

MOST IMMEDIATE

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


Islamabad, the 11th April, 2022

CIRCULAR

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

Please find enclosed herewith a copy of Ministry of Religious Affairs and Interfaith Harmony' Circular F.No. 1(7)/2016-FA, dated 1st April, 2022 which is self explanatory on the above subject.

2. All **BS-19 Officers** of Finance Division, who fulfill the eligibility criteria in all respect may send their nominations/applications on prescribed proforma/format alongwith requisite documents to **HR-I Section latest by 18th April, 2022 before closing of Office hours for onward transmission to the quarter concerned.**


(Aamir Habib Abbasi)
Section Officer (HR-I)

All BS-19 Officers of Finance Division including DS-Exp

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

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

No. 1(7)/2016-FA

Islamabad, the 1st April, 2022

CIRCULAR

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

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 (DG) 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 off administrative matters delegated by the Director General in the light of service rules, charter of duties and delegation of powers.
- vi) To dispose off financial matters delegated by the Director General in the light of General Financial Rules (GFR) and Financial management for Missions Abroad (FMMA).
- vii) To assist the DG in maintenance and reconciliation of the accounts of the Directorate General.
- viii) To dispose off complaints lodged by the pilgrims.
- ix) To supervise the subordinate offices located at Jeddah and Madinah.
- x) To keep liaison with the Pakistan Embassy and Saudi field agencies in connection with Hajj matters.
- xi) To supervise the infrastructural arrangements for the Medical Mission and other agencies deputed for welfare work by the Government of Pakistan.
- xii) Any protocol duty.
- xiii) Or any other assignment given by Director General from time to time.

2. Eligibility criteria (Qualification and experience etc.) is as under:

- i) Regular officer of the Federal / Provincial Government in BS-19 on regular basis (not on acting charge or current charge basis).
- 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) The officer must possess IT Skills, especially in MS Office.
- vii) The officer must have excellent interpersonal skills.

60/ Dy. No. 736 DS (HR) Dated: 4/4/22

Handwritten signature and initials

Handwritten initials APS (HR)

Handwritten initials S/4

Handwritten initials J(42)

F.S Office Dy. No. 5385 Dated: 4/4/22

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Handwritten signature and date 5/4/22

Dy. No. 1164 (HRM)/20 Dated: 5/4/2022

Dy. No. 309 (HRM) Dated: 6-04-2022

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.
- iv) Officer who is not in BPS-19 on regular basis.
- v) Officer who is above 56 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) A copy of CNIC
- ii) Bio-data-cum-CV with 03 photographs
- iii) Service Statement (to be provided by service regulator/parent department)
- iv) PERs grading for the last five years (to be provided by service regulator/parent department)
- v) All eligible officers applying for the said post are required to fill-in the prescribed proforma attached with the circular.
- vi) In addition to the above documents, following certificates duly signed by service regulator/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
 - f) The officer is in BPS-19 on regular basis
 - g) The officer will be relieved if selected (by service regulator/parent department)
 - h) The officer will be relieved if selected (by the department where he is presently posted)

5. Closing date for receipt of applications is **20th April, 2022**. Incomplete applications and those received after the closing date will not be entertained. The applicants are required to route their nominations/applications through their service regulator/parent department; however, advance copy of the application shall be submitted directly to this Ministry both in hard and soft (at email address: soha@mora.gov.pk) and shall be delivered by the closing date otherwise the nomination will not be entertained. The applicants are also responsible for making sure that their regulator/parent department has submitted the documents by the due date.

6. Only short-listed candidates will be called for written test. No TA/DA will be granted for this purpose.

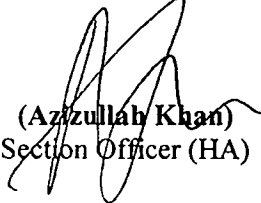
Note:

- 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.

(Azizullah Khan)
Section Officer (HA)
051-9207507

Distribution:

- i. All Ministries / Divisions (By Fax / Special Messenger).
- 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.
- ix. The Controller General of Accounts, Pakistan.
- x. The Federal Board of Revenue, Pakistan.


(Azizullah Khan)
Section Officer (HA)

Copy to:

- a) P.S to Secretary (RA&IH)
- b) S.P.S to Additional Secretary (RA&IH)
- c) P.S to Joint Secretary (Hajj)
- d) P.S to Deputy Secretary (HO)

PRESCRIBED PROFORMA

Name of the officer _____

Father/Husband name _____

CNIC NO. _____

Date of Birth: _____

Designation: _____

BPS (on regular basis) _____

Name of the Service /Group _____

Presently Working in: _____

Parent Department: _____

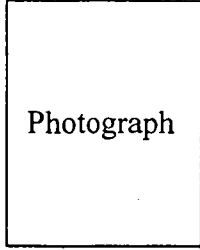
Qualification: _____

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.				

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

Applicant Signature

11-5
9

No.F.5(763)HR-I/2020-
Government of Pakistan
FINANCE DIVISION
(HRM Wing)

Islamabad, the 12th April, 2022

OFFICE ORDER NO. 64/2022

Mr. Shahab Uddin, SO (CF-II) is assigned additional charge of the post of SO (CF-IV) w.e.f 02-03-2022 for a period of three months or till posting of a regular officer, whichever is earlier.

2. This issues with the approval of AFS (HRM).



(Aamir Habib Abbasi)
Section Officer (HRM)

Distribution:

1. PS to AFS (HRM)/PS to AFS (CF)
2. JS(HRM)/JS(CF-II)
3. DS(HR)/ DS(CF-II)
4. Officers concerned.
5. DDO, Finance Division.
6. SO(HR-IV)/Services/B&A/Documentation/Confidential/ Library/R&I.
7. The Web Master, Finance Division, Islamabad.
8. Office Order file/Personal file.

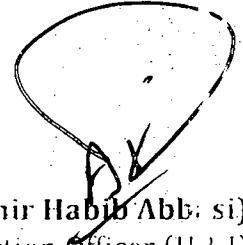
No.F.5(732)HR-1/2016-
Government of Pakistan
FINANCE DIVISION
(HRM Wing)

Islamabad, the 12th April, 2022

OFFICE ORDER NO. 63/2022

Mr. Muhammad Anwar Javaid, SO (Reg-IV) is assigned additional charge of the post of SO (B&A) with immediate effect for a period of three months or till posting of a regular officer, whichever is earlier.

2. This issues with the approval of AFS (HRM).



(Amir Habib Abbasi)
Section Officer (HR-1)

Distribution:

1. PS to AFS (HRM)/AFS (Reg).
2. JS (HRM)/JS (Reg).
3. DS (HR)/DS (B&A).
4. Officer concerned.
5. DDO, Finance Division.
6. SO (Services)/B&A/Confidential/ Web Master.
7. Office Order/Personal file.