

MOST IMMEDIATE

No.F.8(5)HR-I/2019-3263

Government of Pakistan

Finance Division

(HRM Wing)

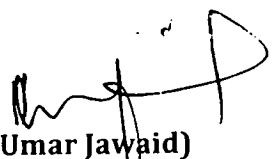
Islamabad, the 12th December, 2019

CIRCULAR

Subject: **NOMINATIONS FOR SELECTION AGAINST THE POST OF DEPUTY DIRECTOR (HAJI) (BPS-18), MADINAH MUNAWWARAH, DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA.**

Please find enclosed herewith a copy of Ministry of Religious Affairs and Interfaith Harmony Circular No. 1(5)/2016-FA, dated 04th 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 **17th December, 2019** before closing of Office hours for onward submission to Ministry of Religious Affairs and Interfaith Harmony.


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

All BS-18 Officers of Finance Division

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

-: 2 :-

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 **20th December, 2019**. 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 Secretary, 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 _____

Designation & BPS: _____

Presently Working in: _____

Parent Department: _____

Service Group: _____

Date of Birth: _____

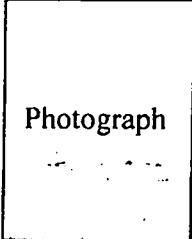
Qualification: _____

Mobile No: _____ Office: _____ Res: _____

Email Address: _____

Postal Address (Office): _____

Postal Address (Residence): _____



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

*a separate sheet can be used to complete Service History

-: 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
