Trading Corporation of Pakistan (Pvt) Limited

File No. TCP(HR)/14-147/2025 8th August, 2025

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 post on permanent basis on merit. The requirements of the post have been laid down as follows:

Post/Grade	Required Qualification and Skills	Required Experience	Age Limit	Provincial Quota
Manager (International Trade)	• Must have a Master's Degree in Business Administration from a reputed institute/ university recognized by the Higher Education Commission. • Must be proficient in MS Office, English language, and communication skills.	At least seven (07) years' experience in International trade (import / export) with reputed industrial or Commercial Organization or a Government Department/ Agency, concerned with commerce industry and/or with economic and financial administration.	30 – 45 years	Merit

i) Applications on the prescribed Application Form in a sealed envelope clearly mentioning the applied post, should reach, within 15 days from the date of publication in the newspapers, to Deputy General Manager Incharge (HR), TCP, Karachi at below given address.

ii) Incomplete applications, without required attested documents (i.e. CNIC, Educational documents and Experience Certificates) and those received after closing date shall not be entertained. The candidates qualified through written test shall be shortlisted as decided by the Management, and will be called for the 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 thereof.

iii) Candidates already employed in Government / Semi Government/Autonomous organization must provide No Objection Certificate (NOC) from their employer.

iv) TCP is an equal opportunity employer, and hence, encourages female candidates to apply for the above-mentioned vacant position.

v) Application Form and Job Descriptions may be downloaded/viewed from web link https://tcp.gov.pk/page-tenders?list=36.

Deputy General Manager Incharge (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.

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: D D - M M - Y Y Age (Yrs):

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		Experience(s) 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: _____