



Government of Pakistan  
**Ministry of Commerce**

## **Job opportunities**

"THE NEW"  
04-05-09-2012

The Ministry of Commerce has initiated the process of selecting Trade Officers in BS-18, 19 and 20 for posting in the Pakistan Missions abroad vide advertisement and press release dated 02-12-2011. **Applications are invited from those candidates who could not apply at that time.** The officers of the Occupational Groups mentioned below, having 3 years recent experience of serving on relevant post in the Economic Ministries / Divisions and Provincial Departments like Planning & Development, Finance, Industries & Agriculture may apply:

- i) District Management Group,
- ii) Custom & Excise Group,
- iii) Income Tax Group,
- iv) Commerce & Trade Group,
- v) Audit & Accounts Group,
- vi) Secretariat Group,
- vii) Office Management Group,
- viii) Planner & Economist Group.

2. The applications from candidates working in reputable national and international private companies are also invited. The candidates should have Masters degree in Business Administration , Economics or Commerce etc along with experience of 3-5 years with age between 21-45 years for BS-18 posts and experience of 7-12 years with age between 30-50 years for BS-19 and BS-20 posts.
3. Interested candidates should apply on the application form which can be downloaded from the website (**[www.commerce.gov.pk](http://www.commerce.gov.pk)**) along with copy of CNIC and three passport size photographs and CV by 12th September 2012. Incomplete applications will not be entertained. For any kind of information regarding syllabus, model test paper of the written test, date and venue etc, the website may be visited periodically.
4. Further information may be obtained from Section Officer (Admn-II), Ministry of Commerce, A-Block, Pak-Secretariat, Islamabad. (Ph:9203896, Fax: 9205241).

**BRIEF PARTICULARS**

No. \_\_\_\_\_

Name: \_\_\_\_\_

Father's / Husband's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Domicile \_\_\_\_\_

Marital Status \_\_\_\_\_ N.I.C. No. \_\_\_\_\_

Date of Joining Govt Service \_\_\_\_\_

Present posting / BPS \_\_\_\_\_

Date of appointment in present Grade \_\_\_\_\_

Service Group \_\_\_\_\_

Qualifications \_\_\_\_\_

Experience:

(a) Total Government Service \_\_\_\_\_ years

(b) In Economic Ministries \_\_\_\_\_ (Yes/No)

If yes, indicate the following information:-

Name of Ministry / Division	Period Served	Subject dealt
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If in promotion zone, please indicate date, the promotion become due along with grade \_\_\_\_\_

Previous foreign posting: \_\_\_\_\_ (Yes/No)

If yes, indicate Post / Station: \_\_\_\_\_

Official Address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Telephone (Office) \_\_\_\_\_ Fax \_\_\_\_\_ Residence \_\_\_\_\_

E-mail:- \_\_\_\_\_ Cell No. \_\_\_\_\_

I wish to appear for the written test to be conducted at (indicate station) \_\_\_\_\_  
\_\_\_\_\_ (Islamabad, Lahore, Karachi, Peshawar, Quetta)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation/ Department \_\_\_\_\_

**Note:**Please send this form duly filled along with a Photocopy of NIC and two recent photographs \*(Photograph to be attested by a minimum BS-17 Officer)