

Government of Pakistan
Ministry of Commerce and Textile
(Commerce Division)

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F. No.5 (1)2019-Admn-I

Islamabad the 10th December, 2019

Subject: **NOMINATIONS FOR SELECTION AGAINST THE POST OF DEPUTY DIRECTOR (HAJJ), MADINAH MUNAWWARAH, DIRECTORATE GENERAL OF HAJJ, SUDIA ARABIA**

A self-explanatory Circular No.1 (5)/2016-FA dated 4th December, 2019, received from Ministry of Religious Affairs And Interfaith Harmony. The post of Deputy Director (Hajj) (BPS-18), Madina Munawwarah, Directorate General of Hajj, Jeddah Saudi Arabia is required to be filled in by suitable officer through a process of selection.

2. Interested Officers of Commerce Division and its attached Organizations/Departments are requested to send their nominations to Admn-I/MoC section with the approval of concerned officer/ Joint Secretary latest by 16-12-2019. Database Administrator is requested to upload the subject circular on the website of Commerce Division.



(Arshad Nawaz)
Deputy Director (MoC)

Database Administrator

DD(MOC)
AAA
6/12

MOST IMMEDIATE
BY TCS

GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
AND INTERFAITH HARMONY



No. 1(5)/2016-FA

Islamabad, the 4th December, 2019

C I R C U L A R

Subject: NOMINATIONS FOR SELECTION AGAINST THE POST OF DEPUTY DIRECTOR (HAJJ) (BS-18), MADINAH MUNAWWARAH, DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA.

The post of Deputy Director (Hajj) (BS-18), Madinah Munawwarah, 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:-

- To assist in formulation and execution of the Hajj operation plan.
- To look-after the welfare of the pilgrims during their stay in Saudi Arabia.
- To deal with cases relating to reception and farewell of the pilgrims at Madinah Munawwarah.
- To dispose of complaints lodged by the pilgrims.
- To recover properties lost and deposited with the Bait-ul-Mal.
- To deal with death / injury cases of the pilgrims.
- To disburse financial help to destitute pilgrims.
- To keep liaison with the Saudi authorities.
- To assist in the arrangements undertaken by the Pakistan Embassy staff for the Head of the State / VIPs.
- To deal with administrative matters of the Madinah Office.
- To assist in hiring of accommodation for pilgrims and maintaining accounts thereof.
- To maintain accounts of Pakistan House, Madinah Munawwarah.

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

- Regular officer of the Federal / Provincial Government in BS-18
- The officer must be in the same grade as the post to be filled.
- Officers in higher or lower grades will not be considered.
- The officer must be at least a graduate and below 56 years of age on the closing date of application.
- The officer must have experience of crowd handling, mega event management and crisis management.
- The officers must have experienced of multitasking and interacting and working as team with multiple Government departments like municipal authorities, police, district administration etc.
- Ability to speak, write and understand modern Arabic language.
- The officer must possess IT Skills especially in MS Office.
- The officer must have excellent interpersonal skills.

For uploading and circulation.

[Signature]
9/12/19

Safdar

Dy. No. 4312
Date: 06-12-19

10465
06-12-19

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6-12-19

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AS-I	
AS-II	
ES-1	
ES-2	
DG	Admin

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3. The following officers would be ineligible:
- Officer in promotion zone within next 2 years.
 - Officer likely to retire during the next 4 years.
 - Officer, who has been posted abroad in the last 3 years.
4. The Ministries / Divisions / Provincial Departments are required to forward nomination of suitable candidates fulfilling the requisite criteria and also to furnish following documents:
- Bio-data-cum-CV with photographs
 - Service Statement
 - PERs grading for the last five years
 - All eligible officers applying for the said post are required to fill-in the prescribed proforma attached with the circular.
 - 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 during the 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 **20th December, 2019**. 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) Proforma duly filled-in by the nominee must be sent alongwith nomination.


(M. Sajjad Haider)
Section Officer (HA)
051-9207507

Distribution:

- 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
- 7) The Chief Secretary, Government of Gilgit Baltistan
- 8) The Chief Secretary, Government of Azad Jammu & Kashmir

Copy for information to:

- 1. P.S to Secretary (RA&IH)
- 2. SPS to Additional Secretary (RA&IH)


(M. Sajjad Haider)
Section Officer (HA)

PRESCRIBED PROFORMA

Name of the officer _____

Designation & BPS: _____

Presently Working in: _____

Parent Department: _____

Service Group: _____

Date of Birth: _____

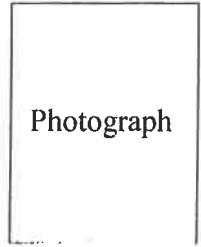
Qualification: _____

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.				
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:

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

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

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

A= Excellent

B= Good

C= Average

D= Don't Know

Applicant Signature
