, Commercial Law, Investment Promotion Management, and / or Commerce, Engineering equivalent to 16 years of education. [Doctorate 25 Marks; Masters 20 Marks; Bachelors 10 Marks]	25
ii. Work Experience in relevant fields (Trade, Industry, Marketing) (4 marks per year till maximum of 25 marks)	25
TOTAL	50

This will be followed by the final evaluation of all the candidates through interview (100 Marks) by the Special Selection Board (SSB) headed by the Adviser to the Prime Minister on Commerce/Commerce Minister. The final selected candidates will be approved by the Prime Minister.