

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE**

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No. 3(1)/2021-Admin.II-TO(I)

*Islamabad, the 10<sup>th</sup> December 2021.*

**OFFICE MEMORANDUM**

**SUBJECT: POLICY GUIDELINES FOR SELECTION, APPOINTMENT AND POSTING OF TRADE AND INVESTMENT OFFICERS (BS-18 TO BS-21) IN PAKISTAN'S MISSIONS ABROAD.**

In order to reform Pakistan's Trade Offices abroad for enabling them to deal with trade challenges in a changed geo-strategic environment and to ensure efficient use of resources, the Prime Minister has been pleased to approve the following policy guidelines for appointment of Trade and Investment Officers (TIOs):

**1) Selection Process:**

- a) The Commerce Division shall ensure that selection process is transparent, and merit based. Transparency and merit shall be clearly visible from the processes, procedures and practices that are adopted for selection.
- b) All posts of Trade and Investment Officers that are vacant and available or are likely to become vacant and available within next six months shall be advertised along with the eligibility criteria (**Annex-A**) to invite applications.
- c) After receipt of applications subsequent to advertisement of the posts, short listing for all applications shall be done, by a Committee constituted by the Secretary, Commerce Division, according to eligibility criteria laid down in these guidelines.
- d) In order to utilize their contacts and networking, candidates from amongst the Pakistani Diaspora and the Private Sector (Pakistani nationals) shall be eligible for appointment, subject to fulfilment of criteria laid down in these guidelines. There shall be a quota of 20% for such candidates in the posts of Trade and Investment Officers in Pakistan's Missions abroad. For the purpose of this policy, Pakistani Diaspora shall be considered for countries of their foreign nationality/residency only.

In case of non-availability of suitable candidates for reserved positions of private sector/Pakistan diaspora, the qualified public sector candidates shall be considered against the 20% quota in order of merit.

- e) The shortlisted candidates shall appear in a Specialized Written Test (100 marks) to be conducted by LUMS/IBA in selected city/cities of Pakistan and selected Pakistan's Missions abroad (for Pakistani Diaspora) as decided by

  
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MOC. The weightage of the written test shall be 60% and passing marks will be 60%.

- f) The final evaluation of qualifying candidates shall be done through interview by an Interview Board headed by the Commerce Minister (or Advisor to Prime Minister on Commerce), constituted with approval of the Prime Minister. The weightage of the interview shall be 40%.

The composition of the Interview Board shall be:


- i. Commerce Minister / Advisor on Commerce (Chairman)
- ii. Secretary Commerce
- iii. Secretary Foreign Affairs
- iv. Secretary Establishment Division
- v. Secretary Board of Investment
- vi. Chief Executive TDAP
- vii. An expert from private sector appointed by Ministry of Commerce

The candidates from the Pakistani Diaspora living abroad who have cleared the written test, would be interviewed via video link at the designated Pakistani Missions.

- g) The Interview Board shall interview the candidates on the following parameters:

Parameter	Maximum Marks
i. Leadership qualities	30
ii. Interpersonal and Communication skills [Interpersonal skills 15 marks; Communication skills 10 marks, Knowledge of relevant foreign language; 05 marks]	30
iii. Domain Knowledge	40
<b>TOTAL</b>	<b>100</b>

- h) The final list of candidates recommended by Interview Board shall be submitted (in order of merit) to the Prime Minister for approval.
- i) The same process shall apply for appointment to the post of Director (Trade) at the Economic Cooperation Organisation, Tehran (Iran).
- j) Successful candidates shall (in order of their merit, comprising of summation of scores in written test and interview) be given the option to choose the station of their choice from amongst available stations. Preference will be given to those candidates who have knowledge of Foreign Language related to the vacant posts; and
- k) A Waiting List of candidates, through which future vacancies are to be filled, shall also be submitted (in order of merit) to the Commerce Minister for approval. This list shall be used to fill vacancies which arise due to recall of TIO due to poor performance or if the selected TIO does not accept the provisional offer of appointment within seven working days of the offer letter

  
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or does not join/assume charge of the post within 90 days or if a TIO returns earlier than his/her tenure on special grounds or is unable to serve.

These positions may be offered to the candidates in the Waiting List, in order of merit. Waiting List shall remain valid for post(s) falling vacant, for a period of two years or till such post(s) is re-advertised, whichever is earlier. Provided that if the remaining tenure is less than six months the post shall be filled through advertisement or next cycle for appointment.

## 2) Training:

After selection, a training program for a period and manner designed by Ministry of Commerce shall be held at Pakistan Institute of Trade and Development (PITAD). During the training, the TIOs (designate) shall be attached with private sector/trade bodies, to understand the specific issues/problems relating to export of goods/services to their respective countries of posting.

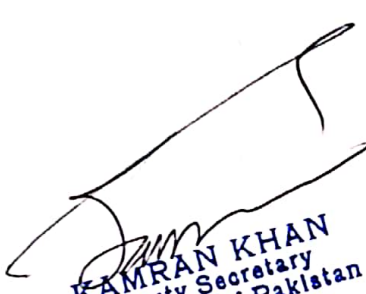
## 3) Tenure:

- a) The tenure of TIOs shall be set as three years only (this shall also apply to officers who are currently on posting abroad). A maximum of two tenures of postings in Pakistan's Missions abroad (including ECO Tehran) shall be allowed during the entire career of the officer concerned with an intervening period of 3 years (on the closing date of submission of applications) between two tenures; however, for officers of CTG the intervening period shall be two (2) years.
- b) Subject to fulfilment of the benchmarks and criteria, Trade Officers Monitoring and Evaluation Committee (TOMEC) may recommend extensions in tenure of a TIO for a period up to three years at his/her place of posting or to another post of TIO, for approval of the Prime Minister.
- c) Extensions of tenures on grounds of family-related issues (pregnancy, illness of immediate family members) shall not be allowed. However, to facilitate such cases, the TIOs shall be allowed to stay at their own expenses after relinquishing charge, provided their parent departments allow them to stay after charge relinquishment.

## 4) Pre-Departure Formalities:

The following additional pre-departure formalities (in addition to those required by the Establishment Division) shall be fulfilled by the selected TIOs:

- a) To avoid conflict of interest, the selected TIOs from Diaspora and Private Sector shall resign from their present jobs in private sector / divest from their business. The TIOs shall also submit a notarised undertaking that he / she has resigned from his current job (or divested from his / her business) and that he / she will not resign from the posts of TIO before the completion of the tenure.
- b) After completion of training and attachment, all selected TIOs shall submit a provisional Economic Outreach Plan in the format prescribed by the Ministry of Commerce. Within 60 days of arrival at the place of posting, the TIOs shall

  
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finalize and submit their Economic Outreach Plans to Ministry of Commerce which will become part of their respective KPIs.

**5) Joining and Relieving Time:**

- a) The joining time for the selected TIO shall be fifteen days, and likewise the relieving time for relinquishing TIO shall also be fifteen days, thereby allowing an overlap of 15 days.

**6) Monitoring and Evaluation Committee:**

The Trade Officers Monitoring and Evaluation Committee (TOMEC) of the Commerce Division (**Annex-B**) shall continue to monitor and evaluate performance of the TIOs based on Key Performance Indicators (KPIs) (**Annex-C**). It shall recall those TIOs whose performance is found to be "Below Average" anytime during his / her tenure by the Commerce Division.

**7) Nomenclature of Posts:**

The current nomenclature of the posts shall remain unchanged, to reflect the true nature of the job [Trade and Investment Minister / Consul General (BS-20/21); Trade and Investment Counsellor (BS-19); Trade and Investment Attaché (BS-18)]. These Officers will also be responsible to the Board of Investment for investment related tasks.

**8) Location:**

In order to be close to the business centres, where necessary the Commerce Division shall relocate the Trade Offices (out of the Mission) to areas within or in vicinity of Commercial areas of the cities.

**9) Relaxation or Exception to the above Policy Guidelines:**

There shall be no relaxation or exception to the above policy guidelines except with the prior approval of the Prime Minister.

2. This policy supersedes all previous policies for Selection of Trade and Investment Officers in Pakistan's Missions abroad.



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Deputy Secretary (TIOs)

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TRADE AND INVESTMENT OFFICERS (BS-18 TO BS-21) IN PAKISTAN'S  
MISSIONS ABROAD  
ELIGIBILITY AND INELIGIBILITY CRITERIA**

**1. Public Sector Candidates**

**Conditions for Eligibility**

- a) Officers of all occupational groups of the Civil Service of Pakistan having served for at least three (3) of the last ten (10) years on relevant positions in Federal Government in Commerce Division (and organisations under it, except insurance sector), Finance, Economic Affairs, Revenue, Planning, Privatization and erstwhile Textile Division, Ministry of Industries, Federal Board of Revenue, Board of Investment, Privatization Commission, Planning Commission, Provincial Departments of Finance, Commerce, Investment, Industries, Planning & Development, Revenue and Boards of Revenue.
- b) Officers in promotion zone can apply, subject to submission of a notarised undertaking that (if selected) they will not demand promotion-related trainings/actualization of promotion at the same post/upgradation of the posts during their tenure.
- c) Upper age limit is 56 years (on the closing date of submission of applications).

**Conditions for Ineligibility**

- a) Officers against whom are pending disciplinary proceedings or those who have been awarded major penalty under Efficiency & Disciplinary Rules, 1973.
- b) Officers who are beneficiaries of Plea Bargain / National Reconciliation Ordinance (NRO) / Voluntary Retirement.
- c) Officers who do not apply through the proper channel.
- d) Officers who do not have complete Performance Evaluation Reports (PERs) for the last five years at the time of interviews with minimum average of 'VERY GOOD' or total of 45/50 marks in PERs.
- e) Officers (except CTG) who have been posted for a total of six years in Pakistan's Missions abroad (in any number of tenures).
- f) Officers who were previously posted against any of the posts in the Missions but were recalled on account of poor performance.

**2. Candidates from Pakistan Diaspora and Private Sector**

**Conditions for Eligibility**

- a) At least Master's degree in Business Administration, Law, Economics, International Trade, Commerce, Public Administration/Policy, Investment Promotion/Management or Engineering (at least 16 years of education) from Higher Education Commission (HEC) recognized education institutes or reputed foreign universities with at least 75% marks or equivalent in Grade Point Average (GPA).

  
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- b) Five (5) years of relevant experience (for posts in BS-18), 10 years (for posts in BS-19), 15 years (for post in BS-20) in the fields of Marketing, Sales, Business, International Marketing, International Trade or Investment.
- c) A candidate from Pakistan Diaspora can apply for the post in the country of which he/she has nationality and/or country of residence where he/she has a minimum of 6 months resident status.
- d) The candidates should be within age limit of up to 40 years for posts in BS-18, up to 50 years for posts in BS-19, up to 56 for posts in BS-20.
- e) Proficiency in spoken and written English, Arabic, French, Spanish, Russian and/or language of country of their residence will be given preference.
- f) References from the last two employers.
- g) The Selected candidates under Pakistan diaspora will be considered for appointment only for the country of their residence/foreign nationality.

#### **Conditions for Ineligibility**

- a) Candidates who have foregone their Pakistani nationality would not be eligible.
- b) Candidates who are beneficiaries of Plea Bargain / National Reconciliation Ordinance (NRO) / Voluntary Retirement from Government Service.
- c) Candidates who were terminated/dismissed from the service of the Government of Pakistan and those terminated/dismissed from a post in private sector on disciplinary grounds during their careers.
- d) Candidates who have been posted for a total of six years in Pakistan's Missions abroad (in any number of tenures).
- e) Candidates who were previously posted against any posts of Government of Pakistan in Pakistan's Missions but were recalled on account of poor performance.

  
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