

**MOST IMMEDIATE**

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




Islamabad, the 18<sup>th</sup> September, 2014

**C I R C U L A R**

Subject :- **NOMINATIONS FOR SELECTION AGAINST THE POST OF DIRECTOR GENERAL HAJJ(BS-20), JEDDAH, SAUDI ARABIA:**

A copy of Circular No.7(30)/2010-HA-I, dated 05-09-2014 received from Ministry of Religious Affairs and Inter-Faith Harmony regarding posting as “ **Director General Hajj (BPS-20)**” at the Directorate General of Hajj, Jeddah (Saudi Arabia).

2. The suitable/eligible officers of BS-20 fulfilling the desired eligibility criteria (Qualifications and Experience) as mentioned in Para-2(sub-para (i-iv)) may kindly apply for the subject post. The nominations may please be duly recommended/approved by their senior respective officers **along with the required documents** to this section latest by **29-09-2014** for onwards submission to the Ministry of Religious Affairs and Inter-Faith Harmony Islamabad.

  
(Qazi Imran-ud-Din)  
Section Officer (Admn-I)

Government of Pakistan  
Ministry of Religious Affairs  
and Inter-Faith Harmony



No.7 (30)/2010-HA-I

Islamabad, the 5<sup>th</sup> September, 2014

**CIRCULAR**

**SUBJECT : NOMINATIONS FOR SELECTION AGAINST THE POST OF DIRECTOR GENERAL HAJJ (BS-20), JEDDAH, SAUDI ARABIA.**

The post of Director General 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 organize and formulate a proper plan of action of Hajj.
- ii) To organize welfare arrangements for pilgrims and to assist the Government in the formulation of Hajj Policy consistent with the objectives of maximizing welfare arrangements keeping in view the Saudi requirements.
- iii) To organize and direct movements of Hajjis and logistical support for their movement.
- iv) To maintain liaison with the Saudi Hajj authorities for providing proper feed back to the Government of Pakistan in Hajj affairs and to assist the Pakistani pilgrims in solving their problems.
- v) To make arrangements for Umrah in accordance with the policy of the Government.
- vi) All financial and administrative matters pertaining to the Directorate General Hajj, in the light of the charter of duties and delegation of powers.

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

- i) Regular officer of the Federal / Provincial Government in BS-20.
- ii) At least graduate, below 56 years of age on the date of closing of the application.
- iii) Should not be in the promotion zone within next two years.
- iv) No disciplinary proceedings are pending or being contemplated against the nominee.

(Contd.....P/2)

3. The Ministries / Divisions are required to forward nomination of suitable candidates fulfilling the requisite criteria and also to furnish following documents in duplicate:-

- i) Bio-data-cum-CV with photographs
- ii) Release Certificate
- 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.
- vii) Certificate to the effect that the officer has not been posted abroad earlier.

4. Closing date for receipt of applications is 30<sup>th</sup> September, 2014. Incomplete applications and those received after the closing date will not be entertained. Repeat: Incomplete applications and those received after the closing date will not be entertained.

5. Only short listed candidates will be called for interview. No TA/DA will be given for the purpose.

  
(Zulfiqar Ali Shah)  
Section Officer (FA)  
051-9207507

Distribution:

- I. All Ministries / Divisions (By Fax/ Special Messenger).
- II. The Auditor General of Pakistan.
- III. The Chief Secretary, Government of Punjab, Lahore.
- IV. The Chief Secretary, Government of Sindh, Karachi.
- V. The Chief Secretary, Government of KPK, Peshawar.
- VI. The Chief Secretary, Government of Balochistan, Quetta.
- VII. The Chief Secretary, Government of Gilgit Baltistan.
- VIII. The Chief Secretary, Government of Azad Jammu & Kashmir.

Copy for information to:

1. Additional Secretary, Prime Minister's House with reference to their U.O.No.363/SPM/14 dated 30.06.2014.
2. Joint Secretary (Admn.), Ministry of Religious Affairs.
3. P.S to Minister for Religious Affairs and Interfaith Harmony.
4. Section Officer (T-IV) with reference to O.M. dated 11.08.2014.

  
(Zulfiqar Ali Shah)  
Section Officer (FA)