

Government of Pakistan  
Ministry of Religious Affairs and Interfaith Harmony

No. 1(7)/2016-FA

Islamabad, the 1<sup>st</sup> September, 2022

**CIRCULAR**

Subject: **NOMINATIONS FOR SELECTION OF THE POST OF DIRECTOR (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:

- Immediate fl.*
- i) To assist the Director General (DG) in preparation and execution of the Hajj plan.
  - ii) To look after the welfare of pilgrims during their stay in Saudi Arabia.
  - iii) To deal with cases relating to reception and farewell of the pilgrims at Makkah and Medina.
  - iv) To act as Principal Staff Officer and Deputy to the Director General in the field office.
  - v) To dispose of administrative matters delegated by the Director General in the light of service rules, charter of duties and delegation of powers.
  - vi) To dispose of financial matters delegated by the Director General in the light of General Financial Rules (GFR) and Financial management for Missions Abroad (FMMA).
  - vii) To assist the DG in maintenance and reconciliation of the accounts of the Directorate General
  - viii) To dispose of complaints lodged by the pilgrims.
  - ix) To supervise the subordinate offices located at Jeddah and Madinah.
  - x) To keep liaison with the Pakistan Embassy and Saudi field agencies in connection with Hajj matters.
  - xi) To supervise the infrastructural arrangements for the Medical Mission and other agencies deputed for welfare work by the Government of Pakistan.
  - xii) Any protocol duty.
  - xiii) Or any other assignment given by Director General from time to time.

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

- AD (C-1)*
- i) Regular officer of the Federal / Provincial Government in BS-19 on regular basis (not on acting charge or current charge basis).
  - ii) The officer must be in the same grade as the post to be filled. Officer from higher or lower grades will not be considered.
  - iii) At least graduate, below 56 years of age on the date of closing of the application.
  - iv) The officer has an overall good record of service particularly during the last five years of the service.
  - v) The officer must have Managerial and Administrative experience and skills.
  - vi) Ability to speak, write and understand modern Arabic Language.
  - vii) The officer must possess IT Skills, especially in MS Office.
  - viii) The officer must have excellent interpersonal skills.

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 in the last 3 years.
- iv) Officer who is not in BPS-19 on regular basis.
- v) Officer who is above 56 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) A copy of CNIC
- ii) Bio-data-cum-CV with 03 photographs
- iii) Service Statement (to be provided by service regulator/parent department)
- iv) PERs grading for the last five years (to be provided by service regulator/parent department)
- v) All eligible officers applying for the said post are required to fill-in the prescribed proforma attached with the circular.
- vi) In addition to the above documents, following certificates duly signed by service regulator/parent department are required:

A. Mandatory Certificates required for determination of eligibility for the written test:

- a) The officer is not in Promotion zone (in next 2 years)
- b) The officer is in BPS-19 on regular basis
- c) The officer is not retiring (in next 4 years)
- d) The officer is not posted abroad in last 3 years

B. Other certificates required from the Parent Department:


- a) No Disciplinary Inquiry is pending against the officer
- b) The officer will be relieved if selected (by service regulator/parent department)
- c) The officer will be relieved if selected (by the department where he is presently posted)

5. Closing date for receipt of applications is **12<sup>th</sup> September, 2022**. Incomplete applications and those received after the closing date will not be entertained. The applicants are required to route their nominations/applications through their service regulator/parent department; however, advance copy of the application shall be submitted directly to this Ministry both in hard and soft (at email address: soha@mora.gov.pk) and shall be delivered by the closing date otherwise the nomination will not be entertained.

6. The officers who have already applied and completed all requirements are not required to re-apply. The applicants whose documents are not complete must ensure its completion. The applicants are also responsible for making sure that their regulator/parent department has submitted the documents by the due date.

7. Only short-listed candidates will be called for written test. No TA/DA will be granted for this purpose.

- 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.

  
(Azizullah Khan)  
Section Officer (HA)  
051-9207507

**Distribution:**

- i. All Ministries / Divisions (By Fax / Special Messenger).
- ii. The Auditor General of Pakistan.
- iii. The Chief Secretary, Government of Punjab, Lahore.
- iv. The Chief Secretary, Government of Sindh, Karachi.

- v. The Chief Secretary, Government of KPK, Peshawar.
- vi. The Chief Secretary, Government of Balochistan, Quetta.
- vii. The Chief Secretary, Government of Gilgit Baltistan.
- viii. The Chief Secretary, Government of Azad Jammu & Kashmir.
- ix. The Controller General of Accounts, Pakistan.
- x. The Federal Board of Revenue, Pakistan.

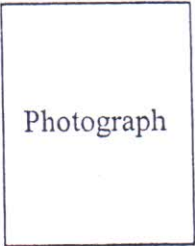
(Azizullah Khan)  
Section Officer (HA)

Copy to:

- a) P.S to Secretary (RA&IH)
- b) S.P.S to Additional Secretary (RA&IH)
- c) P.S to Joint Secretary (Hajj)
- d) P.S to Deputy Secretary (HO)

**PRESCRIBED PROFORMA**

Name of the officer \_\_\_\_\_  
Father/Husband name \_\_\_\_\_  
CNIC NO. \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Designation: \_\_\_\_\_  
BPS (on regular basis) \_\_\_\_\_  
Name of the Service /Group \_\_\_\_\_  
Presently Working in: \_\_\_\_\_  
Parent Department: \_\_\_\_\_  
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.				

**\*a separate sheet may be used to complete Service History**

Applicant Signature

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