



Trading Corporation of Pakistan (Pvt) Limited

File No. TCP(HR)/14-147/2023

JOB OPPORTUNITY

Trading Corporation of Pakistan (Pvt.) Limited (TCP), is a state-owned Corporation incorporated under the Companies Ordinance, 1984 (now Companies Act, 2017) and working under the administrative control of Ministry of Commerce, Government of Pakistan.

TCP intends to hire the services of a suitable qualified individual for the following posts on permanent basis on merit. The requirements of the posts have been laid down as follows:

S. No.	Name of Post	No. of Post	Minimum Qualification/ Experience	Domicile
1.	General Manager (I.T.)	01	Master's Degree in I.T./Computer Engineering / Computer Science and related fields. Must possess at least twelve (12) years experience in executive capacity with reputed Industrial or Commercial Organization or a Government Department/ Agency. Postgraduate work in any relating discipline will be given preference. Age: 35-45 years.	Merit
2.	General Manager (Internal Control and Compliance)	01	CA / ACCA / ACMA / Master's Degree in Finance or Commerce with Computer literacy. Must possess at least twelve (12) years experience in executive capacity with reputed Industrial or Commercial Organization or a Government Department/ Agency. Postgraduate work in any relating discipline will be given preference. Age: 35-45 years.	Merit
3.	General Manager (Real Estate Business Development)	01	Master's Degree in Commerce/ Economics or Finance & Accounts or Business Administration with Computer literacy. Must possess at least twelve (12) years experience in executive capacity with reputed Industrial or Commercial Organization or a Government Department/ Agency. Postgraduate work in any relating discipline will be given preference. Age: 35-45 years.	Merit
4.	General Manager (Finance & Accounts)	01	CA / ACCA / ACMA / Master's Degree in Finance or Commerce with Computer literacy. Must possess at least twelve (12) years experience in executive capacity with reputed Industrial or Commercial Organization or a Government Department/ Agency. Postgraduate work in any relating discipline will be given preference. Age: 35-45 years	Merit

5.	Deputy Manager (Operations)	01	Master's Degree in Commerce/ Economic/ Business Administration /Finance & Accounts / International Trade / Supply Chain Management / Logistics with two (2) years work experience OR Bachelor Degree in above disciplines with minimum of 5 years experience in a Commercial or Industrial Organization or a Government Department/ Agency with computer literacy. Age: 25-35 years	Merit
6.	Deputy Manager (Finance)	01	CAP (Articles completed) / ACMA / ACCA and preferably 1 to 2 years' experience. Age: 25-35 years	Merit
7.	Deputy Manager (Audit)	01	CA, CA Inter/Finalist (Articles Completed) or CIA or ACCA (Articles Completed) or ACMA. Minimum of 3 years of experience of Internal Audit in a reputable Commercial or Industrial Organization. OR Master's Degree in Commerce/ Business Administration. Minimum of 5 years of experience of Internal Audit in a reputable Commercial or Industrial Organization. Age: 25-35 years	Merit

- a) Applications on the prescribed Application Form in a sealed envelope clearly mentioned the applied post, should reach on or before closing date i.e. 31st March, 2023 to General Manager (HR), TCP, Karachi at below given address.
- b) Incomplete applications, without required documents and those received after closing date shall not be entertained. Only short listed candidates will be called for written test/interview as decided by Management. Candidates qualifying written test shall be called for interview. No. TA/DA will be admissible for written test and interview. TCP reserves the right to shortlist, and/or reject any or all applications without assigning any reason.
- c) Candidates applying for more than one post should apply separately for each post.
- d) Application Form and detail job descriptions, core skills and responsibilities may be downloaded/viewed from web link <https://tcp.gov.pk/page-tenders?list=36>.

General Manager (HR)
Trading Corporation of Pakistan (Pvt.) Limited, Karachi
4th & 5th Floor, Block-B, Finance & Trade Center,
Shahrea Faisal, Karachi. 75530
Phone # (021) 992029947-49



Trading Corporation of Pakistan (Pvt.) Limited Karachi.

4th & 5th Floor, Block-B, Finance & Trade Center, Shahrea Faisal, Karachi. 75530

Picture
Please paste
your recent
passport size
color
photograph
with gum

APPLICATION FORM

POST APPLIED FOR : _____

Personal Information: Use CAPITAL letters only (Mandatory)!

Name in Full: _____

Father's Name: _____

Applicant CNIC #: _____ - _____ - _____

Gender : Male: Female: Date of Birth: _____ - _____ - _____ Age (Yrs): _____
D D M M Y Y

Religion: Muslim Non Muslim: In case of Non Muslim specify your Religion: _____

Marital Status: _____ Nationality: _____ Other Nationality Domicile : _____

Postal Address: _____
City: _____ District _____

Phone (Res.) _____ (Office) _____ (Mobile) _____

Email address: _____

Academic Information: (Attach attested copies of your academic and other certificates/documents)!

Certificate Degree Level	Degree Title	Specialization/ Major Subject	Passing Year		Board/University/ Institute
			From	To	
Matric/ (10 Years)					
Intermediate/ (12/13 years)					
Bachelor/ (14 years)					
Master Degree (16 years) or equivalent as per minimum qualification of the post					
Higher (if any)					

Professional Qualification: (Attach attested copies)!

Certificate/Degree	Marks Obtained	Total Marks	Grade/ Division	Year		Board/University/ Institute
				From	To	

Employment Record: (Attach attested copies)!

Sr.#	Organization/Employer Name	Job Title	Job Duration		Specified in year(s)
			From	To	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Total Job relevant Post Qualification Experience as on closing date of application:

Days	-	Months	-	Years
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Undertaking By the Applicant:

I _____ d/s/w of _____ do hereby solemnly declare and affirm that I have read and understood the instructions and conditions for appearing in the Test, and I have filled-up the application form as per instructions given below. In case of any information contained herein is found at any stage be missing, untrue, false, my candidature can be cancelled at any stage (even after employment, if so revealed later), and I shall be liable to legal action.

Date : _____ Applicant's Signature _____

GENERAL INSTRUCTION/INFORMATION:

- ✓ Please fill the Application Form properly with complete and correct information/answers.
- ✓ Please do not leave any relevant field blank, otherwise your application may not be considered.
- ✓ Incorrect or false information may result in cancellation of your candidature at any stage, even after employment, and also proceeding of a legal action.
- ✓ Attach your recent Passport Size Photograph.

Candidate's Signature: _____