

No. 3(5)/2009-TO-II
Government of Pakistan
Ministry of Commerce
(TO-II Section)



Islamabad, the 2nd January, 2025

CIRCULAR

Subject: SELECTION OF STAFF FOR POSTS IN COMMERCIAL SECTIONS IN PAKISTAN'S MISSIONS ABROAD (2025).

Secretary Commerce has been pleased to approve the posting of staff in the newly created Commercial Sections in Pakistan's missions abroad (2025). The selection will be made in accordance with the policy guidelines for selection of staff for posts in commercial sections in Pakistan's Missions Abroad 2023 (Annex-I).

- i. The cutoff date for determining the eligibility of candidates is 6th February, 2025.
- ii. The officials who have completed 5 years of service Ministry of Commerce will be eligible to apply for foreign posting.
- iii. Selection will be made against (14) fourteen vacant position (08 Commercial Assistant and 06 six Drivers / Messenger-cum-Drivers) in eight (08) newly created Trade Missions. The details are tabulated as under:

S.No.	Station	Vacancy Position of Commercial Assistant	Vacancy Position of Messenger cum Driver / Driver
1.	Athens, Greece	1	-
2.	Baghdad, Iraq	1	1
3.	Budapest, Hungary	1	-
4.	Darussalam, Tanzania	1	1
5.	Maputo, Mozambique	1	1
6.	Muscat, Oman	1	1
7.	Kuwait	1	1
8.	Singapore,	1	1

2. Candidates for the posts of Commercial Assistant, Driver and Messenger-cum-Driver are requested to fill in the Application form (Annex-II) and submit in this section by 6th February, 2025 before 12:00 noon.

3. The aforementioned attachments are also available on Ministry of Commerce website: www.commerce.gov.pk/.

Encl: as above


(Ahmad Ali)
Section Officer (TO-II)

Distribution:-

1. SO to Secretary Commerce, Islamabad.
2. PS to Special Secretary, Ministry of Commerce, Islamabad.
3. PS to Additional Secretary -I, Ministry of Commerce, Islamabad.
4. PS to Additional Secretary -II Ministry of Commerce, Islamabad.
5. Data Base Administrator, Ministry of Commerce, Islamabad (with the request to upload the same on the Ministry website).
6. All Assistant Private Secretary's, Assistants, Steno-Typist's, Data entry Operators, Drivers, Qasid's, Naib qasids, Daftary and Farash.
7. Notice Board 'A' Block & Kohsar Block

APPLICATION FORM FOR COMMERCIAL ASSISTANT

Name: _____

Designation & BS: _____ Phone No: _____

Father's / Husband's Name _____

Date of Birth _____ Domicile _____

Currently posted (Section): _____

Marital Status _____ N.I.C. No. _____

Date of Joining into Govt Service _____

Date of absorption in Ministry of Commerce: _____

Present posting / BPS _____ Date of appointment in present Grade _____

Qualifications _____

Previous foreign postings: (Yes/No)

If yes, indicate place and tenure of Postings: _____

Previous Deputation: (Yes/No)

If yes, indicate place and tenure of deputation: _____

Residential Address: _____

Declaration (to be signed by the Official)

I certify that the information mentioned above is true and correct to the best of my knowledge. If found otherwise I may be liable to disciplinary proceedings as well disqualification from the selection process.

Signature _____

Date: _____

APPLICATION FORM FOR DRIVER & MESSENGER-CUM-DRIVER

Name: _____

Designation & BS: _____ Phone No: _____

Post applied for: _____

Father's / Husband's Name _____

Date of Birth _____ Domicile _____

Currently posted (Section): _____

Marital Status _____ N.I.C. No. _____

Number of Children: _____

Date of Joining into Govt Service _____

Date of absorption in Ministry of Commerce: _____

Present posting / BPS _____ Date of appointment in present Grade _____

Qualifications _____

Previous foreign postings: (Yes/No)

If yes, indicate tenure Postings: _____

Previous Deputation: (Yes/No)

If yes, indicate tenure of deputation: _____

Residential Address: _____

Driving License issuance date: _____ Type: _____

Issuing Authority: _____

Declaration (to be signed by the Official)

I certify that the information mentioned above is true and correct to the best of my knowledge. If found otherwise I may be liable to disciplinary proceedings as well disqualification from the selection process.

Signature _____

Date: _____