

**Immediate**

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


Islamabad, the 9<sup>th</sup> November, 2018

**CIRCULAR**

SUBJECT: **NOMINATIONS FOR SELECTION AGAINST THE POST OF DIRECTOR GENERAL HAJJ (BS-20), JEDDAH, SAUDI ARABIA.**

Please find enclosed here with copies of Ministry of Religious Affairs Circular No. 9(4)2013-FA, dated 1<sup>st</sup> 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-20 Officers of Finance Division including FAs Organization.**
2. **Web Master Finance Division with the request to up-load on Finance Division website.**

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



No. 9(4)/2013-FA

Islamabad, the 1<sup>st</sup> November, 2018

**CIRCULAR**

Subject: **NOMINATIONS FOR SELECTION AGAINST THE POST OF DIRECTOR GENERAL HAJJ (BS-20), JEDDAH, SAUDI ARABIA.**

In continuation of this Ministry's Circular of even number dated 4<sup>th</sup> May, 2018 on the subject cited above. The post of Director General 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 organize and formulate a proper plan of action of Hajj.
- ii) To organize welfare arrangements for pilgrims and to assist the Government in the formulation of Hajj Policy consistent with the objectives of maximizing welfare arrangements keeping in-view the Saudi requirements.
- iii) To organize and direct movements of Hajjis and logistical support for their movement.
- iv) To maintain liaison with the Saudi Hajj authorities for providing proper feed back to the Government of Pakistan in Hajj affairs and to assist the Pakistani pilgrims in solving their problems.
- v) To make arrangements for Umrah in accordance with the policy of the Government.
- vi) All financial and administrative matters pertaining to the Directorate General (Hajj), in the light of the charter of duties and delegation of powers.

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

- i) Regular officer of the Federal / Provincial Government in BS-20.
- 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.

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2-2-68  
Dy. No. SO(HR-I)/20  
Dated. 08-11-18

Dy. No. 698...AFS (CF/HRM)  
Dated...7/11/2018  
Dy. No. 572...DS (HR)  
Dated...28/11/18

F.S Office  
Dy. No. 7328  
Dated...6/11/18

SO(HR-I)  
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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 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:-


- i) Bio-data-cum-CV with photographs
- ii) Service Statement
- iii) PERs grading for the last five years
- iii) All eligible officers applying for the said post are required to fill-in the prescribed proforma attached with the circular.
- iv) 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 in 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 **10<sup>th</sup> November, 2018**. Incomplete applications and those received after the closing date will not be entertained.

6. Only short listed candidates will be called for interview. No TA/DA will be given for the purpose.

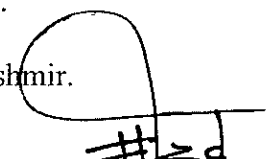
**Note:**

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

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

**Distribution:**

- i. All Ministries / Divisions.
- ii. The Auditor General of Pakistan.
- iii. The Chief Secretary, Government of Punjab, Lahore.
- iv. The Chief Secretary, Government of Sindh, Karachi.
- v. The Chief Secretary, Government of KPK, Peshawar.
- vi. The Chief Secretary, Government of Balochistan, Quetta.
- vii. The Chief Secretary, Government of Gilgit Baltistan.
- viii. The Chief Secretary, Government of Azad Jammu & Kashmir.

  
(Jamshaid Ullah Khan)  
Section Officer (FA)

**Copy to:**

1. P.S to Secretary (RA&IH)
2. S.P.S to Secretary (RA&IH),

**PRESCRIBED PROFORMA**

Name of the officer \_\_\_\_\_

Designation: \_\_\_\_\_

Presently Working in: \_\_\_\_\_

Parent Department: \_\_\_\_\_

Scale / Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

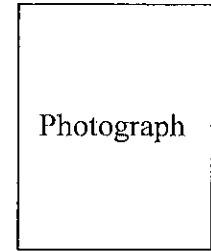
Qualification: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Office: \_\_\_\_\_ Res: \_\_\_\_\_

Email Address: \_\_\_\_\_

Postal Address (Office): \_\_\_\_\_

Postal Address (Residence): \_\_\_\_\_



<b><u>Service History</u></b>				
<b>Sr. No</b>	<b>Department</b>	<b>Designation</b>	<b>Period</b>	
			<b>From</b>	<b>To</b>
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

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