

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. 4/16/2010-T-IV

Islamabad, the 23rd April, 2011

SUBJECT: SELECTION OF AN OFFICER FOR THE POST OF ECONOMIC MINISTER/COUNSELLOR (BS-20), EMBASSY OF PAKISTAN TOKYO, JAPAN.

Nominations of suitable officers are invited for selection against the post of Economic Minister/Counsellor (BS-20), Embassy of Pakistan Tokyo, Japan.

2. Job description of Economic Minister/ Counsellor and conditions of eligibility are as under.

JOB DESCRIPTION:-

- i) To strengthen existing economic ties with Japan;
- ii) Promotion of trade and economic relations with Japan;
- iii) Arrangement/handling of bilateral dialogue regarding trade/economic issues between Pakistan and Japan;
- iv) To maintain constant liaison to get the loan agreements negotiated and to take all follow up actions once a project has been approved and legal documentation completed;
- v) To deal with all paper work in the Embassy relating to economic matters;
- vi) To keep the Government of Pakistan posted of the economic development particularly in Japan;

Eligibility:-

Policy guidelines issued vide this Division's O.M.No.4/7/81-T-IV, dated 21-12-1981, as summarized below, may be taken into consideration while nominating officers for the subject post:-

- a) The nominee fulfil the requirements of the post as detailed in the job description (copy enclosed).
- b) The nominee is in the same pay scale as the post to filled. Officers from higher or lower pay scales will not be considered/
- c) The nominee has an overall good record of service, particularly during the last five years.
- d) The nominee is at least a graduate, or possesses technical qualification required for the job.

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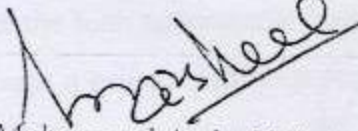
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- e) Persons within promotion zone within the next two years will not be considered.
- f) Those likely to retire during the next 4 years will not be considered.
- g) An officer should not be posted abroad more than once.

4. All the Ministries/Divisions/Departments are requested to send nominations of suitable officers to this Division, alongwith the following documents (in duplicate) latest by 20th May, 2011.

- i) Bio-data
- ii) Summary statement (specimen enclosed)
- iii) Quantification & ACR Grading for the last five years.
- iv) A certificate to the effect that no disciplinary proceedings are pending against the nominee.

5. Incomplete nominations and those received after 20th May, 2011. shall not be entertained.


(Muhammad Arshed Khan)
Deputy Secretary (T-II)

All Ministries/Divisions (Islamabad/Rawalpindi)
All Provincial Governments.