



Department of the  
**AUDITOR GENERAL OF PAKISTAN**  
Constitution Avenue, Islamabad


No. 353-HRM-I/Foreign Posting/Eco Min/Eco/Vol-I/367 Dated: November 12, 2020

## Circular

**Subject: POSTING OF ECONOMIC MINISTERS (BS-20/21) IN EMBASSY OF PAKISTAN, WASHINGTON, TOKYO, BEIJING AND LONDON.**

Willingness from PA&AS officers of BS-20/21 is invited for the post of Economic Minister (BS-20/21), Embassy of Pakistan, Washington, Tokyo, Beijing and London in the light of Finance Division O.M No. F.8 (9) HR-I/2015, dated 05.11.2020. Eligibility criteria and job description are available on AGP Office website with this circular and at [http://www.finance.gov.pk/notifications/F\\_08\\_09\\_05112020.pdf](http://www.finance.gov.pk/notifications/F_08_09_05112020.pdf)

2. The applications of the officers who fulfill the eligibility criteria must reach to this office on or before 25th November, 2020 with complete documents required as per office memorandum referred above for further processing and necessary action.

  
**(Eirij Rubbani)**  
Deputy Director (HRM)

Distributions:

1. Controller General of Accounts, Islamabad
2. Military Accountant General, Rawalpindi
3. All Deputy Auditor Generals, Director Generals, F.A.Os
4. Member, Finance, Pakistan Railways, Islamabad
5. Chief Accounts Officer, Ministry of Foreign Affairs, Islamabad
6. SPS to Auditor General of Pakistan, Local
7. AAO (IT) for uploading on the AGP's website.

Government of Pakistan  
FINANCE DIVISION  
(HRM Wing)

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

Islamabad, the 5<sup>th</sup> November, 2020**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 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 eligibility criteria alongwith job descriptions of each post are enclosed, which can 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-V.
- 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).

**Note:** The tenure of the each post shall be three years.

3. The written test will be conducted by the **Institute of Business Administration, Karachi**. In this regard, the candidates will be intimated accordingly. The candidates who would qualify the written test will be interviewed by a committee.

4. All Ministries/Divisions and the Provincial Governments are requested to forward suitable nominations to the Finance Division (HR-I Section), "Q" Block, Pak. Secretariat, Islamabad **latest by 30<sup>th</sup> November, 2020**. The applications/nominations will be considered only when received through their parent/administrative Departments/ Divisions within stipulated time frame.

5. Incomplete nominations/applications and those received after due date will not be entertained.

**(Dr. Umar Jawaid)**  
Section Officer (HR-I)

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

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

**N.O.O**

Copy to: i) All Additional Finance Secretaries, Finance Division  
ii) All Senior Joint Secretaries/Joint Secretaries/Financial Advisers, and BS-20 Officers of Finance Division

Dy. 122 HRM  
11/11/20

Dy. No. 3507  
Date 10/11/20

(Priority)  
Dy. No. 401  
Date 11-11-2020  
DC (HRM)

10/11/2020  
D.G. (HRM)  
11/11



2  
09/2011

**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 to 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.

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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.

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07/200

**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 to 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.

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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.

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Government of Pakistan  
Ministry of Finance

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 to 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.

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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.

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**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 to 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.

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**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.

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**Bio-data of candidates for posting of Economic Minister, Embassies of Pakistan, Washington DC-USA, Tokyo Japan, Beijing-China and London-UK**

S #	Name	Province of Domicile	Age	Date of appointment in Govt. Service	Service Group / BPS	Qualifications			Foreign Qualification	In-Service Training	Posting / Appointment in BS-19/20	Previous Foreign Postings	ACR Grading Last 5 years	Applied for the Post			
						Bachelors	Masters	Doctorate						Washington DC, USA	Tokyo Japan	Beijing China	London UK
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

01/10/10