

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

No. 4/4/2011-T-IV

Islamabad ~~25~~ May, 2011

OFFICE MEMORANDUM

**SUBJECT:- POSTING OF ECONOMIC MINISTER (BS-20/21), EMBASSY OF PAKISTAN, BEIJING CHINA.**

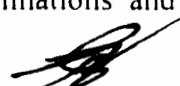
The undersigned is directed to invite nominations of suitable BS-20/21 officers to fill up the post of Economic Minister at the Embassy of Pakistan, Beijing China, which has fallen vacant. Policy guidelines issued vide this Division's O.M.No.4/7/81-T-IV, dated 28-12-1981, as summarized below, may be taken into consideration while nominating officers for the subject post:-

- a) The nominees fulfils requirements of the post as detailed in the job description (copy enclosed)
- b) The nominees is in the same pay scales as the post to be 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 of service.
- d) The nominee is at least a graduate, or possesses equivalent qualification.
- e) Persons within promotion zone within the next two years will not be considered.
- f) Those likely to retire during the next four years will not be considered.
- g) An officer should not be posted abroad more than once.

2. All the Ministries/Divisions and Provincial Governments are requested to send nominations of suitable officers to this Division, alongwith the following documents (in duplicate). Job description of the post is enclosed.

- i) Bio-data.
- ii) PER Synopsis for the last five years.
- iii) 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 in duplicate duly complete to Establishment Division, Cabinet Block (T-IV Section), by 25<sup>th</sup> June 2011. Incomplete nominations and those received after June 25, 2011 will not be entertained.

  
(Gul Zaman)  
Section Officer(T-IV)

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

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**JOB DESCRIPTION OF THE POST OF ECONOMIC MINISTER (BS-20/21) AT  
EMBASSY OF PAKISTAN, BEIJING, CHINA**

- i) To further strengthen the existing economic ties with China;
- ii) To coordinate the effective follow-up of five (5) year Development Programme through public and private sector participation on Trade and Economic Cooperation signed on 24-11-2006.
- iii) Promotion of investment in specific industries and trade/Economic relations with China, in the light of policy package approved by ECC for Establishment of Economic Zones including China-Pakistan economic Zones (CPEZs).
- iv) To promote bilateral dialogues on trade economic issues in the Pak-China JEC.
- v) To coordinate and promote commercial and economic relations between the two countries.
- vi) To promote the activities under the purview of Joint Investment Company which has been established and agreement signed during the visit of the Prime Minister.
- vii) To promote and enhance existing co-operation in the Energy and Mineral Sectors between the two countries.
- viii) To deal with all economic and trade issues between the two countries as well as private sector.
- ix) Answering miscellaneous enquiries of Commercial and Economic nature from the public both from China and Pakistan.
- x) General publicity about the Economic policies of our Government plan of Economic Department and the Economic conditions in Pakistan.
- xi) All other matters incidental and ancillary to the above.