



**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**



**SELECTION OF TRADE AND INVESTMENT OFFICERS FOR POSTING
AT PAKISTAN'S TRADE MISSIONS ABROAD, 2023**

Applications are invited on prescribed application form from interested Government officers (BS-18 to BS-20) and candidates from the Private Sector / Pakistani Diaspora, fulfilling the requisite eligibility criteria for selection as Trade and Investment Officer (TIOs) in Pakistan's Trade Missions abroad.

Conditions for Eligibility:

Public Sector Candidates

- a) Officers (BPS-18 to BPS-20) 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 the office of Prime Minister and in Federal Government in Ministry of Commerce (and organizations under it, except insurance sector), Finance Division, Economic Affairs Division, Revenue Division, Ministry of Industries and Production, Ministry of National Food Security and Research, Federal Board of Revenue, Board of Investment and in offices of Chief Ministers and in Provincial Departments of Finance, Commerce, Investment, Industries, Provincial Revenue Authorities and Boards of Revenue. TPS employees of TDAP (TPS- 1&2) are also eligible.
- b) Officers in promotion zone can apply, subject to submission of a notarized 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).

Candidates from Pakistan Diaspora and Private Sector:

- a) At least Master's degree in Business Administration, Law, Economics, International Trade, Commerce, Public Administration / Policy, Investment Promotion/ Management (at least 16 years of education) duly verified from Higher Education Commission (HEC) and from recognized educational institutes or reputed foreign universities with at least 75% marks or equivalent in Grade Point Average (GPA). The candidates shall submit equivalency of the degree from HEC / documents at the time of submitting application.
- b) Five (5) years relevant post qualification 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 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) The private sector candidates shall submit an undertaking that they face no conflict of interest of any nature arising out of their posting at the allocated station and shall immediately disclose such conflict of interest in case that occurs during the continuation of their tenure.
- g) References from the last two employers.
- h) The Selected candidates under Pakistan diaspora will be considered for appointment only for the country of their residence/foreign nationality.

Important Information:

- i. Details of eligibility/ineligibility criteria may be seen at website of the Ministry of Commerce (www.commerce.gov.pk) or TIOs recruitment test portal of Lahore University of Management Sciences (LUMS) (<https://mocrecruitment.lums.edu.pk>). Applications are to be submitted on the prescribed form available at the TIOs recruitment test portal. Two copies of the online submitted applications along with the required documents should also be forwarded through surface mail to Room 154, Academic Block, Economics Wing A, Lahore University of Management Sciences (LUMS), Sector U, DHA, Lahore Cantt., Lahore 54792 with subject line: “Trade & Investment Officer”. For enquiries, contact mocrecruitment@lums.edu.pk, Phone: +924235608145. Any format of the application other than the online application form will not be entertained.
- ii. Last Date for submission of online application is not later than **ten (10) days** while the print outs of online submitted form may reach M/s LUMS not later than **fifteen (15) days** from the date of advertisement. Incomplete and late applications will not be entertained.
- iii. Public Sector candidates are also required to submit their applications “**Through Proper Channel**” to Ministry of Commerce, before the date of written test.
- iv. The selected Trade Officers from Private Sector/ Diaspora shall resign from their present jobs in private sector / divest from their business.
- v. The written test will be conducted by M/s Lahore University of Management Sciences (LUMS), Lahore will inform the candidates about the venue, date and time of test. Written test of Pakistani diaspora candidates will be held at designated centers / Pakistan’s missions abroad (to be notified later). Psychometric test and Interviews of successful candidates will be conducted by M/s LUMS and Ministry of Commerce, respectively.

Any queries regarding form submission and written test may be addressed to Department of Economics, Lahore University of Management Sciences (LUMS), Sector-U DHA, Lahore, Phone: +92 42 35608076 (EXT: 8076).

Section Officer (TO-I)
Ministry of Commerce, A-Block,
Pakistan Secretariat,
Islamabad
Phone No. +92-51-9203896
Email: sectionto1mincom@gmail.com