



GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE



No.5(2)/2025-ADMN-HR-I

Islamabad, the 18th July , 2025

From

Aamir Waheed
So (HR-I)

To

1- Database Administrator, MOC, Islamabad

SUBJECT: NOMINATION FOR SELECTION OF THE POST OF DIRECTOR BS 19 AT DIRECTORATE GENERAL OF HAJJ JEDDAH

Please find enclosed herewith copies of self-explanatory Office Memorandum No. 9(4)/2025-Admn-III, dated 16th July, 2025 , received from Ministry of Religious Affairs and Inter-Faith Harmony, on the above-mentioned subject for placing on the website of the Ministry of Commerce for information & further necessary action please.

2. Interested/relevant officers of the Ministry may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section latest by **28-07-2025** positively. ***Nominations received after the deadline will not be entertained.***

Encl: **As Above**

**Aamir Waheed
So (HR-I)**

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



No. 9(4)/2025-Admn-III

Islamabad, the 16th July, 2025

CIRCULAR

Subject: **NOMINATIONS FOR SELECTION OF THE POST OF DIRECTOR (BS-19) AT
DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA**

The post of Director (BS-19), Jeddah 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:

1. To assist the Director General (DG) in preparation and execution of the Hajj plan.
2. To look after the welfare of pilgrims during their stay in Saudi Arabia.
3. To deal with cases relating to reception and farewell of the pilgrims at Makkah and Medina.
4. To act as Principal Staff Officer and Deputy to the Director General in the field office.
5. To dispose of administrative matters delegated by the Director General in the light of service rules, charter of duties and delegation of powers.
6. To dispose of financial matters delegated by the Director General in the light of General Financial Rules (GFR) and Financial management for Missions Abroad (FMMA).
7. To assist the DG in maintenance and reconciliation of the accounts of the Directorate General.
8. To dispose of complaints lodged by the pilgrims.
9. To supervise the subordinate offices located at Jeddah and Madinah.
10. To keep liaison with the Pakistan Embassy and Saudi field agencies in connection with Hajj matters.
11. To supervise the infrastructural arrangements for the Medical Mission and other agencies deputed for welfare work by the Government of Pakistan.
12. Any protocol duty.
13. Or any other assignment given by Director General from time to time.

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

1. Regular officer of the Federal / Provincial Government in BS-19 (not on acting charge or current charge basis).
2. The officer must be in the same grade as the post is to be filled-in.
3. Officer in higher or lower grades will not be considered.
4. The officer should have capability to carry out all above functions as mentioned at para-1 above.
5. The officer must be at least graduate and below 56 years of age on the closing date of applications.
6. The officer who has not been posted abroad more than once.
7. The officer who has not been posted abroad in the last three years.
8. The officer has an overall good record of service particularly during the last five years of the service.
9. The Officer must have experience of multitasking and interacting and working as team with multiple Government departments like municipal authorities, Police, district administration etc.

10. The officer must have Managerial and Administrative experience and skills.
11. Ability to speak, write and understand modern Arabic Language.
12. Basic Knowledge of Saudi Laws/Rules/Regulations/Taleemat regarding Hajj & Umrah.
13. Service Provider Agreement(SPA) and Hajj Policy
14. Manasik-e- Hajj (Hajj Rituals)
15. Financial Regulations (General Financial Rules and Financial Management at Missions Abroad.)
16. The officer must possess IT Skills, especially in MS Office
17. The officer must have excellent interpersonal skills.

3. **The following officers would be ineligible:**

1. Officer in promotion zone within next 2 years.
2. Officer likely to retire during the next 4 years.
3. The officer posted abroad more than once.
4. Officer, who has been posted abroad in the last 3 years.

4. The Ministries / Divisions / Departments are required to forward nomination of suitable candidates fulfilling the requisite criteria along-with following documents:

1. A copy of CNIC
2. Salary Slip of last month
3. Bio-data-cum-CV with 02 photographs (blue background)
4. Service Statement (to be provided by service regulator/parent department)
5. PERs grading for the last five years (to be provided by service regulator/parent department)
6. All eligible officers applying for the said post are required to fill-in the prescribed proforma attached with the circular; and
7. In addition to the above documents, following certificates duly signed by regulator/parent department are required.

A. **Mandatory certificates required for determination of eligibility for the written test:**

- a) The officer is in BS-19 on regular basis
- b) The officer is not in Promotion zone in next 2 years.
- c) The officer is not retiring in next 4 years.
- d) The officer is not posted abroad more than once.
- e) The officer has not been posted abroad in last 3 years

B. **Other certificates required from the parent department:**


- a. No Disciplinary / Criminal Proceedings is pending against the officer.
- b. The officer will be relieved if selected (by service regulator /parent department)
- c. The officer will be relieved if selected (by the department where he is presently posted)

5. **Closing date for receipt of applications is 5th August, 2025.** 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.
- v. The Ministry of Religious Affairs and Interfaith Harmony reserve the right to cancel/withdraw or hold the selection process at any stage without assigning any reason.



(Misbah-ur-Rehman)
Section Officer (Admn-II)
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
8. The Auditor General of Pakistan.
9. The Controller General of Accounts, Pakistan.

Copy to:

- i. P.S to Secretary (RA&IH),
- ii. SPS to Additional Secretary (RA&IH)
- iii. APS to Sr. Joint Secretary (Hajj)
- iv. Assistant Director (IT) with the request to upload on the Ministry's website.


(Misbah-ur-Rehman)
Section Officer (Admn-III)

PRESCRIBED PROFORMA



Name of the officer _____

Father/Husband name _____

CNIC NO. _____

Date of Birth: _____

Designation: _____

BPS (on regular basis) _____

Name of the Service /Group _____

Presently Working in: _____

Parent Department: _____

Qualification: _____

Mobile No: _____ Office: _____ Res: _____

Whatsapp No: _____

Email Address: _____

Postal Address (Office): _____

Postal Address (Residence): _____

<u>Service History</u>				
Sr. No	Department	Designation	Period	
			From	To
1.				
1.				
1.				

*a separate sheet may be used to complete Service History

Applicant: Signature