No.F.8(5)HR-I/2019-3263 Government of Pakistan Finance Division (HRM Wing)

Islamabad, the 12th December, 2019

# **CIRCULAR**

Subject:

NOMINATIONS FOR SELECTION AGAINST THE POST OF DEPUTY DIRECTOR (HAII) (BPS-18). MADINAH MUNAWWARAH. DIRECTORATE GENERAL OF HAII. IEDDAH. SAUDI ARABIA.

Please find enclosed herewith a copy of Ministry of Religious Affairs and Interfaith Harmony Circular No. 1(5)/2016-FA, dated\_04<sup>th</sup> December, 2019 which is self-explanatory on the above subject.

2. All BS-18 Officers of Finance Division, who fulfill the eligibility criteria in all respects may send their nominations/applications as per requisite criteria to HR-I Section latest by 17<sup>th</sup> December, 2019 before closing of Office hours for onward submission to Ministry of Religious Affairs and Interfaith Harmony.

(Dr. Umar Jawaid) Section Officer (NR-I)

## All BS-18 Officers of Finance Division

Copy to the Webmaster, Finance Division for uploading on the website.

## **GOVERNMENT OF PAKISTAN** MINISTRY OF RELIGIOUS AFFAIRS AND INTERFAITH HARMONY

No. 1(5)/2016-FA

Islamabad, the 4th December, 2019

### CIRCULAR

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Subject:

NOMINATIONS FOR SELECTION AGAINST THE POST OF DEPUTY DIRECTOR (HAJJ) (BS-18), MADINAH MUNAWWARAH, DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA.

The post of Deputy Director (Hajj) (BS-18), Madinah Munawwarah, 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:-

- To assist in formulation and execution of the Hajj operation plan.
- To look-after the welfare of the pilgrims during their stay in Saudi Arabia.
- To deal with cases relating to reception and farewell of the pilgrims at Madinah Munawwarah.
- To dispose of complaints lodged by the pilgrims.
- To recover properties lost and deposited with the Bait-ul-Mal.
- To deal with death / injury cases of the pilgrims.
- To disburse financial help to destitute pilgrims.
- To keep liaison with the Saudi authorities.
- To assist in the arrangements undertaken by the Pakistan Embassy staff for the Head of the State / VIPs.
- To deal with administrative matters of the Madinah Office.
- To assist in hiring of accommodation for pilgrims and maintaining accounts
- To maintain accounts of Pakistan House, Madinah Munawwarah.
- 2. Eligibility criteria (Qualifications and experience etc.) are as under:-
  - Regular officer of the Federal / Provincial Government in BS-18
  - The officer must be in the same grade as the post to be filled.
  - Officers in higher or lower grades will not be considered.
  - The officer must be at least a graduate and below 56 years of age on the closing date of application.
  - The officer must have experience of crowd handling, mega event management and crisis management.
  - The officers must have experienced of multitasking and interacting and working as team with multiple Government departments like municipal authorities, police, district administration etc.
  - Ability to speak, write and understand modern Arabic language.
  - The officer must possess IT Skills especially in MS Office.
  - The officer must have excellent interpersonal skills.

..AFS (CF/HRIM) Dated:..

- 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 / Provincial Departments are required to forward nomination of suitable candidates fulfilling the requisite criteria and also to furnish following documents:
  - ➢ 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;
    - a) The officer is not in Promotion zone (in next 2 years)
    - b) The officer is not retiring (in next 4 years)
    - c) The officer is not posted abroad during the last 3 years
    - d) No Disciplinary / Criminal Proceedings in any court
    - e) The officer is not beneficiary of NRO / NAB
- 5. Closing date for receipt of applications is <u>20<sup>th</sup> December</u>, <u>2019</u>. 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:

- i) Incomplete nominations will not be entertained.
- ii) Nominations will not be entertained after due date.
- iii) Nominations will not be entertained without proper channel.
- iv) Proforma duly filled-in by the nominee must be sent alongwith nomination.

(M. Sajjad Haider) Section Officer (HA) 051-9207507

#### Distribution:

- 1) All Ministries / Divisions
- 2) The Auditor General of Pakistan, Islamabad.
- 3) The Chief Sccretary, Government of Punjab, Lahore
- 4) The Chief Secretary, Government of Sindh, Karachi
- 5) The Chief Secretary, Government of KPK, Peshawar
- 6) The Chief Secretary, Government of Balochistan, Quetta
- 7) The Chief Secretary, Government of Gilgit Baltistan
- 8) The Chief Secretary, Government of Azad Jammu & Kashmir

#### Copy for information to:

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

(M. Sajjad Haider) . Section Officer (HA)

|                          | PRESCRIBED PROFORMA           |   | •          |
|--------------------------|-------------------------------|---|------------|
| Name of the officer      | ight production of the second |   |            |
| Designation & BPS:       | ·                             |   |            |
| Presently Working in:    |                               |   | Photograph |
| Parent Department:       |                               | • |            |
| Scrvice Group:           |                               |   |            |
| Date of Birth:           |                               |   |            |
| Qualification:           |                               |   |            |
| Mobile No:               | Office:Res:                   |   |            |
| Email Address:           |                               |   |            |
| Postal Address (Office): |                               |   |            |

| Service History |            |             |                 |               |  |  |  |  |  |
|-----------------|------------|-------------|-----------------|---------------|--|--|--|--|--|
| Sr. No          | Department | Designatión | Period          |               |  |  |  |  |  |
|                 |            | Designation | From            | To            |  |  |  |  |  |
| 1.              |            |             | 1               |               |  |  |  |  |  |
| 2.              |            |             |                 |               |  |  |  |  |  |
| 3.              |            |             |                 |               |  |  |  |  |  |
| 1.              | •          |             |                 |               |  |  |  |  |  |
| 5.              |            |             |                 |               |  |  |  |  |  |
| 6.              |            |             |                 |               |  |  |  |  |  |
| 7.              |            |             | 1               |               |  |  |  |  |  |
| 8.              |            |             |                 |               |  |  |  |  |  |
| 9.              |            |             | 1               |               |  |  |  |  |  |
| 10.             |            |             |                 |               |  |  |  |  |  |
| 11.             |            |             |                 | - <del></del> |  |  |  |  |  |
| 12.             |            |             |                 |               |  |  |  |  |  |
| 13.             |            |             | †·              |               |  |  |  |  |  |
| 14.             |            |             | -               | <b></b>       |  |  |  |  |  |
| 15.             |            |             |                 |               |  |  |  |  |  |
| 16.             |            |             |                 | ··            |  |  |  |  |  |
| 17.             |            |             | <del> </del>  - |               |  |  |  |  |  |

<sup>\*</sup>a separate sheet can be used to complete Service History

Postal Address (Residence):

### Ability in the following languages:

|         | Writing |                |   | Reading |   |   |          | Speaking |   |   |   |   |
|---------|---------|----------------|---|---------|---|---|----------|----------|---|---|---|---|
| English | Λ       | B <sub>.</sub> | C | D       | Α | В | .C       | ט        | Α | В | C | D |
|         |         |                |   |         |   |   |          |          |   |   |   |   |
|         | Writing |                |   | Reading |   |   | Speaking |          |   |   |   |   |
| Urdu    | Α       | В              | C | D       | Α | В | C        | D        | Α | В | C | D |
|         | , ,     |                |   |         |   |   |          |          |   |   |   |   |
|         | Writing |                |   | Reading |   |   | Speaking |          |   |   |   |   |
| Arabic  | Α       | В              | U | D       | Α | В | C        | D        | Α | B | С | D |
|         |         |                |   |         |   |   |          |          |   |   |   | : |

Λ= Excellent

B≕ Good

C= Average

D= Don't Know

Applicant Signature