



GOVERNMENT OF PAKISTAN MINISTRY OF RELIGIOUS AFFAIRS AND INTERFAITH HARMONY

First Floor Kohsar Block Pak Secretariat, Islamabad

(DIRECTORATES OF HAJJ)

SITUATIONS VACANT

Applications are invited for various vacancies for recruitment / appointment in the Directorates of Hajj in Pakistan under administrative control of Ministry of Religious Affairs & Interfaith Harmony, Islamabad on temporary basis as per given details:-

Sr. #	Name of Post	BPS	No. of posts	Educational Qualification & Experience	Provincial / Regional Quota	Present Place of posting	Age Limit	
							Min	Max
1.	Assistant	15	02	<ul style="list-style-type: none"> Graduate. 06 weeks' Basic IT Training Course (including MS Office conducted by NITB) is mandatory for initial appointment after selection and during probation period. 	01 = Merit 01 = KPK	02-Lahore or anywhere in Pakistan	18 Years	28 Years
2.	Stenotypist	14	04	<ul style="list-style-type: none"> Intermediate. Minimum speed of 80/40 w.p.m in shorthand/typing respectively Must be computer literate 	02 = Merit 01 = Punjab (women) 01 = AJK	02-Islamabad 01-Quetta 01-Multan or anywhere in Pakistan	18 Years	25 Years
3.	UDC	11	03	<ul style="list-style-type: none"> Intermediate. 03 weeks' Basic IT Training Course (including MS Office conducted by NITB) is mandatory for initial appointment after selection and during probation period. 	01 = Merit 01 = Punjab 01 = KPK	02-Karachi 01-Multan or anywhere in Pakistan	18 Years	25 Years
4.	LDC	09	01	<ul style="list-style-type: none"> Matric Minimum typing speed of 30 w.p.m 03 weeks Basic IT Training Course (including MS Office conducted by NITB) is mandatory for initial appointment after selection and during probation period. 	01 = Merit	01-Lahore or anywhere in Pakistan	18 Years	25 Years

GENERAL INFORMATION/INSTRUCTIONS

- The recruitment shall be made in accordance with the recruitment Policy conveyed by Establishment Division vide O.Ms No. 53/1/2008-SP dated 22-10-2014 and dated 06-05-2020 as amended from time to time.
- Only shortlisted candidates shall be called for Test / Interview.
- Applicants already in Government service must have NOC at the time of interview (in case he / she qualifies the test) otherwise they have no right to claim.
- An applicant can apply for more than one post, separately.
- Candidates shall be entitled for relaxation of five years in upper age limit as per rules. Any other relaxation in upper age limit will be given as admissible under the rules.
- The candidates shall provide original documents alongwith set of attested copies of the degrees / Certificates by HEC / recognized Board / Institute, domicile and any other documents at the time of Test / Interview.
- The information given by the applicants will be got verified by the provincial governments. In case of any false or forged information / documents submitted by the candidates, the Ministry of Religious Affairs & Interfaith Harmony reserves the right to cancel candidature of the particular candidate even after employment. Legal action will also be taken against the candidate.
- The Ministry of Religious Affairs & Interfaith Harmony reserves the right to increase or decrease the number of posts as per requirement against any post without assigning any reason.
- Selected candidates can be posted in any Directorate of Hajj in Pakistan
- Once the test centre has been selected by the candidate, no change will be allowed further.
- Candidates shall apply online by visiting the link: <https://mora.gov.pk> within 15 days from the date of advertisement, those who apply online, they do not need to forward application directly through mail.**
- No TA/DA will be admissible for appearing in test / Interview.

Section Officer (Hajj Admn)
Tele: 051-9207507

APPLICATION FORM

Name of Post: _____

Quota (for which apply): _____

Photo

- Name of Applicant: _____
- Father's Name: _____
- Date of Birth: _____
- Age on closing date: _____
- Domicile: _____
- CNIC No. _____
- Education qualification: _____
- Experience (if any): _____
- Postal Address: _____
- Permanent Address: _____
- Phone No. (Res): _____
- Mobile No. _____
- Email address: _____
- Tick anyone of the test centres:

Islamabad
 Karachi
 Lahore
 Peshawar
 Quetta
 Multan

Applicant Signature