

Government of Pakistan
Ministry of Commerce

SITUATION VACANT

The Ministry of Commerce seeks suitably qualified and experienced professionals to serve in the Ministry of Commerce.

Email to Apply: ddcommercedivision@gmail.com

Name and Scale of the Post	Director General (Textile) Management Position (MP)-I Scale (One Post, Textile Wing, Ministry of Commerce, Islamabad)
Required Educational Qualification and Experience	Ph.D in Textile Engineering, Technology/Science/ OR Textile/Apparel Management with 14 years' working knowledge / professional experience in dealing with the sector including a proven track record of experience in government policies and programs related to Textile Sector OR Masters in Textile Engineering, Technology/Science/ with 18 years' working knowledge / professional experience in dealing with governments policies and programs related to Textile Sector.
Age Limit	Maximum = 62 (to be calculated as on the closing date of submission of applications)
Pay Package	PKR 650,510/ (min) to PKR 795,160/- (max)

- i. Recruitment will be made as per updated MP Scales Policy, 2020 issued by the Establishment Division, Government of Pakistan vide its O.M. No. 1/3/2022-E-6/E-8 dated 24-05-2021.
- ii. The appointment will be on contract basis initially for a period of three (03) years further which is extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.
- iii. Other perks, privileges, Job Description, Eligibility Criteria & terms and conditions can be seen on our website i.e. www.commerce.gov.pk.
- iv. Applications on prescribed format (available on our website) along with complete Curriculum Vitae, passport one (01) latest passport size photograph and attested copies of relevant certificates and documents should reach at the address given below, within fifteen (15) days of publication of the advertisement.
- v. Detailed Terms of References (TORs) can be accessed at www.commerce.gov.pk.
- vi. Only short-listed candidates shall be called for interview. No TA/DA will be admissible for appearing in the interview.

Deputy Director (HR-I)
Ministry of Commerce, 5th Floor, Block-A,
Pak Secretariat, Islamabad
Tel: 051-9201011

Government of Pakistan
FINANCE DIVISION
(Regulations Wing)
>>><<<

No.F.3(2)R-4/2011

Islamabad, the 14th July, 2017.

OFFICE MEMORANDUM

Subject: Revision of Management Position Scales (MP-I, MP-II, MP-III).

In supersession of Finance Division's O.M. of even number dated 12th July, 2017, the undersigned is directed to refer to this Division's O.M.No.3(2)R-4/2011 dated 13-12-2016 on the above subject and to say that the Prime Minister has been pleased to approve the revision of Management Position (MP) Salary Package with immediate effect, as given below:-

Description	MP-I					
	Existing			Revised		
	Min.	Incr.	Max.	Min.	Incr.	Max.
Basic Pay	289,300	22,000	355,300	433,950	33,000	532,950
House Rent	101,000	-	142,000	101,000	-	142,000
Utilities	13,100	-	16,200	19,650	-	24,300
Description	MP-II					
	Existing			Revised		
	Min.	Incr.	Max.	Min.	Incr.	Max.
Basic Pay	121,000	18,150	193,600	181,500	27,225	290,400
House Rent	66,000	-	110,000	66,000	-	110,000
Utilities	5,500	-	8,800	8,250	-	13,200
Description	MP-III					
	Existing			Revised		
	Min.	Incr.	Max.	Min.	Incr.	Max.
Basic Pay	84,700	12,100	121,000	127,050	18,150	181,500
House Rent	33,000	-	44,000	33,000	-	44,000
Utilities	3,850	-	5,500	5,775	-	8,250

Note:

- i) In future the basic pay of the MP Package will subsequently be revised in proportion to the revision in the basic pay of the civil servants as a result of revision of basic pay scales.
- ii) The pay of an incumbent will be fixed at the corresponding stage in the revised MP Scale at which he was drawing pay before revision.
- iii) The revised MP package will be automatically admissible to the existing incumbents working in MP Scales. However, the extension, if required, of the existing contract of MP Scale holders, will be considered only if their performance is found satisfactory after evaluation by the Performance Evaluation Committee and approval of the competent authority as per rules.



Contd....P/2...

iv) Monetization of transport facility shall remain the same as per existing rates given below:-

MP-I	Rs.95,910/-
MP-II	Rs.77,430/-
MP-III	Rs.65,060/-

PERQUISITES/FACILITIES:

2. The following perquisites and facilities already admissible to the MP Scales holders in terms of Finance Division's O.M.s No.3(7)R-4/98 dated 18-08-1998 and 01-09-1998, as amended from time to time, shall remain in force:-

S.#	Description	MP-I	MP-II	MP-III
1.	TA/DA on domestic official tour	As admissible to civil servants of the highest grade.	As admissible to the civil servants of BPS-21	As admissible to civil Servants of BPS-20
2.	TA/DA on official tour abroad	As admissible to civil servants in Cat-I.	As admissible to civil servants in Cat-II	As admissible to civil servants in Cat-II.
3.	Medical Facilities	Reimbursement of medical and hospitalization charges for self, spouse, and children for treatment received at Govt. or Govt Recognized Institutions in Pakistan.	As in the case of MP-I Scale	As in the case of MP-I Scale
4.	Leave	The incumbent shall earn leave on full pay @ 3 days per month for the period of duty. The leave shall be availed during the currency of contract period. Title to leave shall expire on expiry of contract. If given a fresh contract, the period of earned leave available in respect of the previous contract shall not be carried forward.	As in the case of MP-I Scale	As in the case of MP-I scale.
5.	Gratuity	One month's basic pay for each completed year of service.	One month's basic pay for each completed year of service.	One month's basic pay for each completed year of service.
6.	Period of contract	As determined by the appointing authority but cannot exceed beyond two years.	As in the case of MP-I	As in the case of MP-I
7.	Termination of contract.	On one month's notice on either side or payment of one month's basic pay in lieu thereof.	On one month's notice on either side or payment of one month's basic pay in lieu thereof.	On one month's notice on either side or payment of one month's basic pay in lieu thereof.

3. The Finance Division's O.M. of even number dated 12th July, 2017, is hereby withdrawn *ab-initio*.


(Tahir-Mehmood Khokhar)
Deputy Secretary (Reg-V)
Tele: 9204386

All Ministries/Division/Departments

Copy to Web-Master Finance Division with the request to upload the same on Finance Division's Website.

JOB DESCRIPTIONS

Director General / Head of Research & Development and Advisory Cell

- a. The Director General will head the Research & Development and Advisory Cell of the Ministry of Commerce and he will report to the Secretary, Ministry of Commerce. The Director General is expected to generate, coordinate and synthesize research in the entire value chain of the textile sector and to provide proactive leadership to the team in the R&D Cell. The DG will provide policy advice to the Ministry and monitor dissemination and application of policy parameters across the entire institutional structure of the Ministry, its constituent units, as well as nodal points in the textile industry. He is expected to possess a proven track of leadership in the R&D field, preferably in the textile sector, excel in interpersonal and managerial communication skills alongwith strong knowledge of word-processing and spreadsheet handling.
- b. The incumbent will supervise the work of R&D and Advisory Cell and will keep close liaison with the Ministry and its attached departments / organizations and public/private companies under the control of the Ministry.
- c. Other specific functions will include:-
 - i. Formulation of Textile Policy, encompassing promotion of Pakistan's textile industry at the global level, exploration opportunities for access to new markets through joint ventures, FTAs / PTAs and other institutional arrangements.
 - ii. Study of market dynamics in major markets and evaluating prospects for increase in market share of Pakistani Textile products specifically within the WTO framework as well as other institutional arrangements at the bilateral, regional and international levels.
 - iii. Benchmarking with close competitors.
 - iv. Evaluating product costs, financial analysis; of different Sub-sectors.
 - v. Evaluating the impact of fiscal and macroeconomic policies on the textile sector.
 - vi. Managing technology transfer, product development, productivity analysis and skill development.
 - vii. Data compilation, analysis of trends & publication of monthly, quarterly and special reports.
 - viii. Monitoring and appraisal of the implementation of various projects and activities under Ministry of Commerce.
 - ix. Monitoring of progress on Goals & Targets, set by the Prime Minister for the Ministry and ensuring timely achievement thereof,

x. Put up proposal with regard to textile machinery up-gradations, human skill development, setting up textile related laboratories and testing system for funding through international organizations/PSDP/EDF.

xi. Studying and analyzing the incentives given by the competing companies in the region to their textile industries and submitting proposals to the Ministry of Commerce in light of such analysis.

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. 1/3/2020-E-6/E-8

Islamabad, the 24th May, 2021

OFFICE MEMORANDUM

Subject: MANAGEMENT POSITION SCALES POLICY, 2020

The undersigned is directed to state that the Prime Minister has been pleased to approve the Management Position Scales Policy, 2020, hereinafter referred to as "*MP Scales Policy, 2020*" for making appointments of highly skilled / qualified professionals from open market on tenure basis (contract) against MP Scale positions in Ministries / Divisions, Attached Departments, Sub-ordinate Offices, Autonomous or Semi-Autonomous Bodies (either statutory or otherwise), Regulatory Authorities, etc. as under:

1. Pay Scales:

S#	Description	Remuneration/Pay Package
I.	Management Position Scale	As determined by Finance Division from time to time, with the approval of the Prime Minister.
II.	Management Position Scale II (MP-II)	
III.	Management Position Scale III (MP-III)	

2. Need Assessment:

The identification of need is an essential requirement for hiring of management scale professionals. For ascertaining the need for hiring a management scale professional, following shall be clearly established:-

- i). The positions / posts against which the management scale professionals are required to be hired from open market should be identified clearly with due justification and expected outcome of hiring requisite human resources from open market.
- ii) The Finance Secretary, in consultation with Establishment Division, shall be empowered to approve creation of new MP Scale position.
- iii). The guiding principle for Ministries/Divisions should be that MP I Scale is meant for top tier, MP II Scale for second tier and MP III Scale for third tier of Management positions in an organization.

- iv). In all cases of all such appointments, specific TORs will be developed by the Ministries / Divisions concerned featuring relevant qualification, experience, Job descriptions with deliverable and timelines etc. keeping in view the needs, objectives & goals of the organizations. These TORs shall also be made part of final recommendations being sent to the appointing authority for making appointments.

3. Initial Recruitment:

The following criteria shall be observed for recruitment:

- i). Vacancies shall be widely advertised in the national press, principally appearing in at least two national dailies, one in English and other in Urdu, indicating the following:
- a). Terms of Reference based on the needs, objectives & goals of the organization
 - b). Job description, targets with timeline & deliverables
 - c). Job Specifications e.g. educational qualifications, requisite experience in number of year, age bracket, etc.
 - d). Tenure of appointment
 - e). Pay package
 - f). [Shortlisting Criteria in line with para 3(iv) may be separately indicated in the advertisement and uploaded on the website of Division concerned which will come into force if more than fifteen (15) eligible applications are received against one (01) post.]¹
- ii). The relevant field(s) of qualification and experience shall be specified by the concerned Ministry/Division for each position before the advertisement and shall be mentioned accordingly in the advertisement.
- iii). There shall be a Scrutiny Committee constituted with approval of the concerned Administrative Secretary as follows:
- | | |
|--|-----------------------------|
| • An officer not below the rank of Additional Secretary (where there is no Additional Secretary, then Senior JS or JS of the concerned Division) | Chairperson |
| • Head of HR Wing of concerned organization | Member |
| • Joint Secretary / Deputy Secretary of the concerned Division | Member cum secretary |

¹ Added vide Establishment Division's O.M. No. 1/3/2020-E-4/E-8 dated 24.01.2021

- iv). This Scrutiny Committee shall scrutinize applications and, based on the advertised criteria, prepare a list of all eligible candidates for interview by the Selection Committee constituted as per Schedule-I. There shall be no shortlisting of eligible candidates and all candidates having basic eligibility as per advertised eligibility criteria will be called for interview by the Selection Committee [in cases where the number of eligible applicants against one post is fifteen (15) or less.

In case of more than fifteen (15) eligible applicants against a post, the Scrutiny Committee shall:

- a. Shortlist a minimum of fifteen (15) candidates against each post based on the shortlisting criteria which shall be approved by the Secretary/Additional Secretary (Incharge) of the Division concerned prior to advertising the post.
- b. The said criteria shall not only be referred in the advertisement but invariably be published on website of the Division concerned along with the advertisement and detailed Job Specifications/Job Description of the particular post(s):
- c. Based on the said criteria, the Scrutiny Committee shall prepare a list of all the eligible candidates, in order of merit that will be approved by the Secretary/Additional Secretary (Incharge) of the Division. The top fifteen (15) candidates, against each post, will be called for interview by the Selection Committee.
- d. If after the interview, the Selection Committee does not find suitable candidates to complete a panel of minimum three (03) for the appointing authority amongst the first fifteen (15) candidates, it shall have the authority to call the next batch of candidates, in order of merit, for interview. In such cases, the batch shall not consist of less than five (05) and more than fifteen (15) candidates.

Provided that where the number of remaining eligible candidates is less than five (05), all such eligible candidates shall be called for interview.]²

- v). The Selection Committee, after conducting the interviews, shall recommend to the appointing authority a panel of minimum three (03) suitable candidates for each position in order of merit, for appointment against the position.

² Added vide Establishment Division's O.M. No. 1/3/2021-7-4/E-8 dated 24.05.2021

- vi). While submitting the case to the appointing authority, the necessary documents, e.g. sanction of post(s), advertisement, list of all eligible candidates duly signed by the Scrutiny Committee, original score sheet and minutes of the meeting of the Selection Committee duly signed shall invariably be annexed with the summary moved for the purpose.
- vii). The summary for the Prime Minister in the matter shall invariably be moved through Establishment Division, without fail, and in case of submission of an incomplete case, the Establishment Division shall have the powers to return the summary without seeking further orders of the Prime Minister.
- viii). [In case, considering the particular requirements of any MP Scale Position(s), if the Ministry/-Division instead of issuing open advertisement of the post intends to opt for head hunting against the said position (s), it may do so with prior approval of the Minister Incharge concerned by hiring the services of a professional head hunting firm, through a competitive process]³.

4. **Contract Extension:**

- i). The appointment in MP Scales shall initially be for a period of three (03) years which will be extendable for a maximum period of two (02) years on annual basis subject to satisfactory performance evaluation of the incumbent by the Performance Evaluation Committee provided in Schedule-II.
- ii). All Ministries / Divisions shall invariably initiate cases for extension of the contract not less than three (03) months before the expiry of contract. The cases for extension with less than three (03) months to the expiry of contract may not be entertained and the Ministries should initiate the process of recruitment afresh as per procedure given in para-3. In such cases, the Ministries / Divisions shall ensure the completion of the process before the expiry of the contract of the incumbent.
- iii). The concerned Ministries / Divisions shall evaluate the performance of the employees in MP Scales annually as per criteria given in Schedule-II.
- iv). These Performance Evaluation Reports shall be placed before the Performance Evaluation Committee for review / consideration at the time of contract extension.

³ Added with Establishment Division's O.M. No. 1/3/2020-E-4, dated 03.08.2020.

- v). The Performance Evaluation Committee subject to satisfactory performance review of the incumbent may recommend to the appointing authority for extension in the contract of the incumbent.

5. **Terms and Conditions:**

S. No.	Description	MP-I	MP-II	MP-III
1.	Required Educational Qualification and Experience	Ph.D in relevant subject(s) with 14 years [] ⁴ professional experience or Masters in relevant subject(s) with 18 years-experiences in the relevant field.	Ph. D in relevant subject(s) with 10 years [] ⁵ professional experience in the relevant field or Masters in relevant subject(s) with 14 years-experience in the relevant field.	Ph. D in relevant subject(s) with 06 ya [] ⁶ professional experience in the relevant field Masters in relevant subject(s) with 10 year experience in the relevant field.
2.	Age Limit	[] ⁷ Maximum=62 (to be calculated as on the closing date of submission of applications)	[] ⁸ Maximum=62 (to be calculated as on the closing date of submission of applications)	[] ⁹ Maximum=62 (to be calculated as on the closing date of submission of applications)
3.	Tenure of contract	Initially for a period of three (03) years further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.	Initially for a period of three (03) years further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.	Initially for a period of three (03) years further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.
4.	Termination of contract	On completion of tenure or one month's notice from either side. In case of notice by the concerned Ministry/Division, it shall be after approval of the appointing authority. In case of proceedings under para-6 (viii & ix) of the policy ibid, the condition of one month's notice shall not be required.	On completion of tenure or one month's notice from either side. In case of notice by the concerned Ministry/Division, it shall be after approval of the appointing authority. In case of proceedings under para-6 (viii & ix) of the policy ibid, the condition of one month's notice shall not be required.	On completion of tenure or one month's notice from either side. In case of notice by the concerned Ministry/Division, it shall be after approval of the appointing authority. In case of proceedings under para-6 (viii & ix) of the policy ibid, the condition of one month's notice shall not be required.

⁴ Words "Post qualification" deleted vide Establishment Division's O.M. No. 1/3/2020-E-4, dated 05.08.2020

⁵ Words "Post qualification" deleted vide above referred O.M. dated 05.08.2020.

⁶ Words "Post qualification" deleted vide above referred O.M. dated 05.08.2020.

⁷ Words "Minimum age-45" deleted vide above referred O.M. dated 05.08.2020.

⁸ Words "Minimum age-45" deleted vide above referred O.M. dated 05.08.2020.

⁹ Words "Minimum age-45" deleted vide above referred O.M. dated 05.08.2020

5.	Leave	The incumbent shall earn leave on full pay @ 3 days per month on annual basis and the leaves earned shall be availed during the currency of the year. Title of Leave will neither be carried over to the next year in case of non-availing nor will it be encashed.	The incumbent shall earn leave on full pay @ 3 days per month on annual basis and the leaves earned shall be availed during the currency of the year. Title of Leave will neither be carried over to the next year in case of non-availing nor will it be encashed.	The incumbent shall earn leave on full pay @ 3 days per month on annual basis and the leaves earned shall be availed during the currency of the year. Title of Leave will neither be carried over to the next year in case of non-availing nor will it be encashed.
6.	Discipline	As applicable in case of contract employees.	As applicable in case of contract employees.	As applicable in case of contract employees.
7.	Appointing Authority	Prime Minister on the recommendations of the Selection Committee. Annual extension in contract will also be given by Prime Minister on recommendations of Performance Evaluation Committee.	Prime Minister on the recommendations of the Selection Committee. Annual extension in contract will also be given by Prime Minister on recommendations of Performance Evaluation Committee.	Prime Minister on the recommendations of the Selection Committee. Annual extension in contract will also be given by Prime Minister on recommendations of Performance Evaluation Committee.

6. Miscellaneous:

- i). Unless any other law/ rules, for the time being in force, provide otherwise, regular Civil Servant / Government Servants shall not be substantively posted against MP Scale Positions.
- ii). Civil Servants / Government Servants may, however, subject to eligibility, apply for these positions, through proper channel.
- iii). Subject to provisions of (i) above, in case a Civil Servant/ Government Servant is selected through competitive process against any such position, he/she shall either resign from Government Service or seek early retirement, severing his / her connection / lien with their parent cadre / Ministry /Division / organization, etc., before joining the MP Scale Position.
- iv). The persons being employed under MP Scales shall submit to the government an affidavit declaring their non-involvement in any other relevant business /job which may tantamount to conflict of interest.
- v). The persons already employed on MP Scale positions and are holding the MP Scale position on the date of commencement of this policy, shall henceforth be governed under the MP Scales Policy, 2020 in all matters including but not limited to tenure, performance evaluation and contract extension, etc. as the case may be. The tenure of the incumbents in all such cases shall be reckoned from the date of their initial appointment on MP Scale whether made through competitive process or otherwise [:

Provided that the tenure of appointment, as contained in the terms and conditions of the incumbent(s) determined at the time of their initial appointment, shall in no

case be construed to be automatically extended to three (03) years from the date of initial appointment of such incumbents:

Provided further that in such cases, where the Ministries/Divisions have already advertised the MP Scale positions prior to introduction of MP Scales Policy, 2020, the tenure of the post advertised shall remain the same contained in the MP Policy applicable at the time of the advertisement.]¹⁰

- vi). Current charge or additional charge of the positions of MP Scales may not be granted to any regular civil / Government servants. However, in cases of Heads of Autonomous bodies / Semi-Autonomous bodies, Executive/Attached Department, Regulatory Authorities, Corporations, Commissions and Companies etc. where the situation necessitates, the additional charge may only be granted to a civil / government servant of equivalent grade as given in Schedule-III with approval of the appointing authority for a maximum period of three (03) months only. No extra remuneration will be given to the officer holding the additional charge other than additional charge allowance as determined by Finance Division from time to time.
- vii). After completion of one tenure of 3/4/5 years [under this policy or the policy dated 18.08.1998]¹¹, as the case may be, the incumbent shall be eligible to compete afresh against any MP Scale position, subject to meeting the advertised criteria.
- viii). Anytime during currency of initial or extended tenure, the performance evaluation score of the incumbent falls in average or unsatisfactory category, the Secretary of the Division concerned / PAO may issue formal warnings to the incumbent MP-Scale holder.
- ix). If satisfied with the valid reasons (unsatisfactory performance or evidence of financial or moral turpitude against the incumbent), the concerned Secretary, if deems fit and after fulfilling the formalities of disciplinary proceedings, may initiate a summary seeking approval of the Prime Minister for pre-mature termination of contract through Establishment Division.
- x). In case of financial corruption or any other criminal charge, the references may also be filed with the relevant Law Enforcement or Anti-Graft Agencies.
- xi). Such person(s), who has been removed from Government Service or from an MP Scale Position due to unsatisfactory performance or on account of moral & financial turpitude, shall not be eligible to apply for any MP Scale position. All Ministries/Divisions shall inform Establishment Division of all such cases and Establishment Division shall maintain a negative list of all such disqualified persons which shall be circulated amongst all concerned Ministries/Divisions, from time to time.
- xii). The policy shall only be applicable on statutory bodies, including regulatory authorities, in such cases, where recruitment rules or service regulations for such positions have not been prescribed under the respective statutes. Statutory authorities and other authorities/ organizations shall also be allowed to adopt the

¹⁰ Added vide Establishment Division's O.M. No.1/3/2020-P-4 dated 16.09.2020

¹¹ Added vide the above referred O.M. dated 16.09.2020

- instant policy, with approval of the authority competent to do so, while remaining within their statutory mandate.
- xiii). The MP Scales shall also be used as benchmark scales for determination of terms and conditions of other positions in statutory bodies like FPSC, FST, OGRA, NEPRA, etc., with approval of the respective authorities competent to approve terms and conditions of such posts. In such cases, the other provisions of the MP Scale Policy, 2020 shall not apply.
- xiv)-A. [If, keeping in view the specific requirements for any particular position(s), any Ministry/ Division intends to modify or change the "Required Educational Qualification and Experience", a Summary for the Prime Minister shall be moved for the purpose, through Establishment Division, by giving therein full justification of the case; Provided that any such case shall invariably be moved prior to advertising such a position]¹².
- xiv)-B. [Prior to submission of the case for orders of the Prime Minister, in terms of sub-para (xiv)-A above, the Division concerned shall send the case to Establishment Division for consideration and recommendations by the Committee consisting of the following: -
- a) Secretary, Establishment Division (Convener)
 - b) Secretary, Cabinet Division
 - c) Secretary, Finance Division
 - d) Deputy Chairman, Planning Commission
 - e) Secretary, Law and Justice Division
 - f) Any member to be co-opted by the Committee]¹³
- xv). All previous Office Memorandums / policy instructions, issued by Finance and Establishment Division from time to time relating to MP Scale positions, shall stand repealed with immediate effect, in so far as these are inconsistent with the MP Scales Policy, 2020¹⁴.


(Zain Aziz)
Section Officer (E-VIII)
Tele: 9102464

**The Secretaries/Additional Secretaries Incharge,
All Ministries/Divisions,
Government of Pakistan,
ISLAMABAD/RAWALPINDI**

¹² Added vide Establishment Division's O.M. No. 1/3/2020-E-4, dated 05.08.2020

¹³ Added vide Establishment Division's O.M. No. 1/3/2020-E-4 dated 12.01.2021

¹⁴ Sub-para (xiv) renumbered as Sub-para (xv) vide Establishment Division's O.M. No. 1/3/2020-E-4, dated 05.08.2020.

SCHEDULE-I

1. The composition of the Selection Committee will be as follows:

Minister In Charge / Minister of State (Where the charge of a Ministry/Division is held by the Prime Minister, the selection board shall be headed by a Federal Minister / Minister of State / Adviser to the Prime Minister / Special Assistant to the Prime Minister, as nominated by the Prime Minister).	Chairman
Secretary of the concerned Division	Member
Additional Secretary-II, Establishment Division	Member
Additional Secretary of the concerned Division or in case there is no Additional Secretary in the Division, the Joint Secretary concerned.	Member
As given in para-2 of this schedule	Co-opted Member(s)

2. Following members may be co-opted on case to case basis:

The non-executive Chairman of the Board of Directors or a senior member of the Board of Directors of the institution in cases where such Board exists.	Co-opted Member
One expert having domain knowledge to be nominated by the Minister Incharge on recommendations of the Secretary concerned.	Co-opted Member
Head of Autonomous Body (In case of appointment in an autonomous body).	Co-opted Member

3. If appointments are to be made in Prime Minister's Office or the President Secretariat, the Secretary of the Division would mean the Cabinet Secretary.

SCHEDULE-II

1. The composition of the Performance Evaluation Committee will be as follows:

Secretary, Establishment Division	Chairperson
Secretary, Finance Division	Member
Secretary of the Administrative Division concerned	Member
Joint Secretary concerned of Establishment Division	Secretary
Head of Autonomous Body concerned (if the post belongs to an autonomous body)	Co-opted Member

2. Performance Evaluation Criteria: The following template has been devised for objective assessment of performance on annual basis by the Performance Evaluation Committee for each post of MP Scale:

ANNUAL PERFORMANCE EVALUATION TEMPLATE

Major Tasks/ Key Result Areas (To be taken from Job Description)	Target (To be determined in quantitative terms)	% of Target Achieved	Percentage Weightage (May be allocated on the basis of sensitivity of each task)	% Score* (Col. 3 x Col. 4)
1	2	3	4	5
1				
1.1				
1.2				

2				
2.1				
2.2				

Total			100	

***% age Score = Percentage weightage x Percentage target achieved**

CATEGORIZATION OF PERFORMANCE EVALUATION

Performance Category	Score	Evaluation Classification
Excellent	98-100	A
Very Good	80-89	B
Good	70-79	C
Average	60-69	D
Unsatisfactory: Does not meet expectations and standards.	Less than 60	E

3. The employee may be categorized ranging from "Excellent" to "Unsatisfactory" as per the table which will serve the purpose for retention or otherwise depending on the score achieved by the incumbents in their Performance Evaluation. The reporting channels for such posts in the setup are to be clearly identified by the Ministry/Division concerned.
4. Establishment Divisions shall function as Secretariat of the Performance Evaluation Committee and the cases referred to the Committee shall as far as possible be considered in formal meetings of the Committee. The mode of consideration of cases through circulation may only be an exception and shall not be a routine.

SCHEDULE-III

Equivalence of MP Scales with Basic Pay Scales

MP-I Scale	BPS-22
MP-II Scale	BPS-21
MP-III Scale	BPS-20

[Handwritten signature]



Government of Pakistan
Ministry of Commerce

JOB APPLICATION FORM

Photograph
(Paste Here)

1. Post Applied For: _____
2. Name(Capital letters): Last _____ First _____
3. C.N.I.C No. _____ Date of Birth: _____
4. Domicile: _____ Religion: _____
5. Nationality: _____
6. Postal address: _____
7. Permanent Address: _____
8. Email: _____
9. Contact Phone(with city code)/Mobile/Fax(if any): _____
10. Academic Qualifications(High School / metric on wards).

Sr. No.	Degree/ Diploma/ Certificate	Institution/ College	University/ Board	Year of Passing	Marks obtained	Total marks	%age/grade	Major Subjects
1								
2								
3								
4								
5								

11. Previous/Related Experience (Private/Government)

Sr. No.	Institution/ Employer	Position Held	Nature of Job	Job Period		Description of major
				From	To	
1						
2						
3						
4						

12. Trainings/Courses/Research/Publication etc.(Please attach separate sheets if necessary)

Sr. No	Trainings/Courses attended/ Research Publications etc.	Institution	Year	Duration Period	Major Areas/ Subject
1					
2					
3					
4					
5					
6					

13. Additional expertise:

14. Declaration: I certify that all information, provided by me, in this application form is true and correct to the best of my knowledge and belief.

15. Please attach your CV/Resume'

Dated: _____

Signature of Applicant