

No. 2(22)/2015-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 18th November, 2015

C I R C U L A R

Subject:- **POSTING OF ECONOMIC MINISTER (BS-20), EMBASSY OF PAKISTAN, TOKYO (JAPAN):**

Please find enclosed a copy of O.M No.F.8(23)HR-I/2012-2115, dated 12-11-2015 received from Finance Division, Islamabad on the subject captioned above.

2. Nomination of suitable/eligible officers working in (BPS-20) fulfilling the requirements of the post as mentioned in sub-para (a-g) along with Bio-Data, duly approved from their concerned senior officers, may be forwarded to this section latest by **20-11-2015** for onwards submission to the Finance Division, Islamabad. The job description and format of Bio-Data Form of the subject post is enclosed herewith.


(M. Shoaib Anwar)
Deputy Director (MoC)

Forwarded to:-

- i. All **BS-20 Officers** of the Ministry of Commerce, Islamabad.
- ii. Copy to System/Network Administrator with the request to upload the subject post on the Ministry's website.

Government of Pakistan
Finance Division
(HRM Wing)

No.F.8(23)HR-I/2012-2115.

Islamabad, the 12TH November, 2015

OFFICE MEMORANDUM

SUBJECT:- **POSTING OF ECONOMIC MINISTER (BS-20), EMBASSY OF PAKISTAN, TOKYO, JAPAN.**

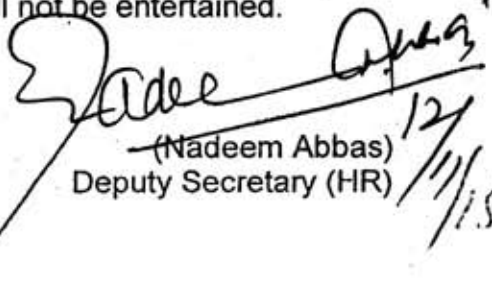
The undersigned is directed to invite nominations of suitable BS-20 officers to fill up the post of Economic Minister at the Embassy of Pakistan, which will fall vacant shortly. Policy guidelines issued vide Establishment Division's O.M.No.4/7/81-T.IV, dated 28th December, 1981, as summarized below, may be taken into consideration while nominating officers for the subject post:-

- a) The nominees fulfils requirements of the post as detailed in the Job Description (Annex-I).
- b) The nominees is in the same pay scales as the post to be filled. Officers from higher or lower pay scales will not be considered.
- c) The nominee has an overall good record of service, particularly during the last five years of service.
- d) The nominee is at least a graduate, or possesses equivalent qualification.
- e) Persons within promotion zone within the next two years will not be considered.
- f) Those likely to retire during the next four years will not be considered.
- g) An officer should not be posted abroad more than once.

2. All the Ministries/Divisions and Provincial Governments are requested to send nominations of suitable BS-20 officers to this Division, along with the following documents (in duplicate):-

- i) Bio-data as per Annex-II.
- ii) PER Synopsis for the last five years.
- iii) A certificate to the effect that no disciplinary proceedings are pending against the nominee (in respect of APUG officers such certificates shall be issued by the Establishment Division).

3. All Ministries/Divisions and the Provincial Governments are requested to forward suitable nominations in duplicate duly complete to Finance Division (HR-I Section), "Q" Block, Pak. Secretariat, Islamabad by 27th November, 2015. Incomplete nominations and those received after November 27, 2015 will not be entertained.


(Nadeem Abbas)
Deputy Secretary (HR)

All Ministries/Divisions/Islamabad/Rawalpindi
Provincial Governments/AJK/Gilgit-Baltistan

Job Description of the Economic Minister at Tokyo, Japan

1. The Economic Minister will keep himself abreast of the political economy of the Japan and send regular/ periodic briefs to finance division on all relevant developments/ issues.
2. Promotion of Pakistan-Japan economic ties.
3. Liaise with Funding agencies like JAICA to ensure a smooth relationship between Pakistan and Japanese funding agencies.
4. Coordination of any bilateral trade or economic cooperation agreements between Pakistan and Japan.
5. Promote investment in Pakistan Japan.
6. Play a role in negotiation of free trade and preferential trade agreements, and accords covering investment, double taxation avoidance and other financial services.
7. All other matters incidental and ancillary to the above.
8. Submit a quarterly report to the Finance Division, stating progress and achievements in the above mentioned duties through Embassy of Pakistan, Tokyo, Japan.

Bio-Data

1	2	3	4	5	6	7	8	9	10	11	12	13	14
No	Name	Province of Domicile	Age	Date of appointment In Govt.	Service Group	Current Pay Scale	Qualifications	Foreign Qualification	In-service Training	Appointments in Economic Ministries/ Departments	Other appointments in BPS-19/20	Previous Foreign Postings	ACR Grading Last 5 years