

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.4/6/2011-T-IV

Islamabad, the 1st August, 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; and
- vi) To keep the Government of Pakistan posted of the economic development particularly in Japan.

Eligibility:-

3. 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 officer for the subject post:-

- a) The nominee fulfils the requirements of the post as detailed in the job description.
- b) The nominee is in the same pay scale 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.
- d) The nominee is at least a graduate, or possesses technical qualification required for the job.

FBR eDOX No. 117995-R
Received in Ch. Sectt.
on 13 AUG 2011

Pl. put up web site
13/8

13/8/11
13 AUG 2011
M(A)

15 AUG 2011
C(M)
16 AUG 2011
S(MC)
S(MR)
SSC(18-3)

- 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/Provincial Governments are required to send nominations of suitable officers to this Division, alongwith the following documents (in duplicate) latest by 5th September, 2011.

- i) C.V.
- ii) Quantification & PER Grading for the last five years.
- iii) A certificate to the effect that no disciplinary proceedings are pending/contemplated against the nominee.
- iv) Release Certificate

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



(Gul Zaman)
Section Officer (T-IV)
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All Ministries/Divisions (Islamabad/Rawalpindi)
All Provincial Governments.