

GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
AND INTERFAITH HARMONY



No. 1(5)/2016-FA

Islamabad, the 4th December, 2019

C I R C U L A R

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

The post of Deputy Director (Hajj) (BS-18), Madinah Munawwarah, 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:-

- To assist in formulation and execution of the Hajj operation plan.
- To look-after the welfare of the pilgrims during their stay in Saudi Arabia.
- To deal with cases relating to reception and farewell of the pilgrims at Madinah Munawwarah.
- To dispose of complaints lodged by the pilgrims.
- To recover properties lost and deposited with the Bait-ul-Mal.
- To deal with death / injury cases of the pilgrims.
- To disburse financial help to destitute pilgrims.
- To keep liaison with the Saudi authorities.
- To assist in the arrangements undertaken by the Pakistan Embassy staff for the Head of the State / VIPs.
- To deal with administrative matters of the Madinah Office.
- To assist in hiring of accommodation for pilgrims and maintaining accounts thereof.
- To maintain accounts of Pakistan House, Madinah Munawwarah.

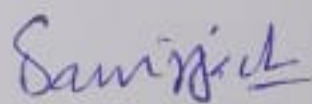
2. Eligibility criteria (Qualifications and experience etc.) are as under:-

- Regular officer of the Federal / Provincial Government in BS-18
- The officer must be in the same grade as the post to be filled.
- Officers in higher or lower grades will not be considered.
- The officer must be at least a graduate and below 56 years of age on the closing date of application.
- The officer must have experience of crowd handling, mega event management and crisis management.
- The officers must have experienced of multitasking and interacting and working as team with multiple Government departments like municipal authorities, police, district administration etc.
- Ability to speak, write and understand modern Arabic language.
- The officer must possess IT Skills especially in MS Office.
- The officer must have excellent interpersonal skills.

Samiullah

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: _____

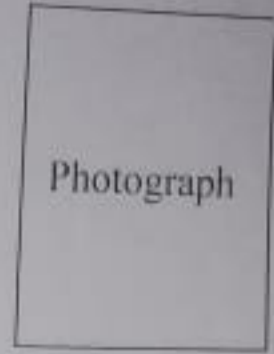
Mobile No: _____

Office: _____ Res: _____

Email Address: _____

Postal Address (Office): _____

Postal Address (Residence): _____



Service History

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 can be used to complete Service History

Ability in the following languages:

-: 2 :-

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
