

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



Islamabad, the 25th November, 2013

CIRCULAR

A copy of Circular No.9(4)/2013-FA, dated 19-11-2013 received from the Religious Affairs and Inter-Faith Harmony, Islamabad regarding posting as **Director General Hajj (BS-20) at Jeddah (Saudi Arabia)**.

2. The suitable/eligible officers in BPS-20 possessing the required eligibility criteria (qualification & experience) as mentioned in Para 2 (sub-para (i-iv)) may kindly apply for the subject post. It is therefore requested to please send their nominations along with their detailed Bio-data and ACR grading /ICP Charts duly approved/recommended by their respective officers along with the required documents mentioned therein to this Section latest by 28-11-2013 for onward submission to the concerned Ministry.


(FAHAD RAZA)
Section Officer (Admn-I)

Forwarded to:-

- i. All BS-20 Officers of the Ministry of Commerce & Textile Industry, Commerce Division, Islamabad.
- ii. The System Network Administrator with the request to upload the subject for the post of Director General Hajj (BS-20) at Jeddah (Saudi Arabia) on Ministry's website on priority basis.

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



Islamabad, the 19th November, 2013

CIRCULAR

SUBJECT: NOMINATIONS FOR SELECTION AGAINST THE POST OF DIRECTOR GENERAL HAJJ (BS-20), JEDDAH, SAUDI ARABIA.

The post of Director General 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 organize and formulate a proper plan of action of Hajj.
- ii) To organize welfare arrangements for pilgrims and to assist the Government in the formulation of Hajj Policy consistent with the objectives of maximizing welfare arrangements keeping in view the Saudi requirements.
- iii) To organize and direct movements of Hajjis and logistical support for their movement.
- iv) To maintain liaison with the Saudi Hajj authorities for providing proper feed back to the Government of Pakistan in Hajj affairs and to assist the Pakistani pilgrims in solving their problems.
- v) To make arrangements for Umrah in accordance with the policy of the Government.
- vi) All financial and administrative matters pertaining to the Directorate General Hajj, in the light of the charter of duties and delegation of powers.

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

- i) Regular officer of the Federal / Provincial Government in BS-20.
- ii) At least graduate, below 56 years of age on the date of closing of the application.
- iii) Should not be in the promotion zone within next two years.
- IV) No disciplinary proceedings are pending or being contemplated against the nominee.

(Contd.....P/2)

3. 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) Release Certificate
- iii) No Disciplinary / Criminal Proceedings Certificate
- 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 03 years.
- vii) Certificate to the effect that the officer has not been posted abroad earlier.

4. Closing date for receipt of applications is 30th November, 2013. Incomplete applications and those received after the closing date will not be entertained. The officers who had applied earlier may need apply again.

5. ~~Only short listed candidates will be called for interview. No TA/DA will be given for the purpose.~~


(Zulfiqar Ali Shah)
Section Officer (FA)
051-9207507

Distribution:

- I. All Ministries / Divisions
- 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

Copy to:

1. P.S. to Federal Minister for Religious Affairs and Inter Faith Harmony.
2. Joint Secretary (Admn.), Ministry of Religious Affairs.

JOB DESCRIPTION

1. Job Title: Director General Hajj
2. B.P.S. 20
3. Occupational Group
If any Any occupational group having
Administrative background.
4. Organization Directorate General of Hajj Directorate
5. Job Description
 - a) Principal Duties
 - i) To organize and formulate a proper plan of action of Hajj.
 - ii) To organize welfare arrangements for pilgrims and to assist the Government in the formulation of Hajj Policy consistent with the objectives of maximizing welfare arrangements keeping in view the Saudi requirements.
 - iii) To organize and direct movements of Hajjis and logistical support for their movement.
 - iv) To maintain liaison with the Saudi Hajj authorities for providing proper feed back to the Government of Pakistan in Hajj affairs and to assist the Pakistani pilgrims in solving their problems.
 - iv) To make arrangements for Umrah in accordance with the policy of the Government.
 - v) All financial and administrative matters pertaining to the Directorate General Hajj, in the light of the charter of duties and delegation of powers.
 - b) Unrelated Function
 - vi) Odd jobs to assist the Embassy at the time of arrival of VIPs etc.
 - c) Defined Responsibilities in disposal of cases All sanctions and approvals, financial and administrative pertaining to the Directorate General of Hajj in the lights of charter of duties and delegation of powers.