

APPLICATION SUBMISSION GUIDELINES

HOW TO REGISTER:

You must create your account by providing your full name, email address, cell number, CNIC/NICOP number, and a password. Please double-check your email address for any typos. If you enter an incorrect email address during registration, you will not be allowed to register again with the same name and CNIC/NICOP number. To avoid any issues, please take this first step very carefully.

AFTER REGISTERING ON THE TEST PORTAL:

Upon registering on the test portal, applicants will receive two emails from LUMS-MoC TIOs Test Team. The text of **the first email** is given below:

Dear [Name of the Applicant],

Thank you for registering for the LUMS Written Test for the Selection of Trade and Investment Officers (TIOs) for Pakistan's Trade Missions Abroad 2024. We are pleased to confirm your successful registration. Your registration ID, username, and password are provided below:

Registration ID: [Registration ID]

Email Address: [Applicant's email address]

Password: [Applicant's password]

Cell Number: [Applicant's cell number]

CNIC/NICOP Number: [Applicant's CNIC or NICOP Number]

Please keep this information in a safe and secure place, as you will require it to log in for further updates about the test and the declaration of results. Use this information to access the application form now.

We look forward to receiving your application.

Best regards,
LUMS-MOC Written Test Team

The text of **the second email** from LUMS-MoC TIOs Test Team is provided below.

Dear [Name of the Applicant],

Thank you for registering for the LUMS Written Test for the Selection of Trade and Investment Officers (TIOs) for Pakistan's Trade Missions Abroad 2024. To submit your application, please activate your account by clicking the link below:

Account Activation Link:

<https://moc.lums.edu.pk/dummy-link=ag==>

If clicking the link does not work, copy and paste it into your browser.

We look forward to receiving your application.

Best regards,
LUMS-MOC Written Test Team

CAUTION: If the Account Activation Link provided to you does not work, please follow these steps:

- Try to activate your account again after restarting the device you are using to access the application form. This should resolve any issues with the cache or access to the application portal.
- In some cases, you may need to open the link on another device, such as a mobile phone or computer.

HOW TO SUBMIT THE APPLICATION FORM.

Applications must be submitted using the prescribed form available on the LUMS-MoC Written Test portal at <https://moc.lums.edu.pk/>. Applications in any format other than the online application form will not be accepted.

The deadline for submitting the online application is midnight on December 15, 2024. However, it is advisable not to wait until the last minute to submit your application, as the system may become overburdened or malfunction unexpectedly. Please note that the system will not accept any applications after the deadline, and incomplete applications will not be considered.

In the application form, you are required to provide important details, including the position you are applying for, and personal information such as your name, father's/husband's name, gender, marital status, date of birth, nationality, CNIC/NICOP number, residential address, academic background, occupational group, professional experience, language proficiency, and name of dependents, etc.

NEXT STEPS AFTER SUBMISSION

Once the application form is submitted, you will receive an email from LUMS-MoC TIOs Test Team with the following text.

Dear [Name of the Candidate],

We are pleased to confirm that we have received your application for the LUMS Written Test for the Selection of Trade and Investment Officers for Pakistan's Trade Missions Abroad 2024. You have submitted the test application form for BPS-??.

Next Steps

You are required to submit two printed copies of the online application form, along with the necessary documents, 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 and Investment Officer.**

Two sets of the following documents must be attached to the application form in the specified order.

- a) Photograph
- b) CNIC/NICOP
- c) Service profile of government employees
- d) All degrees and certificates
- e) Domicile

- f) Experience Certificate or Letter (*Applicable only for private sector and Pakistani diaspora candidates*)
- g) A copy of the CV (*for private sector and Pakistani Diaspora candidates only*)
- h) Any other supporting document.

Printed copies of the submitted online form, along with the required documents, must be received by the LUMS Written Test Team within fifteen (15) days of the advertisement date. Incomplete or late applications will not be considered.

For queries, contact:

Email: moc-test@lums.edu.pk

Phone: +92 42 35608145

Note: Applications submitted in any format other than the online application form will not be accepted.

Best regards,
LUMS-MoC TIOs Test Team

- ❖ **Applications Through Proper Channel:** Public sector candidates must submit their applications *through proper channel* to the Ministry of Commerce before the written test date. Please note that applications submitted through proper channel should not be sent to LUMS.
- ❖ **Eligibility Notification:** The Ministry of Commerce will review the application forms, and candidates will be notified of their eligibility status by the LUMS-MoC Written Test Team via their registered email addresses. Candidates can also check their eligibility status by logging into their test accounts.
- ❖ **Contact Information:** For queries, please email moc-test@lums.edu.pk, call the landline at **+92 42 35608145 (available 9:00 AM to 5:00 PM)**, or visit the LUMS test portal for additional contact numbers to reach a representative of the LUMS-MoC Written Test Team.