

55/9
Immediate

No.F.8(5)HR-I/2013-
Government of Pakistan
Finance Division
(HRM Wing)

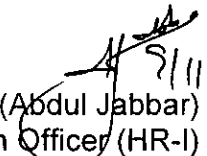
Islamabad, the 9th November, 2018

CIRCULAR

SUBJECT: **NOMINATIONS FOR SELECTION AGAINST THE POST OF DIRECTOR
HAJJ (BS-19), JEDDAH, SAUDI ARABIA.**

Please find enclosed here with copies of Ministry of Religious Affairs Circular No. 1(7)/2016-FA, dated 1st November, 2018 on the subject noted above which is self-explanatory.

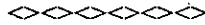
2. The Job Descriptions of the post and eligibility criteria/guidelines etc is also mentioned in the above referred circular. All interested officers may send their nomination to **HR-I Section latest today i.e. 09.11.2018 before 04:00 P.M** for onward submission to quarter concerned.


(Abdul Jabbar)
Section Officer (HR-I)

1. **All BS-19 Officers of Finance Division including DFAs.**
2. **Web Master Finance Division with the request to up-load on Finance Division website.**


09/11/18

GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
AND INTER-FAITH HARMONY



No. 1(7)/2016-FA

Islamabad, the 1st November, 2018

CIRCULAR

Subject: **NOMINATIONS FOR SELECTION OF THE POST OF DIRECTOR (BS-19) AT**
DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA.

In continuation of this Ministry's Circular of even number dated 4th May, 2018 on the subject cited above. The post of Director (BS-19) in the Directorate General of Hajj, Jeddah, Saudi Arabia is required to be filled in by a suitable officer through a process of selection as per prescribed policy. In this regard, Job Description of the post is as under:-

- i) To assist the Director General in preparation and execution of the Hajj plan.
- ii) To look after the welfare of pilgrims during their stay in Saudi Arabia.
- iii) To deal with cases relating to reception and farewell of the pilgrims at Makkah and Medina.
- iv) To act as Principal Staff Officer and Deputy to the Director General in the field office.
- v) To dispose of administrative and financial matters delegated by the Director General.
- vi) To dispose of complaints lodged by the pilgrims.
- vii) To supervise the subordinate offices located at Jeddah and Madinah.
- viii) To keep liaison with the Pakistan Embassy and Saudi field agencies in connection with Hajj matters.
- ix) To supervise the infrastructural arrangements for the Medical Mission and other agencies deputed for welfare work by the Government of Pakistan.
- x) Any protocol duty.
- xi) Or any other assignment given by Director General from time to time.

2. Eligibility criteria (Qualifications and experience etc.) are as under:-

- i) Regular officer of the Federal / Provincial Government in BS-19.
- ii) The officer must be in the same grade as the post to be filled. Officer from higher or lower grades will not be considered.
- iii) At least graduate, below 56 years of age on the date of closing of the application.
- iv) The officer has an overall good record of service particularly during the last five years of the service.
- v) The officer must have Managerial and Administrative experience and skills.
- vi) Ability to speak, write and understand modern Arabic Language.
- vii) The officer must possess IT Skills, especially in MS Office.
- viii) The officer must have excellent interpersonal skills.

(Contd.....P/2)


Handwritten notes and stamps on the left margin:
Dy. No. 6998
Dated. 07-11-2018
Dy. No. DS (HR)
Dated. 08/11/18
Dy. No. AFS (CF/HRM)
Dated. 07/11/2018
Dy. No. 7328
Dated. 06-11-2018
F.S. Office
Re-circulate
SO (HR-I)

Handwritten notes and stamps on the right margin:
Dy. No. 2267
Dated. 08-11-2018
SO (HR-I) 20

3. The following officers would be ineligible:
- Officer in promotion zone within next 2 years.
 - Officer likely to retire during the next 4 years.
 - Officer, who has been posted abroad in the last 3 years.
4. The Ministries / Divisions are required to forward nomination of suitable candidates fulfilling the requisite criteria and also to furnish following documents in duplicate:-
- Bio-data-cum-CV with photographs
 - Service Statement
 - PERs grading for the last five years
 - All eligible officers applying for the said post are required to fill-in the prescribed proforma attached with the circular.
 - In addition to the above documents, following certificates duly signed by parent department are required;
 - The officer is not in Promotion zone (in next 2 years)
 - The officer is not retiring (in next 4 years)
 - The officer is not posted abroad in last 3 years
 - No Disciplinary / Criminal Proceedings in any court
 - The officer is not beneficiary of NRO/NAB
5. Closing date for receipt of applications is 10th November, 2018. Incomplete applications and those received after the closing date will not be entertained.
6. Only short listed officers after written test will be called for interview. No TA/DA will be given for test / interview.

Note:

- No need to send nominations of those who have already applied for the said post.
- Incomplete nominations will not be entertained.
- Nominations will not be entertained after due date.
- Nominations will not be entertained without proper channel.



(Jamshaid Ullah Khan)
Section Officer (FA)
051-9207507

Distribution:

- All Ministries / Divisions
- The Auditor General of Pakistan.
- The Chief Secretary, Government of Punjab, Lahore
- The Chief Secretary, Government of Sindh, Karachi
- The Chief Secretary, Government of KPK, Peshawar
- The Chief Secretary, Government of Balochistan, Quetta
- The Chief Secretary, Government of Gilgit Baltistan
- The Chief Secretary, Government of Azad Jammu & Kashmir

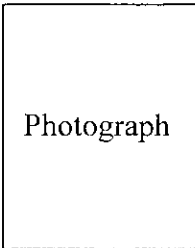
Copy to:

- P.S to Secretary (RA&IH),
- SPS to Additional Secretary (RA&IH)


(Jamshaid Ullah Khan)
Section Officer (FA)

PRESCRIBED PROFORMA

Name of the officer _____
Designation: _____
Presently Working in: _____
Parent Department: _____
Scale / Grade: _____
Date of Birth: _____
Qualification: _____
Mobile No: _____ Office: _____ Res: _____
Email Address: _____
Postal Address (Office): _____
Postal Address (Residence): _____



<u>Service History</u>				
Sr. No	Department	Designation	Period	
			From	To
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				

***a separate sheet may be used to complete Service History**

(Contd.....P/2)

Ability in the following languages:

English	Writing				Reading				Speaking			
	A	B	C	D	A	B	C	D	A	B	C	D

Urdu	Writing				Reading				Speaking			
	A	B	C	D	A	B	C	D	A	B	C	D

Arabic	Writing				Reading				Speaking			
	A	B	C	D	A	B	C	D	A	B	C	D

A= Excellent

B= Good

C= Average

D= Don't Know

Applicant Signature
