



ٹریڈنگ کارپوریشن آف پاکستان (پرائیویٹ) لمیٹڈ Trading Corporation of Pakistan (Pvt) Limited

Phones : 021-9202947-49 (3 Lines)
Fax : (021) 99202722
E-mail : tcp@tcp.gov.pk

4th & 5th Floor, FTC
Building, Sharea
Faisal, Karachi.

JOB OPPORTUNITY

Trading Corporation of Pakistan (Pvt) Limited, invites applications from the interested candidates for the appointment of Medical officer (MO) at its Principal Office in Karachi & Regional office in Lahore on retainer ship basis as given below:-

Sr. No.	Name of post	No. of Post	Age Limit	Minimum Qualification/ Experience	Domicile	Contract Period/ Tenure
01	Medical Officer (MO) TCP, Karachi	01	Minimum 50 years and above	a) Person holding MBBS Degree From recognized Institute. b) 12 years or above experience working with Government/Semi Govt, Organizations will be preferred	Merit	On retainer ship basis
02	Medical Officer (MO) TCP, Lahore	01	Minimum 50 years and above	a) Person holding MBBS Degree From recognized Institute. b) 12 years or above experience working with Government/Semi Govt, Organizations will be preferred	Merit	On retainer ship basis

- Terms & Condition of the job can be downloaded from TCP website i.e. www.tcp.gov.pk/.
- Application on prescribed form (available on TCP website) addressed to General Manager (HR), 4th & 5th Floor, Finance & Trade Centre, Sharea Faisal, Karachi. 75530 (Pakistan) should reach within 15 days of the publication of this notice. Incomplete applications and those received after closing date shall not be entertained. Only short listed candidates will be communicated.
- NoTA/DA shall be admissible.

GENERAL MANAGER (HR)

Trading Corporation of Pakistan (TCP)
4th & 5th Floor, Finance & Trade Centre, Sharea Faisal,
Karachi. 75530 (Pakistan)
tcp@tcp.gov.pk

TRADING CORPORATION OF PAKISTAN (TCP)

MINISTRY OF COMMERCE

GOVERNMENT OF PAKISTAN



Term& Conditions

**For the Post of Medical Officer (MO) at TCP Principal Office, Karachi and
Regional Office, Lahore.**

GENERAL MANAGER (HR)

Trading Corporation of Pakistan (TCP)
4th & 5th Floor, Finance & Trade Centre, Sharea Faisal,
Karachi. 75530 (Pakistan)
tcp@tcp.gov.pk

Interested Persons should submit complete profile (CV) as per following details:

- The age of the applicant shall be 50 years or above.
- The person must hold MBBS Degree (Verified from HEC) from PMDC recognized institute (attested copy of degree must be attached with CV).
- Work experience of 12 years or above with Government or any Semi –Government Organizations as Medical Officer (MO).
- MOs shall be responsible for providing medical facilities to employees and their dependents of TCP Principal Office, Karachi & Regional office, Lahore on penal hospitals & Labs.
- MOs shall ensure the cost-effective measure on medical expense of TCP Islamabad.
- MOs shall verify each and every medical bill received, before submitting for approval.
- Office timing for the MO's will be 08:00 am to 4:00 pm (Monday to Friday) till there is any amendment by the management in this regard. He/She shall be available on call any time.
- Applicant must be Tax filler.
- TCP shall disqualify the applicant if it finds at any time that the submitted information was false and materially inaccurate.
- Application received by Fax or email shall not be accepted.
- Package will be negotiable depending upon the qualification or experience.
- Applicant must submit Declaration /Affidavit on Rs. 100/- Legal Paper (after the selection for the post) that the applicant is not blacklisted by any Government, Semi Govt. or Autonomous institution due to any reason.
- Clarification if any may be obtained from below mention address: -

GENERAL MANAGER (HR)

Trading Corporation of Pakistan (TCP)
4th & 5th Floor, Finance & Trade Centre, Sharea Faisal,
Karachi. 75530 (Pakistan)
tcp@tcp.gov.pk

Note:

All Documents submitted shall be proper & understandable. Any unclear or non-readable documents shall not be considered.



Trading Corporation of Pakistan (Pvt.) Limited Karachi.

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

APPLICATION FORM

Picture

Please paste
your recent
passport size
color
photograph
with gum

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**

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: _____