

**POLICY GUIDELINES FOR SELECTION, APPOINTMENT AND POSTING OF  
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 (BPS-18 to BPS-20) from all occupational groups of the Civil Service of Pakistan who have served for at least three (3) of the last ten (10) years in relevant positions in the Office of the Prime Minister, Federal Government ministries, and provincial departments, specifically:
  - Ministry of Commerce (and its affiliated organizations, except the 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,
  - Offices of Chief Ministers,
  - Provincial Departments of Finance, Commerce, Investment, Industries,
  - Provincial Revenue Authorities, and Boards of Revenue.
  - Additionally, TPS employees of TDAP (TPS-1 & TPS-2) are also eligible.
- b) Officers in the promotion zone may apply, provided they submit a notarized undertaking stating that, if selected, they will not request promotion-related trainings, actualization of promotion on the same post, or upgradation of the post during their tenure.
- c) The upper age limit is 56 years as of the closing date for application submission.

**Conditions for Ineligibility:**

- a) Officers with pending disciplinary proceedings or those who have been awarded a major penalty under the Efficiency & Disciplinary Rules, 1973.
- b) Officers who have benefited from a Plea Bargain or Voluntary Return.
- 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 a minimum average rating of 'VERY GOOD' or a total score of 45/50 marks in PERs.
- e) Officers who have served for a cumulative total of six years in Pakistan's Missions abroad (across any number of tenures), except for CTG officers, who will be regulated under Para-3(a) of the Policy
- f) Officers previously posted to any position in the Missions but recalled due to 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 (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.

### **Conditions for Ineligibility:**

- a) Candidates who have foregone their Pakistani nationality would not be eligible.
- b) Candidates who are beneficiaries of Plea Bargain / Voluntary Return
- 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.