

MOST IMMEDIATE

No. 2(17)/2011-Admn-I
Government of Pakistan
Ministry of Commerce


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Islamabad, the 1st March, 2012

C I R C U L A R

A copy of Circular No. 4/5/2012-T-IV, dated 24-02-2012 received from Establishment Division regarding posting as IT Specialist (BPS-17) at the Directorate General of Hajj, Jeddah (Saudi Arabia).

2. The officer in BPS-17 of this Ministry are requested to please provide the required documents for fulfilling the job description as mentioned in sub-para (i-vi) mentioned therein of their nomination duly approved/recommended by the Competent Authority sent to this Section latest by **05-03-2012** for onward submission to the Establishment Division.



(MARIA KAZI)

Section Officer (Admn-I)

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.4/5/2012-T-IV

Islamabad the 24th February, 2012

CIRCULAR

Subject: **POSTING AS IT SPECIALIST (BS-17), AT THE DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA.**

A post of IT Specialist is lying vacant at the Directorate General of Hajj, Jeddah, Saudi Arabia.

2. Suitable nominations are invited for the position in the light of this Division's O.M. No.4/7/81-T-IV dated 28-12-1981 summarized as under:-

- (a) The selectee fulfils the requirements of the post as detailed in the job descriptions.
- (b) The selectee is in the same grade as the post to be filled. Officers from higher or lower grades will not be considered.
- (c) The selectee has an overall good record of service particularly during the last five years of service.
- (d) The selectee is at least a graduate or possesses the technical qualification required for the job.
- (e) Persons within promotion zone within the next 2 years shall not be considered.
- (f) Those likely to retire during the next 4 years shall not be considered.
- (g) An officer shall not be posted abroad more than once. Officer already availed foreign posting are not eligible.

3. Suitable nominations of civil servants as per job description (copy enclosed) may be furnished to this Division with the following documents (*two copies*) latest by 10th March, 2012 along with the following documents:

- (i) Bio-data - cum - CV with latest photographs (4 "1/I" Nos)
- (ii) Release certificates
- (iii) A certified regarding, "No Disciplinary / Criminal Proceedings."
- (iv) PERs grading for the last five years.
- (v) The nominee is not in promotion zone in next two years.
- (vi) The nominee is not retiring in next 04 years.

Note:

- (a) It may be noted that only civil servants are eligible for subject positions.
- (b) No incomplete nomination will be processed.
- (c) No nominations will be entertained after due date.



(Gul Zaman)
Section Officer (T-IV)
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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.

Job descriptions in respect of IT Specialist

- (i) Must be fluent in Arabic language (speaking, reading and writing).
- (ii) Must be aware and updated on all software/hardware programs and the data processing thereon to computerize the data at Jeddah, Makkah Mukarramah and Madinah Munawwarah offices.
- (iii) To develop and maintain the website & an internal email system of the Pakistan Hajj Mission.
- (iv) To upload data received from different agencies & prepare the data required by other agencies on the required format.
- (v) To arrange for the repair/installation etc. of the IT related components at sector offices in Makkah Mukarramah, Madinah Munawwarah and Hajj Terminal, Jeddah.
- (vi) To keep in order all data i.e. relating to administrative, financial and buildings etc. at Jeddah, Makkah Mukarramah and Madinah Munawwarah.
- (vii) Any other duty assigned by the competent authority.



(Syed Rafeo Bashir Shah)
Director (Hajj)