

MOST IMMEDIATE

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



Islamabad, the 7th February, 2012

C I R C U L A R

A copy of Circular No. 4/1/2012-T-IV, dated 27-01-2012 received from Establishment Division regarding posting as Director (BPS-19) at the Directorate General of Hajj, Jeddah (Saudi Arabia)

2. The officer in BPS-19 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 14-02-2012 for onward submission to the Establishment Division.


(MARIA KAZI)
Section Officer (Admn-I)

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.4/1/2012-T-IV

Islamabad, the 27th January, 2012

CIRCULAR

Subject: **POSTING AS DIRECTOR (BS-19), AT THE DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA.**

A post of Director (BS-19) 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.

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 February 28th 2012 along with the following documents:

- (i) Bio-data - cum - CV with photographs
- (ii) Release certificates
- (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.

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



(Gul Zaman)

Section Officer (T-IV)
Ph: 9203663

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.

Director

35. The Director is responsible for the following:

- (i) To assist the Director General in preparation and execution of the Hajj plan.
- (ii) To look after the welfare of pilgrims during their stay in Saudi Arabia.
- (iii) To act as Principal Staff Officer and Deputy to the Director General in the field office.
- (iv) To dispose of administrative and financial matters delegated by the Director General.
 - (v) To supervise the subordinate offices located at Jeddah, Makkah, and Madinah.
 - (vi) To keep liaison with the Pakistan Embassy and Saudi field agencies in connection with Hajj matters.
 - (vii) To supervise the infrastructural arrangements for the Medical Mission and other agencies deputed for welfare work by the Government of Pakistan.
 - (viii) Any protocol duty