



**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**



**SELECTION OF TRADE AND INVESTMENT OFFICERS FOR POSTING
AT PAKISTAN'S TRADE MISSIONS ABROAD, 2024/2025**

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 Officers (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/up gradation of the posts during their tenure.
- c) The upper age limit is 56 years (on the closing date of submission of applications).

Candidates from Pakistani 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 posts in BS-20) in the fields of Marketing, Sales, Business, International Marketing, International Trade or Investment.
- c) A candidate from Pakistani 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 and up to 56 years 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 Pakistani diaspora will be considered for appointment only for the country of their residence/foreign nationality.

Important Information:

i. Written and Psychometric Tests:

Candidates applying for various positions will be required to take a written test designed and administered by the Lahore University of Management Sciences (LUMS), Lahore. The passing threshold for the written test is set at 60%.

The written test for public and private sector candidates will be conducted in Islamabad, while for Pakistani diaspora candidates, it will be held at designated centers / Pakistan's missions abroad (to be notified later). The LUMS test team will provide candidates with details regarding the venue, date, and time of the test.

Candidates scoring at least 60% on the written test will qualify for the psychometric test. Psychometric test of successful candidates will be conducted by M/s LUMS.

ii. Interviews for Final Selection:

Interviews for candidates who pass the written test and complete the psychometric test will be conducted by the Ministry of Commerce.

iii. How to Apply:

LUMS has hosted a dedicated written test portal, accessible at <https://moc.lums.edu.pk/>. This website provides candidates with all relevant test-related information, including applicant registration, the online application form, the syllabus, sample test, and important dates.

Details of the eligibility and ineligibility criteria can also be found on the Ministry of Commerce website at <https://www.commerce.gov.pk/selection-appointment-and-posting-of-tios-in-pakistan-trade-missions-abroad/>.

iv. Application Submission:

Applications must be submitted using the prescribed form available on the LUMS-MOC recruitment test portal at <https://moc.lums.edu.pk/>. Two printed copies of the online application form, along with the required documents, must be sent via surface mail to the following address: **Room 154, Academic Block, Economics Wing A, Lahore University of Management Sciences (LUMS), Sector U, DHA, Lahore Cantt., Lahore 54792.** Please include the subject line: "Trade & Investment Officer." For queries, contact: Email: moc-test@lums.edu.pk. Phone: +92 42 35608145. Applications submitted in any format other than the online application form will not be accepted.

v. Application Deadline:

The last date for submission of the online application is within ten (10) days of the date of the advertisement. Printed copies of the submitted online form must reach M/s LUMS no

later than fifteen (15) days from the date of advertisement. Incomplete or late applications will not be considered.

- vi. Public Sector candidates are also required to submit their applications “**Through Proper Channel**” to Ministry of Commerce, before the date of the written test.
- vii. **Public Sector candidates, with incomplete Performance Evaluation Reports (PERs) record, in terms of Para-1(d) of Conditions for Ineligibility at Annex-I of Policy Guidelines-2023, will be ineligible for interview.**
- viii. The selected Trade Officers from Private Sector/ Diaspora shall resign from their present jobs in private sector / divest from their business.

Any **queries regarding form submission and the written test may be directed to moc-test@lums.edu.pk**. Phone: +92 42 35608145.

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