

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No.4 (5)2020-HR-I

Islamabad, the 21st June, 2021

CIRCULAR

SUBJECT:- NOMINATION FOR SELECTION AGAINST THE POST OF DIRECTOR (BS-19) MADINAH MUNAWWARAH IN THE DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA

Please find enclosed herewith a copy of self explanatory letter No. 1(7)-2016-FA dated 16th June, 2021 received from Ministry of Religious Affairs and Inter-Faith Harmony, Islamabad on the above mention subject for placing on the website of the Ministry of Commerce for information.

2. The interested Officers who fulfill the required criteria may submit their nomination alongwith all required documents before **28-06-2021 to HR-I Section of the Ministry.**

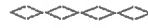
Encl: **As above**



(Muhammad Imtiaz)
Deputy Director (HR-I)

Database Administration
Ministry of Commerce
Islamabad

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



No. I(7)/2016-FA

Islamabad, the 14th June, 2021

CIRCULAR

Subject: NOMINATIONS FOR SELECTION AGAINST THE POST OF DIRECTOR (BS-19) MADINAH MUNAWWARAH IN THE DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA.

The post of Director (BS-19) Madinah Munawwarah 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:-

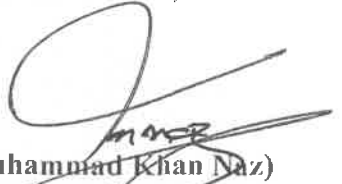
- i) To assist the Director General in preparation and execution of the Hajj plan.
- ii) To assist in hiring of accommodation, catering and other services for pilgrims and maintaining accounts thereof.
- iii) To assist in establishment and operationalization of Hajj Mission Hospital and dispensaries in collaboration with Director (Hajj Medical Mission)
- iv) To keep liaison with the Saudi Hajj Authorities including Secretary (Hajj), Madinah Munawwarah, Adillah Madinah, Maktab Pakistan, Madinah Airport Authorities etc.
- v) To look after the welfare of pilgrims during their stay in Madinah Munawwarah.
- vi) Formal reception and farewell of the pilgrims at Madinah starting with the first Hajj flight and ending with the last Hajj flight.
- vii) To attend to the complaints lodged by the pilgrims in coordination with Moavincen-c-Hujjaj
- viii) To recover properties lost and deposited
- ix) To deal with death / injury cases of the pilgrims
- x) To deal with all administrative matters of the Hajj Office Madinah Munawwarah
- xi) To supervise all the activities including Cash Handling and maintenance of account of Pakistan House Madinah Munawwarah
- xii) Responsible for the maintenance and up-keep of Pakistan House Madinah Munawwarah
- xiii) Any protocol duty.
- xiv) Or any other assignment given by Director General.
- xv) To dispose off administrative and financial matters delegated by the Director General.
- xvi) To supervise the infrastructural arrangements for the Medical Mission and other agencies deputed for welfare work by the Government of Pakistan.

2. Eligibility criteria (Qualifications and experience etc.) are as under:-
- i) Regular officer of the Federal / Provincial Government in BS-19.
 - ii) The officer must be in the same grade as the post is to be filled-in. Officer from higher or lower grades will not be considered.
 - iii) The officer should have capability to carry out all above functions as mentioned at para-1 above.
 - iv) At least graduate, below 56 years of age on the date of closing of applications.
 - v) The officer has an overall good record of service particularly during the last five years of the service.
 - vi) Proven experience of multitasking and interacting and working as team with multiple Government departments
 - vii) The officer must have Managerial and Administrative experience and skills.
 - viii) Ability to speak, write and understand modern Arabic Language.
 - ix) The officer must possess IT Skills, especially in MS Office.
 - x) The officer must have excellent interpersonal skills.
3. 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 during the last 3 years.
4. The Ministries / Divisions / Departments are required to forward nomination of suitable candidates fulfilling the requisite criteria alongwith following documents:-
- i) Bio-data-cum-CV with photographs
 - ii) Service Statement
 - iii) PERs grading for the last five years
 - iv) All eligible officers applying for the said post are required to fill-in the prescribed proforma attached with the circular.
 - v) 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 in 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 5th July, 2021.** 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) Applications without prescribed proforma will not be entertained, proforma should be filled-in in all respects.


(Muhammad Khan Naz)
Section Officer (IIA)
051-9207507

Distribution:

- 1) All Ministries / Divisions -
- 2) The Chief Secretary, Government of Punjab, Lahore
- 3) The Chief Secretary, Government of Sindh, Karachi
- 4) The Chief Secretary, Government of KPK, Peshawar
- 5) The Chief Secretary, Government of Balochistan, Quetta
- 6) The Chief Secretary, Government of Gilgit Baltistan
- 7) The Chief Secretary, Government of Azad Jammu & Kashmir

Copy to:

1. P.S to Secretary (RA&IH),
2. SPS to Additional Secretary (RA&IH)
3. APS to Sr. Joint Secretary (Hajj)


(Muhammad Khan Naz)
Section Officer (IIA)

PRESCRIBED PROFORMA

Name of officer

Designation & BPS:

Presently Working in:

Parent Department:

Service Group:

Date of Birth:

CNIC No.

Qualification:

Mobile No:

Office:

Email Address:

Postal Address:

Photograph

Service History

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:

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

A= Excellent

B= Good

C= Average

D= Don't Know

Applicant Signature