

MOST IMMEDIATE

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



Islamabad, the 7th February, 2012

CIRCULAR

A copy of Circular No. 4/2/2012-T-IV, dated 27-01-2012 received from Establishment Division regarding posting as Deputy Director (BPS-18) at the Directorate General of Hajj, Jeddah (Saudi Arabia)

2. The officer in BPS-18 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.4/2/2012-T-IV

Islamabad the 27th January, 2012

CIRCULAR

Subject: **POSTING AS DEPUTY DIRECTOR (BS-18), AT THE DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA.**

Two posts of Deputy Director (BS-18) are 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 Basic Pay Scale as the post to be filled. Officers from higher or lower grades will not be considered.

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.

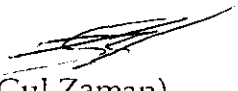
(f) Those likely to retire during the next 3 years shall not be considered.

(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.
 - (b) 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.

Deputy Director (Makkah)

37. The Deputy Director is responsible for the following:
- (i) To assist in formulation and execution of the Hajj operation plan.
 - (ii) To look-after the welfare of the pilgrims during their stay in Saudi Arabia.
 - (iii) To deal with cases relating to reception and farewell of the pilgrims at Makkah.
 - (iv) To dispose of complaints lodged by the pilgrims.
 - (v) To recover properties lost and deposited with the Baitul Mal.
 - (vi) To deal with death/injury cases of the pilgrims.
 - (vii) To disburse financial help to destitute pilgrims.
 - (viii) To keep liaison with the Saudi authorities.
 - (ix) To assist in the arrangements undertaken by the Pakistan Embassy staff for the Head of the State/VIFs.

- (x) To deal with administrative matters of the Makkah Office.
- (xi) To assist in hiring of accommodation for pilgrims and maintaining accounts thereof.
- (xii) To maintain accounts of Pakistan House, Makkah Mukarramah.

Deputy Director (Madinah)

38. The Deputy Director is responsible for the following :
- (i) To assist the Directorate in preparation and execution of the Hajj Plan.
 - (ii) To look-after the welfare of the pilgrims during their stay in Madinah.
 - (iii) To deal with cases relating to reception and farewell of the pilgrims at Madinah.
 - (iv) To dispose of the complaints lodged by the pilgrims.
 - (v) To recover properties lost and deposited with Baitul Mal.
 - (vi) To deal with death/injury cases.
 - (vii) To keep liaison with the Saudi Hajj authorities.
 - (viii) To perform protocol duties if any.
 - (ix) To assist the Embassy staff in making arrangements for the visit of the Head of the State and VIPs.
 - (x) To deal with administrative matters of the Madinah Office.
 - (xi) To assist in hiring of accommodation for pilgrims and maintaining accounts thereof.
 - (xii) To maintain accounts of Pakistan House, Madinah.
 - (xiii) To deal with death cases of the pilgrims.
 - (xiv) To disburse financial help to destitute pilgrims.