

Government of Pakistan  
Finance Division  
(HRM Wing)

\*\*\*

No.F.8(9)HR-I/2015-739

Islamabad, the 30<sup>th</sup> March, 2018

OFFICE MEMORANDUM

Subject:- POSTING OF ECONOMIC MINISTERS (BS-20 & BS-21) IN THE EMBASSIES OF PAKISTAN, WASHINGTON, TOKYO, BEIJING AND LONDON

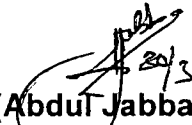
The undersigned is directed to invite afresh nominations of suitable BS-20 and BS-21 officers to fill up the vacant posts of Economic Ministers in the Embassies of Pakistan, Washington, Tokyo, Beijing and London. Detailed guidelines / procedure for selection and eligibility criteria alongwith job description of each post are enclosed, which can also be downloaded from Finance Division's website [www.finance.gov.pk](http://www.finance.gov.pk).

2. All the Ministries/Divisions and Provincial Governments are requested to send nominations of suitable BS-20 and BS-21 officers to this Division along with the following documents for each post:-

- i) Detailed curricula vitae of the nominated officers
- ii) Bio-data as per Annex-II
- iii) PER Synopsis for the last five years.
- iv) A certificate to the effect that no disciplinary proceedings are pending against the nominee (in respect of APUG officers such certificates shall be issued by the Establishment Division).

3. All Ministries/Divisions and the Provincial Governments are requested to forward suitable nominations to Finance Division (HR-I Section), "Q" Block, Pak. Secretariat, Islamabad by 12<sup>th</sup> April 2018. Incomplete nominations and those received after 12<sup>th</sup> April, 2018 will not be entertained.

4. The officers should send advance copies of their applications to the extent of 2(i) & (ii) above by email to [anasimran1994@gmail.com](mailto:anasimran1994@gmail.com) followed by hard copies to Section Officer (HR-I) Finance Division, Q-Block, Islamabad within due date. However, their applications will be considered only when received through their parent / administrative departments / Divisions by deadline date of 12<sup>th</sup> April, 2018.

  
(Abdu Jabbar)  
Section Officer (HR-I)

All Ministries / Divisions / Islamabad / Rawalpindi  
Provincial Governments / AJK / Gilgit-Baltistan.

Copy to: The Web Master, Finance Division, Islamabad.



**Government of Pakistan  
Finance Division  
(HRM Wing)**

Subject: **GUIDELINES / PROCEDURE FOR POSTING OF ECONOMIC MINISTERS IN THE EMBASSIES OF PAKISTAN, WASHINGTON, TOKYO, BEIJING AND LONDON**

The Prime Minister / Finance Minister has been pleased to approve the following guidelines / procedure for posting of Economic Ministers in the Embassies of Pakistan, Washington, Tokyo, Beijing and London, under Finance Division:-

- 1) The posts will be filled on the basis of Eligibility Criteria [Annex-I/A, B, C & D] and Job Descriptions thereof.
- 2) Nominations will be solicited from all government officers of the Federal Occupational Groups / Services and PMS / PCS officers in BS-20 & BS-21:-
  - o Who have at least 17 years of service.
  - o Have relevant sufficient work experience in the divisions and departments of the Federal Government: Finance its attached departments, Economic Affairs; Revenue; Privatization, Board of Investment; Planning & Development & Reform; Commerce; Textile Industries & Production or in the departments of Provincial Governments / AJK / Gilgit – Baltistan: Finance, Planning & Development; and Industries.
- 3) Candidates will be shortlisted as per the approved eligibility criteria.
- 4) Prepare a panel of suitable officers for each post on the basis of job description and eligibility criteria from amongst the candidates.
- 5) A Committee comprising Finance Secretary (Chairman), Secretaries Establishment Division, M/o Foreign Affairs and Economic Affairs Division will evaluate / scrutinize the shortlisted candidates.
- 6) After evaluation / scrutiny, the Committee will recommend a panel of suitable officers against each post, falling into consideration on the following factors:-
  - (a) The selectee fulfills the requirements of the post as detailed in the Eligibility Criteria / Job Description.
  - (b) The selectee is in the same scale as the post to be filled. Officers from higher or lower scales will not be considered.
  - (c) The selectee has an overall good record of service during the last five years.

- (d) The selectee is at least a graduate or possesses the technical qualification required for the job.
- (e) Officers within promotion zone within the next two years will not be considered.
- (f) Those likely to retire during the next four years shall not be considered.
- (g) An officer shall not be posted abroad more than once on said post.

7) The following interviewing committee will interview the candidates to assess their fitness for the position:-

a)	Minister for Finance / Advisor to PM on Finance, Revenue & Economic Affairs	-	Chairman
b)	Secretary, Establishment Division	-	Member
c)	Secretary, M/o Foreign Affairs	-	Member
d)	Secretary, Economic Affairs Division	-	Member
e)	Secretary, Finance Division	-	Member

8) The assessment will be made as per following manners:-

<b>A) Shortlisting</b>		=	<b>65 Marks</b>
• Educational Qualifications	25		
i) Doctorate	10		
ii) Master's	10		
iii) Bachelor's	05		
• Relevance of career profile to the requirements of the position applied for	25		
• Diversity of Experience	15		
<b>B) Interview</b>		=	<b>20 Marks</b>
i) Knowledge of station specific areas	10		
ii) Communication & Inter-personal skills / personality	10		
<b>C) PERs</b>		=	<b>15 Marks</b>
<b>Total</b>		=	<b>100 Marks</b>

\*\*\*\*\*



**Ministry of Finance  
Government of Pakistan**

**Selection of Economic Minister/Financial Adviser  
at Washington DC, USA**

**Eligibility Criteria**

- a) All Government BS-20 & BS-21 Officers, including Occupational Groups of the Federal Government, having served for 3-5 years on relevant positions in the divisions and departments of the Federal Government: Finance and its attached departments, Economic Affairs; Revenue; Privatization, Board of Investment; Planning & Development & Reform; Commerce; Textile Industries & Production or in the departments of Provincial Governments/AJK/ Gilgit-Baltistan: Finance, Planning and Development; and Industries.
- b) At least graduate or equivalent qualification.
- c) Upper age limit is 55 years (on the closing date of submission of applications)
- d) Good knowledge of, inter alia: International Financial Institutions (IFIs) – IMF and World Bank; issues of concern for Pakistan like the Indus Water Treaty and IMF Programmes; USAID funding in Pakistan; US Capital Market; changing trade dynamics owing to the new US trade policy and its implications for the world and Pakistan; and US-Pakistan trade balance and issues.

**General conditions for ineligibility**

- Officer who does not fulfill requirements of the post as detailed in the Job Description (Annexure).
- Officers against whom there is disciplinary proceedings.
- Officers who do not apply through proper channel.
- Officers who are in promotion zone within next two years.
- Officers who are likely to retire in the next four years.
- Officers who do not have complete PERs record for the last five years at the time of interviews with minimum average of 'GOOD'.

Note: An officer will be eligible for two tenures of foreign posting in his entire service, provided that there shall be an intervening period of at least three years between two such tenures.

**Job Description of the Economic Minister/Financial Adviser  
at Washington DC, USA**

1. Financial advice on administrative expenditure of the Embassy of Pakistan in U.S.A, including the Consulate General, the permanent Mission at the U.S.A and Pakistan Embassy of Canada.
2. The Economic Minister will keep himself abreast of the political economy of the United States and send regular/periodic briefs to Finance Division on all relevant developments/issues.
3. Maintain liaison with US Government departments, state departments including USAID, the commerce, treasury and agriculture departments, the World Bank and the IMF, Eximbank and the secretariat of the US special fund.
4. Liaise with different relevant national/international NGOs based in the United States like the Transparency International, Centre for Clean Air Policy (CCAP), Brookings Institute and other think tanks to improve coordination and understanding for Pakistan aimed at better outcomes for the country.
5. Play a role in negotiation of free trade and preferential trade agreements and accords covering investments, double taxation avoidance and other financial services.
6. Help the Government of Pakistan in maintaining a close liaison with institutional investors in the international capital markets as well as the rating agencies based in the US.
7. Answering enquiries of commercial and economic nature.
8. Promotion of trade and investment in all sectors of the economy.
9. Representation at International Conferences held in US, the General Assembly of the UN, Special Fund, the Commission of International Commodity Trade, The International Cotton Advisory Committee and the annual meetings of IBRD, IFC and IMF.
10. Promotion of Pak-US economic ties.
11. All other matters incidental and ancillary to the above.
12. Submit a quarterly report to the Finance Division, stating progress and achievements in the above mentioned duties through Ambassador, Embassy of Pakistan, Washington DC, USA.

=====



Ministry of Finance  
Government of Pakistan

**Selection of Economic Minister at Tokyo, Japan**

**Eligibility Criteria**

- a) All Government BS-20 Officers, including Occupational Groups of the Federal Government, having served for 3-5 years on relevant positions in the divisions and departments of the Federal Government: Finance and its attached departments, Economic Affairs; Revenue; Privatization, Board of Investment; Planning & Development & Reform; Commerce; Textile Industries & Production or in the departments of Provincial Governments/AJK/ Gilgit-Baltistan: Finance, Planning and Development; and Industries.
- b) At least graduate or equivalent qualification.
- c) Upper age limit is 55 years (on the closing date of submission of applications)
- d) Good knowledge of, inter alia: Japan International Cooperation Agency and its programmes in Pakistan; Japan Bank for International Cooperation and Japanese investment in Pakistan; Japan External Trade Organization and Japan - Pakistan Trade; Association of Southeast Asian Nations; Trans - Pacific Partnership and its global implications.

**General conditions for ineligibility**

- Officer who does not fulfill requirements of the post as detailed in the Job Description (Annexure).
- Officers against whom there is disciplinary proceedings.
- Officers who do not apply through proper channel.
- Officers who are in promotion zone within next two years.
- Officers who are likely to retire in the next four years.
- Officers who do not have complete PERs record for the last five years at the time of interviews with minimum average of 'GOOD'.

Note: An officer will be eligible for two tenures of foreign posting in his entire service, provided that there shall be an intervening period of at least three years between two such tenures.

Job Description of the Economic Minister at Tokyo, Japan

1. The Economic Minister will keep himself abreast of the political economy of the Japan and send regular / periodic briefs to Finance Division on all relevant developments / issues.
2. Promotion of Pakistan-Japan economic ties.
3. Liaise with Funding agencies like JAICA to ensure a smooth relationship between Pakistan and Japanese funding agencies.
4. Coordination of any bilateral trade or economic cooperation agreements between Pakistan and Japan.
5. Promote investment in Pakistan Japan.
6. Play a role in negotiation of free trade and preferential trade agreements, and accords covering investment, double taxation avoidance and other financial services.
7. All other matters incidental and ancillary to the above.
8. Submit a quarterly report to the Finance Division, stating progress and achievements in the above mentioned duties through Ambassador, Embassy of Pakistan, Tokyo, Japan.

=====



**Ministry of Finance  
Government of Pakistan**

**Selection of Economic Minister at Beijing, China**

**Eligibility Criteria**

- a) All Government BS-20 & BS-21 Officers, including Occupational Groups of the Federal Government, having served for 3-5 years on relevant positions in the divisions and departments of the Federal Government: Finance and its attached departments, Economic Affairs; Revenue; Privatization, Board of Investment; Planning & Development & Reform; Commerce; Textile Industries & Production or in the departments of Provincial Governments/AJK/ Gilgit-Baltistan: Finance, Planning and Development; and Industries.
- b) At least graduate or equivalent qualification.
- c) Upper age limit is 55 years (on the closing date of submission of applications)
- d) Good knowledge of, inter alia: Belt and Road Initiative; components of China-Pakistan Economic Corridor – energy, infrastructure and industrial cooperation; China – Pakistan Free Trade Agreement and its implications; Shanghai Cooperation Organization and expected benefits for Pakistan; Asian Infrastructure Investment Bank; and global finance.

**General conditions for ineligibility**

- Officer who does not fulfill requirements of the post as detailed in the Job Description (Annexure).
- Officers against whom there is disciplinary proceedings.
- Officers who do not apply through proper channel.
- Officers who are in promotion zone within next two years.
- Officers who are likely to retire in the next four years.
- Officers who do not have complete PERs record for the last five years at the time of interviews with minimum average of 'GOOD'.

Note: An officer will be eligible for two tenures of foreign posting in his entire service, provided that there shall be an intervening period of at least three years between two such tenures.

====



**Job Description of the Economic Minister at Beijing, China**

1. The Economic Minister will keep himself abreast of the political economy of the China and send regular / periodic briefs to Finance Division on all relevant developments / issues.
2. Promotion of Pak China economic ties.
3. Promote Investment in Pakistan from China.
4. Answering enquiries of commercial and economic nature.

---

5. Play a role in negotiation of free trade and preferential trade agreements, and accords covering investments, double taxation avoidance and other financial services.
6. Coordination of any bilateral trade or economic cooperation agreements between Pakistan and China.
7. To deal with all economic and trade issues between the two countries.

---

8. Help the government of Pakistan in maintaining a close liaison with institutional investors.
9. All other matters incidental and ancillary to the above.
10. Submit a quarterly report to the Finance Division, stating progress and achievements in the above mentioned duties, through Ambassador, Embassy of Pakistan, People's Republic of China.

=====



**Ministry of Finance  
Government of Pakistan**

**Selection of Economic Minister at Pakistan's High Commission, London**

**Eligibility Criteria**

- a) All Government BS-20 Officers, including Occupational Groups of the Federal Government, having served for 3-5 years on relevant positions in the divisions and departments of the Federal Government: Finance and its attached departments, Economic Affairs; Revenue; Privatization, Board of Investment; Planning & Development & Reform; Commerce; Textile Industries & Production or in the departments of Provincial Governments/AJK/ Gilgit-Baltistan: Finance, Planning and Development; and Industries.
- b) At least graduate or equivalent qualification.
- c) Upper age limit is 55 years (on the closing date of submission of applications)
- d) Good knowledge of, inter alia: Brexit and post-Brexit action plan for Pakistan; UK Capital Market; economic / trade disputes and other arbitrations in the courts of London; International Centre for Settlement of Investment Disputes; UK-Pakistan trade balance.

**General conditions for ineligibility**

- Officer who does not fulfill requirements of the post as detailed in the Job Description (Annexure).
- Officers against whom there is disciplinary proceedings.
- Officers who do not apply through proper channel.
- Officers who are in promotion zone within next two years.
- Officers who are likely to retire in the next four years.
- Officers who do not have complete PERs record for the last five years at the time of interviews with minimum average of 'GOOD'.

**Note:** An officer will be eligible for two tenures of foreign posting in his entire service, provided that there shall be an intervening period of at least three years between two such tenures.

**Job Description of the Economic Minister at Pakistan's High Commission,  
London**

1. The Economic Minister will keep himself abreast of the political economy of the United Kingdom and send regular / periodic briefs to Finance Division on all relevant developments / issues.
2. Promotion of Pakistan-United Kingdom economic ties.
3. Liaise with Funding agencies to ensure a smooth relationship between Pakistan and United Kingdom funding agencies.
4. Coordination of any bilateral trade or economic cooperation agreements between Pakistan and United Kingdom.
5. Promote investment in Pakistan United Kingdom.
6. Play a role in negotiation of free trade and preferential trade agreements, and accords covering investment, double taxation avoidance and other financial services.
7. All other matters incidental and ancillary to the above.
8. Submit a quarterly report to the Finance Division, stating progress and achievements in the above mentioned duties through Pakistani High Commissioner, London.

=====

