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MOST IMMEDIATE/URGENT

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



No. I(7)/2016-FA

Islamabad, the 14<sup>th</sup> June, 2021

CIRCULAR

Subject: NOMINATIONS FOR SELECTION AGAINST THE POST OF DIRECTOR (BS-19) MADINAH MUNAWWARAH IN THE DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA.

The post of Director (BS-19) Madinah Munawwarah 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 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 (Hajj Medical Mission)
- iv) To keep liaison with the Saudi Hajj Authorities including Secretary (Hajj), Madinah Munawwarah, Adillah Madinah, Maktab Pakistan, Madinah Airport Authorities etc.
- v) To look after the welfare of pilgrims during their stay in Madinah Munawwarah.
- vi) Formal reception and farewell of the pilgrims at Madinah starting with the first Hajj flight and ending with the last Hajj flight.
- vii) To attend to the complaints lodged by the pilgrims in coordination with Moavineen-e-Hujjaj
- viii) To recover properties lost and deposited
- ix) To deal with death / injury cases of the pilgrims
- x) To deal with all administrative matters of the Hajj Office Madinah Munawwarah
- xi) To supervise all the activities including Cash Handling and maintenance of account of Pakistan House Madinah Munawwarah
- xii) Responsible for the maintenance and up-keep of Pakistan House Madinah Munawwarah
- xiii) Any protocol duty.
- xiv) Or any other assignment given by Director General.
- xv) To dispose off administrative and financial matters delegated by the Director General.
- xvi) To supervise the infrastructural arrangements for the Medical Mission and other agencies deputed for welfare work by the Government of Pakistan.

Contd... P/2

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

- i) Regular officer of the Federal / Provincial Government in BS-19.
- ii) The officer must be in the same grade as the post is to be filled-in. Officer from higher or lower grades will not be considered.
- iii) The officer should have capability to carry out all above functions as mentioned at para-1 above.
- iv) At least graduate, below 56 years of age on the date of closing of applications.
- v) The officer has an overall good record of service particularly during the last five years of the service.
- vi) Proven experience of multitasking and interacting and working as team with multiple Government departments
- vii) The officer must have Managerial and Administrative experience and skills.
- viii) Ability to speak, write and understand modern Arabic Language.
- ix) The officer must possess IT Skills, especially in MS Office.
- x) The officer must have excellent interpersonal skills.

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 during the last 3 years.

4. The Ministries / Divisions / Departments are required to forward nomination of suitable candidates fulfilling the requisite criteria alongwith following documents:-

- 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

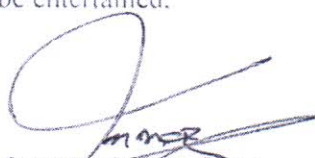


5. Closing date for receipt of applications is 5<sup>th</sup> July, 2021. Incomplete applications and those received after the closing date will not be entertained.

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) Applications without prescribed proforma will not be entertained. proforma should be filled-in in all respects.


  
 (Muhammad Khan Naz)  
 Section Officer (IIA)  
 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:**

- 1. P.S to Secretary (RA&III).
- 2. SPS to Additional Secretary (RA&III)
- 3. APS to Sr. Joint Secretary (Hajj)

  
 (Muhammad Khan Naz)  
 Section Officer (IIA)

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PRESCRIBED PROFORMA

Name of officer \_\_\_\_\_  
Designation & BPS: \_\_\_\_\_  
Presently Working in: \_\_\_\_\_  
Parent Department: \_\_\_\_\_  
Service Group: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
CNIC No. \_\_\_\_\_  
Qualification: \_\_\_\_\_  
Mobile No: \_\_\_\_\_ Office: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Postal Address: \_\_\_\_\_



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:

	Writing				Reading				Speaking				
	A	B	C	D	A	B	C	D	A	B	C	D	
English													
Urdu													
Arabic													

A- Excellent      B- Good      C- Average      D- Don't Know

Applicant Signature