

No. 3(5)/2009-TO-II
Government of Pakistan
Ministry of Commerce
(TO-II Section)



Islamabad, the 19th February, 2024

C I R C U L A R

Subject: **SELECTION OF STAFF FOR POSTS IN COMMERCIAL SECTIONS IN PAKISTAN'S MISSIONS ABROAD (2024).**

Please refer to the subject mentioned above.

2. Interested candidates for the post of Commercial Assistant, Driver and Messenger-cum-Driver as per the policy attached (Annex-I) are requested to fill in the Application form (Annex-II) and submit to it to the undersigned, by **5th March, 2024** before close of the office hours.

3. The cutoff date for determining the eligibility of candidates and vacancy position for the posts to be filled shall be determined as 31st December 2024.

4. The aforementioned attachments are also available on Ministry of Commerce website: **www.commerce.gov.pk/**.

Encl: as above


(Sarah Benazir)
Section Officer (TO-II)

Distribution:-

1. SO to Secretary Commerce, Islamabad.
2. PS to Additional Secretary -I, Ministry of Commerce, Islamabad.
3. PS to Additional Secretary -II, Ministry of Commerce, Islamabad.
4. APS to Joint Secretary (HRM), Ministry of Commerce, Islamabad.
5. Data Base Administrator, Ministry of Commerce, Islamabad (with the request to upload the same on the Ministry website).
6. All Assistant Private Secretary's, Assistants, Steno-Typist's, Data entry Operators, Drivers, Qasid's, Naib qasids, Daftary and Farash.
7. Notice Board 'A' Block & Kohsar Block.

APPLICATION FORM FOR COMMERCIAL ASSISTANT

Name: _____

Designation & BS: _____ Phone No: _____

Father's / Husband's Name _____

Date of Birth _____ Domicile _____

Currently posted (Section): _____

Marital Status _____ N.I.C. No. _____

Date of Joining into Govt Service _____

Date of absorption in Ministry of Commerce: _____

Present posting / BPS _____ Date of appointment in present Grade _____

Qualifications _____

Previous foreign postings: (Yes/No)

If yes, indicate place and tenure of Postings: _____

Previous Deputation: (Yes/No)

If yes, indicate place and tenure of deputation: _____

Residential Address: _____

Declaration (to be signed by the Official)

I certify that the information mentioned above is true and correct to the best of my knowledge. If found otherwise I may be liable to disciplinary proceedings as well disqualification from the selection process.

Signature _____

Date: _____

APPLICATION FORM FOR DRIVER & MESSENGER-CUM-DRIVER

Name: _____

Designation & BS: _____ Phone No: _____

Post applied for: _____

Father's / Husband's Name _____

Date of Birth _____ Domicile _____

Currently posted (Section): _____

Marital Status _____ N.I.C. No. _____

Number of Children: _____

Date of Joining into Govt Service _____

Date of absorption in Ministry of Commerce: _____

Present posting / BPS _____ Date of appointment in present Grade _____

Qualifications _____

Previous foreign postings: (Yes/No)

If yes, indicate tenure Postings: _____

Previous Deputation: (Yes/No)

If yes, indicate tenure of deputation: _____

Residential Address: _____

Driving License issuance date: _____ Type: _____

Issuing Authority: _____

Declaration (to be signed by the Official)

I certify that the information mentioned above is true and correct to the best of my knowledge. If found otherwise I may be liable to disciplinary proceedings as well disqualification from the selection process.

Signature _____

Date: _____

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE



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

Islamabad, the 22nd May, 2023

Subject: **GUIDELINES FOR SELECTION OF STAFF FOR POSTS IN COMMERCIAL SECTIONS IN PAKISTAN'S MISSIONS ABROAD (2023)**

The undersigned is directed to refer to Guidelines for Selection of Staff for Posts in Commercial Sections in Pakistan's Missions Abroad letter No. 3(5)/2009-TO-II, dated 10th February 2023.

2. The Secretary Commerce is pleased to approve the enclosed Guidelines for Selection of Staff for posts in Commercial Sections in Pakistan's Missions Abroad (2023).

Encl: **As Above**

(Ali Nawaz Channa)
Section Officer-TO-II

Distribution:-

1. SO to Secretary Commerce, Islamabad.
2. PS to Additional Secretary, Ministry of Commerce, Islamabad.
3. Data Base Administrator, Ministry of Commerce, Islamabad (with the request to upload the same on the Ministry website).
4. Notice Board 'A' Block & Kohsar Block.

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE



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

Islamabad, the 22nd May, 2023

Subject: GUIDELINES FOR SELECTION OF STAFF FOR POSTS IN COMMERCIAL SECTIONS IN PAKISTAN'S MISSIONS ABROAD (2023).

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 20th July 2006 and in continuation of letter No. 3(5) 2009-Admn-II, dated 29th March, 2010, dated 28th November, 2014, 20th February, 2019, 19th March, 2019 & 15th October, 2019, the Secretary Commerce has been pleased to approve following criteria for selection of staff for posting abroad:-

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

- I. **Commercial Assistants** (Assistant Private Secretaries / Assistants / Stenotypist / Data Entry Operators); and
- II. **Drivers / Messenger-cum-Drivers** (Driver / Dispatch Rider / Qasid / Naib Qasid / Daftary/Frash).
- III. **Security Guard** (Qasid / Naib Qasid / Daftary/Frash)

2. The post from (BS 14-16) in Commercial Sections of 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 Ministry of Commerce. Furthermore, allocations of stations shall 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.	a) Assistant b) DEO	Assistants = 90 DEOs= 02 Total=92	42%
ii.	a) APS b) Steno typist	APSs=56 Steno typists=71 Total=127	58%

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	60%
ii	Interview	40%

4. In the written test, following skillset will be evaluated: -

- a. Secretariat Instructions related to office procedures and file work;
- b. Budgeting and Accounting in missions abroad (FMMA and EMDF)
- c. Proficiency in English Language and Communication Skills;
- d. Basic understanding of international trade; and
- e. Proficiency in Typing and using Computer (Word, Excel, Power Point, Internet Browsing and data mining).

5. The Written test on the above mentioned topics will be conducted in Pakistan Institute of Trade and Development (PITAD), Islamabad. The passing marks for the written exam will be 50%. The Interview

shall be conducted by the Departmental Selection Committee which comprises of the following members:

I.	Joint Secretary (HR)	Chairman
II.	Joint Secretary (A&F)	Member
III.	Joint Secretary (FT-III)	Member
IV.	Deputy Secretary (Trade Offices)	Member/Secretary

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. The fitness of Drivers/MCD shall be ascertained by driving test, basic working proficiency in English and understanding of GPS (Google Maps).

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 (TOs)	Chairman
II.	Deputy Secretary (Europe)	Member
III.	Section Officer (General)	Member
IV.	Section Officer (TO-II)	Member/Secretary

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. Ministry of Commerce. 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 or a total of 6 years at a Trade Mission.

12. Preference shall be given to the candidates who have not availed any foreign posting at Pakistan's Trade Missions abroad.

13. The intervening period between two postings shall be atleast three years (excluding leave without pay or deputation).

14. No extension shall be granted on any grounds except for following unavoidable circumstances such as non-availability of 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, Ministry of Commerce.

16. The officials selected shall give an undertaking that they would not request for any type of leave (full/half/without pay) on any grounds after completion of their tenures and would not apply for nationality/permanent settlement in the country of posting, especially but not limited to UK, USA, Canada and Australia etc. They would affirm through affidavit that in case of unauthorized absence/missing of the official/family member of the official, MOC reserves the right to do a summary trial and impose major penalties under E&D Rules in addition to cancelation of official passport and/or request to host government to repatriate the delinquent official.

D. Minimum Length of Service in Ministry Commerce:

17. In case of new recruitment or absorption in Ministry of Commerce, a minimum of five years (05) of service in the Ministry of Commerce shall be mandatory for all cadres. The period of leave without pay and deputation shall be deducted.

E. Timeframe and Procedure for Selection Process:

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

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

F. Medical Fitness:

20. The staff selected along with his family members accompanying him should be medically fit. This would be established by a Medical Fitness Certificate from authorized Civil Surgeon. 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:

21. No staff will be posted abroad without security clearance.

H. Ineligibility Conditions:

22. The presence of one or more of the following conditions shall render the official ineligible for the purpose of posting abroad:

- a. Officials against whom there are disciplinary proceedings pending.
- b. Officials who are beneficiaries of Plea Bargain/National Reconciliation Ordinance (NRO) with reference to any corruption charges.
- c. Officials who have not completed their respective Performance Evaluation Reports (PERs) for the last 05 years at the time of interviews with minimum average of 'GOOD' PERs.
- d. Employees who are on deputation are not eligible until they join back the Ministry.
- e. Officials who were previously posted against any of the posts in the Missions but were recalled on account of poor performance/disciplinary grounds.
- f. Officials whose age is more than 56 years on the closing date of application.
- g. Official whose intelligence clearance report is not satisfactory.
- h. Any official who tries to maneuver his/her selection.

23. This issues with the approval of Secretary Commerce.



(Ali Nawaz Channa)
Section Officer