

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No.19(25)/2005-Admn/HR-II

Islamabad, the 14th December, 2021


CIRCULAR

Subject: NOMINATION AS MEMBER MOAVINEEN-E-HUJJAJ FOR HAJJ-2022

Ministry of Religious Affairs and Interfaith Harmony has invited nomination for as member Moavineen-e-Hujjaj for Hajj-2022 vide O.M. No.F.2(1)/2022-PW dated 3rd December, 2021. Highlights of eligibility criteria are enclosed.

2. All interested officers (BS-17/18) and officials (BS-07 to 16) of this Ministry who have fulfill the eligibility criteria may submit their nominations duly recommended by their respective heads of wing latest by **16th December, 2021**, positively.

Encl: (As above)


(Muhammad Arshid)
Deputy Director (HR-II)

Distribution:-

- i. Deputy Director (IT), Ministry of Commerce, Islamabad with the request to upload the circular on Ministry's website.
- ii. All officers (BS-17/18) and officials (BS-07 to 16) in the Ministry of Commerce, Islamabad.
- iii. Notice Board.

Eligibility Criteria for Moavineen-e-Hujja-2022

i.	He/she should be a regular employee in BS-07 to BS-17 / BS-18*. (Nominees below BS-07 and above BS 17 / BS-18 are not eligible) *only Section officers in BS-18 (OMG Officers) shall be eligible
ii.	Demonstration of adequate digital literacy by the candidate. Well versed with use of Smartphone, Apps (Google Maps, Pak Hajj Muavin developed by PITB). Willingness to use Smartphone, internet at own expense during Hajj Moavin duty with no later reimbursement of expense from the M/o RA & IH.
iii.	Candidate's willingness to meet any unforeseen requirement and expenses in wake of COVID-19 for instance any new COVID-19 test with no later reimbursement of expense from the M/o RA & IH.
iv.	He/she should be mentally and physically fit to stand the rigors of duty for long duration of Hajj season in Kingdom of Saudi Arabia.
v.	Preference would be given to the officer / official who are well versed with Arabic as well as having religious bent of mind.
vi.	Disabled/handicapped persons, who cannot perform proper duty or persons suffering from contagious diseases i.e. Polio etc. should not be recommended in any case.
vii.	He/she shall not be less than 25 years and more than 50 years of age as on 31.12.2022 (persons having D.O.B before 31.12.1972 and after 31.12.1997 are not eligible).
viii.	He/she should minimum be matriculate.
ix.	Moavineen (Repeaters) who have performed duty any time in Kingdom of Saudi Arabia (KSA) are not allowed, only fresh nominees are called this time. Separate Nominations would be called for repeater Moavineen, if required.
x.	He/she should not have any criminal record. Family members of welfare staff shall not be allowed to proceed to KSA for performance of Hajj duty.
xi.	He/she must invariably declare if his/her spouse/family member is also performing Hajj duty, failing which he/ she will be repatriated and all DAs as well as expenditure incurred upon him / her would liable to be returned to this Ministry by the defaulter.
xii.	Any officer / official, if tries to maneuver / manipulate for his / her induction as member Moavineen-e-Hujja], initiation of strict disciplinary action would be recommended to the respective controlling department.
xiii.	Moavineen may come across unforeseen requirements and expenditures, on account of COVID-19, like the latest COVID-19 test report, Antibodies test report or any other. Nominees must be informed upfront that possibility of incurring these expenditures would be borne by them out of their pocket, with no later reimbursement from the M/o RA&IH.
xiv.	Digital literacy of Moavineen plays an important role in enhancing their efficiency and effectiveness. Moavineen must be well versed with use of Smartphone / internet and Apps (Google Maps, Pak Hajj Muavin developed by PITB). However, expense incurred due to use of Smartphone / internet shall NOT be borne by Ministry of RA&IH. Moavineen shall invariably keep their smart phones on with location and active internet package and battery backup. Excuse as to running out of battery or balance shall NOT be acceptable.
xv.	Moavineen must be corona vaccinated and have a valid attested certification cater to the requirements of KSA.
xvi.	Moavineen must be well-versed with the usage of knowledge of IT system and android / iphone-based applications / other applications of KSA for performance of Umrah, Nimaz and Hajj Obligations etc.