

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No 3(6)/2004-Admn-II

Islamabad the 3rd August, 2006

CIRCULAR

SUBJECT:- PROCEDURE FOR APPOINTMENT OF MARKETING OFFICER/TRADE DEVELOPMENT OFFICER/MARKETING EXECUTIVE (LOCAL) IN THE PAKISTAN'S MISSIONS ABROAD.

Instances have come to the notice of the Ministry that our Trade Offices /Pakistan Missions abroad are not thoroughly checking the antecedents of local based candidates while entertaining their applications and while submitting their proposals for appointment of local based Marketing Officer, Trade Development Officer and Marketing Executive (as the case may be) and as such are not observing the instructions of the Ministry in letter and spirit issued from time to time. At times, non-observance of instructions and less than due diligence results in appointment of persons whose credentials may not suit Pakistan's national-interest. To eliminate these lapses, the following instructions are once again circulated in consolidated form for guidance and strict compliance during the selection process for Marketing Officers/Trade Development Officers/Marketing Executives in our Missions abroad:-

- i) The Ambassador will constitute a two members committee for selection of local based Marketing Officer/ Trade Development Officer/Marketing Executive as the case may be
- ii) The post should be advertised in a newspaper of repute and also be placed on Mission's website
- iii) The selection committee nominated for the purpose would scrutinize the applicant(s), interview them (administering written test is at the discretion of the Committee) and submit a panel of three successful candidates in order of priority to Ministry of Commerce for approval
- iv) The candidate should be a graduate from a good university having 3 years working experience, preferably in trade related matters or organization
- v) The candidates should have good interpersonal skill and demeanour
- vi) The candidate should have origin and nationality of the host country. Candidates of Pakistan origin may, however, be considered.

- vii) Missions should thoroughly examine the back-ground of the candidates/ their spouse to ensure that his/her selection would not have any conflict of interest or be harmful to Pakistan's national interests.
- viii) The service contract of official funded out of Export Marketing Development Fund (EMDF) should not exceed one year
- ix) List of all applicants may also be submitted to the Ministry alongwith CVs of 3 successful candidates in order of priority with specific recommendation.

2. If any of the local based officials already appointed do not fulfill the terms and conditions mentioned above, the case may be re-examined and submitted to this Ministry for a fresh decision.

(Fazal-i-Qadar)
Joint Secretary

All concerned Trade/Diplomatic Missions abroad