

Government of Pakistan
FINANCE DIVISION
HRM Wing
(Quality Assurance – I Section)

C I R C U L A R

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

The post of Director (BS-19) Madinah Munawwarah 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 assist in hiring of accommodation, catering and other services for pilgrims and maintaining accounts thereof.
 - iii) To assist in establishment and operationalization of Hajj Mission Hospital and dispensaries in collaboration with Director (Hajj Medical Mission).
 - iv) To keep liaison with the Saudi Hajj Authorities including Secretary (Hajj), Madinah Munawwarah, Adillah Madinah, Maktab Pakistan, Madinah Airport Authorities etc.
 - v) To look after the welfare of pilgrims during their stay in Madiah Munawwarah.
 - vi) Formal reception and farewell of the pilgrims at Madinah starting with the first Hajj flight and ending with the last Hajj flight.
 - vii) To attend to the complaints lodged by the pilgrims in coordination with Moavineen-e-Hujjaj.
 - viii) To recover properties lost and deposited.
 - ix) To deal with death / injury cases of the pilgrims.
 - x) To deal with all administrative matters of the Hajj Office Madinah Munawwarah.
 - xi) To supervise all the activities including Cash Handling and maintenance of account of Pakistan House Madinah Munawwarah.
 - xii) Responsible for the maintenance and up-keep of Pakistan House Madinah Munawwarah.
 - xiii) Any protocol duty.
 - xiv) Or any other assignment given by Director General.
 - xv) To dispose off administrative and financial matters delegated by the Director General.
 - xvi) To supervise the infrastructural arrangements for the Medical Mission and other agencies deputed for welfare work by the Government of Pakistan.
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 is to be filled-in Officer from higher or lower grades will not be considered.

- iii) The officer should have capability to carry out all above functions as mentioned at para-1 above.
- iv) At least graduate, below 56 years of age on the date of closing of applications.
- v) The officer has an overall good record of service particularly during the last five years of the service.
- vi) Proven experience of multitasking and interacting and working as team with multiple Government departments.
- vii) The officer must have Managerial and Administrative experience and skills.
- viii) Ability to speak, write and understand modern Arabic Language.
- ix) The officer must possess IT Skills, especially in MS Office.
- x) The officer must have excellent interpersonal skills.

3. The following officers would be ineligible:

- i) Officer in promotion zone within next 2 years.
- ii) Officer likely to retire during the next 4 years.
- iii) Officer, who has been posted abroad during the last 3 years.

4. The Ministries / Divisions / Departments are required to forward nomination of suitable candidates fulfilling the requisite criteria alongwith following documents:-

- i) Bio-data-cum-CV with photographs.
- ii) Service Statement.
- iii) PERs grading for the last five years.
- iv) All eligible officers applying for the said post are required to fill in the prescribed proforma attached with the circular.
- v) 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 year).
 - (b) The officer is not retiring (in next 4 years).
 - (c) The officer is not posted abroad in last 3 years.
 - (d) No Disciplinary / Criminal Proceedings in any court.
 - (e) The officer is not beneficiary of NRO/NAB.

5. All Interested Officers of Finance Division, who have relevant experience and fulfill eligibility criteria may submit their nomination duly approved by the AFS/Head of the wing to QA-I Section by **25, June, 2021**.



(Sania Akram Khan)
Section Officer (QA-I)
Ph: 9208523

All Officers, (BPS-19 & above) Finance Division, Islamabad

Finance Division's U.O.No.2 (12)/QA-I/2014

dated: 17-06-2021

Copy to:-

Webmaster, EA Wing with the request to upload the circular on Finance Division's website.

PRESCRIBED PROFORMA

Name of officer

Designation & BPS:

Presently Working in:

Parent Department:

Service Group:

Date of Birth:

CNIC No.

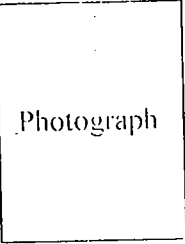
Qualification:

Mobile No:

Office:

Email Address:

Postal Address:



Service History

Sr. No	Department	Designation	Period	
			From	To
1.				
2.				
3.				
4.				
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8.				
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17.				

*a separate sheet can 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													
Arabic													

A= Excellent

B= Good

C= Average

D= Don't Know

Applicant Signature