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GOVERNMENT OF PAKISTAN  
FINANCE DIVISION  
HRM WING  
(HR-II SECTION)

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No.F.6-15/88-HR-II

Islamabad, the 29<sup>th</sup> December, 2017.

**CIRCULAR**

**Subject: SELECTION OF SEASONAL HAJJ DUTY STAFF FOR HAJJ-2018.**

Ministry of Religious Affairs and Interfaith Harmony, Islamabad has invited nomination of (02) two candidates (one officer and one official) for Seasonal Hajj Duty-2018 amongst the employees in BS 07-17, of this Division, who meet the following criteria: -

- i. Should be an employee of BS-07 to BS-17.
- ii. Should be mentally and physically fit in all respects to stand the rigors of duty for long duration of Hajj season in Saudi Arabia.
- iii. Knowledge of Arabic as well as regional languages will be considered as an additional ability of the candidate.
- iv. Should be not less than 25 years and more than 50 years age.
- v. Minimum matriculation and medically fit for the job.

2. All the interested candidates in BS 07-17 fulfilling the above conditions are requested to forward their consent on the prescribed proforma (overleaf) (recommended by officer Incharge) **to the respective Sections of HR Wing, by Monday the 01<sup>st</sup> January, 2018** till 03:00 p.m. positively. Names of the employees received thereafter will not be included in the ballot.

3. The Hajj balloting is scheduled to be held under the supervision of Joint Secretary (HRM) on **Tuesday 02<sup>nd</sup> January, 2018 at 01:00 p.m.** in his Office i.e. Room No. 217, 2<sup>nd</sup> Floor, Q-Block.

(Abdul Jabbar)  
Section Officer (HR-II)  
Ph: 9208287

**All concerned in Finance Division.**

**Copy forwarded for information:-**

- Section Officers (HR-I/III/IV) **for furnishing the nomination of only those candidates who fulfill the criteria** by 01.01.2018 before 04:00 p.m. positively.
- ✓ • Web Master, Finance Division, Islamabad, for uploading on official web site of Finance Division i.e www.finance.gov.pk.

  
Section Officer (HR-II)

**PROFORMA FOR SELECTION OF SEASONAL HAJJ DUTY STAFF FOR HAJJ-2018**

Name	
Father's Name	
Designation	
BPS	
Date of Birth	
Date of Appointment	
Status of Service	
Qualification	
Place of Posting	
CNIC No.	
Passport No. and Validity Date	
Age as on 29.12.2017	
Length of Service	
Office Phone No.	
Cell No.	
Signature	
Recommendations of the Immediate Officer	