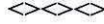


GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
AND INTER-FAITH HARMONY



No. 1(7)/2016-FA

Islamabad, the 7th February, 2017

CIRCULAR

**SUBJECT : NOMINATIONS FOR SELECTION OF THE POST OF DIRECTOR (HAJJ),
MADENA (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 Directorate General of Hajj Jeddah in preparation and execution of the Hajj plan.
- ii) To assist in hiring of accommodation, catering and other services for pilgrims and maintaining accounts thereof.
- iii) To assist in establishment and operationalization of Hajj Mission Hospital and dispensaries in collaboration with Director HMM.
- iv) To keep liaison with the Saudi Hajj authorities including Secretary Hajj Madina, Adillah Madina, Maktab Pakistan, Madina Airport authorities etc.
- v) To look after the welfare of the pilgrims during their stay in Madina.
- vi) Formal reception and farewell of the pilgrims at Madina starting with first flight and ending with the last flight.
- vii) To attend to the complaints lodged by the pilgrims in coordination with Moavineen Hujjaj.
- viii) To recover properties lost and deposited.
- ix) To deal with death/injury cases.
- x) To deal with all administrative matters of the Hajj Office Madina.
- xi) To supervise all the activities including the Cash handling and maintenance of accounts Pakistan House Madina.
- xii) Responsible for the maintenance and up-keep of Pakistan House Medina.
- xiii) Any other assignment given by DG Hajj.

(Contd....P/2)

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

- i) The candidate should have capability to carry out all above functions as mentioned at para-1 above.
- ii) The candidate must be in the same grade as the post to be filled. Officer from higher or lower grades will not be considered.
- iii) The candidate must have overall good record of service particularly during the last five years of the service.
- iv) The candidate must have Managerial and Administrative experience and skills.
- v) Proven experience of multitasking and interacting and working as team with multiple government departments.
- vi) The candidate must possess IT skills, especially in MS Office.
- vii) The candidate must have excellent interpersonal skills.
- viii) Candidates possessing the knowledge of Arabic language will be given preference.

3. The following officers would be ineligible:

- i) Officer in promotion zone within next 2 years.
- ii) Officer likely to retire during 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
- iv) All eligible officers applying for the said post are required to fill-in the prescribed proforma attached with the circular.
- v) 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.

(Contd....P/3)

5. Closing date for receipt of applications is 22.02.2017.
6. Only short listed officers after written test will be called for interview.
No TA/DA will be given for test / interview.

- Note :**
- i) It may be noted that only civil servant are eligible for subject position.
 - ii) No incomplete nominations will be entertained.
 - iii) No nominations will be entertained after due date.
 - iv) No nominations will be entertained without proper channel.



(Muhammad Kashif Bara)
Section Officer (FA)
051-9207507

Distribution:

- 1) All Ministries / Divisions
- 2) The Chief Secretary, Government of Punjab, Lahore
- 3) The Chief Secretary, Government of Sindh, Karachi
- 4) The Chief Secretary, Government of KPK, Peshawar
- 5) The Chief Secretary, Government of Balochistan, Quetta
- 6) The Chief Secretary, Government of Gilgit Baltistan
- 7) The Chief Secretary, Government of Azad Jammu & Kashmir

Copy to P.S to Secretary (RA&IH), Islamabad.

PRESCRIBED PROFORMA

Name of the officer _____

Designation: _____

Presently Working in: _____

Parent Department: _____

Scale / Grade: _____

Date of Birth: _____

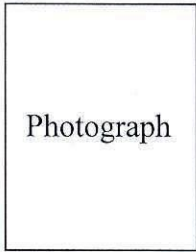
Qualification: _____

Mobile No: _____ Office: _____ Res: _____

Email Address: _____

Postal Address (Office): _____

Postal Address (Residence): _____



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

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
