



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



No.9(4)2013-FA

Islamabad, the 12th December , 2025

From

Misbah Ur Rehman
SO (Admn-III)

To

- 1- Secretary Establishment Division, ESTAB, Islamabad
- 2- Cabinet Secretary, CAB, Islamabad
- 3- Secretary Climate Change, MOCC, Islamabad
- 4- Federal Secretary (MoCommunication), MOCM, Islamabad
- 5- Foreign Secretary, MOFA, Islamabad
- 6- Secretary, MONFSR, Islamabad
- 7- Secretary MoIBC, MOIBC, Islamabad
- 8- Secretary Housing, MOHW, Islamabad
- 9- Federal Secretary of MoNHS, MONHS, Islamabad
- 10- Secretary Privatisation Division, PRIDIV, Islamabad
- 11- Secretary Finance, MOF, Islamabad
- 12- Secretary, MOC, Islamabad
- 13- Secretary (DP), MODP, Rawalpindi
- 14- Secretary, MOD, Rawalpindi
- 15- Secretary IPC, MOIPC, Islamabad
- 16- Secretary, MOPNR, Islamabad
- 17- Secretary (EAD), EAD, Islamabad
- 18- Secretary of Interior, MOINC, Islamabad
- 19- Secretary (Education), MOFEPT, Islamabad
- 20- Secretary(MoPHRD), MOPHRD, Islamabad
- 21- Secretary, PA&SS Division, PASS, Islamabad
- 22- Secretary LAW & Justice, MOLJ, Islamabad
- 23- Secretary Industries & Production, MOIP, Islamabad
- 24- Secretary Science and Technology, MOST, Islamabad
- 25- Federal Secretary, MOWR, Islamabad
- 26- Secretary (Railways), MOR, Islamabad
- 27- Secretary Maritime Affairs, MOMA, Islamabad
- 28- Secretary Ministry of Parliamentary Affairs, MOPA, Islamabad
- 29- Secretary Kashmir Affair, Gilgit Baltistan & SAFRON, kagbsafron, Islamabad
- 30- Secretary IT, MoIT, Islamabad
- 31- Secretary, MOHR, Islamabad
- 32- Secretary Planning, PC, Islamabad
- 33- Chief Secretary (GB), CSGB, Barmas Gilgit
- 34- , ,
- 35- Additional Auditor General (HQs), AGP, Islamabad
- 36- Chief Secretary, Khyber Pakhtunkhwa,
- 37- Controller General of Accounts, CGA, Islamabad
- 38- Secretary, MOEPWD, Islamabad

SUBJECT: NOMINATION FOR SELECTION OF THE POST OF DIRECTOR GENERAL HAJJ (BS-20/21) AT DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA

The post of Director General (BS-20/21), Jeddah in the Directorate General of Hajj, Jeddah, Saudi Arabia will fall vacant soon, 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 organize and formulate a proper plan of action for Hajj.
2. To organize welfare arrangements for pilgrims and to assist the Government in the formulation of Hajj Policy in consistent with the Saudi requirements with the aim of maximizing welfare arrangements.
3. To organize and direct movements of Hujjaj and logistical support for their movement.
4. To maintain liaison with the Saudi Hajj authorities for providing proper feedback to the Government of Pakistan in Hajj affairs and to assist the Pakistani pilgrims in solving their problems.
5. To make arrangements for Umrah in accordance with the policy of the Government.
6. All administrative matters pertaining to the Directorate General (Hajj), in the light of service rules, charter of duties and delegation of powers.
7. All financial matters and proper financial management of the Directorate in the light of General Financial Rules (GFR) and Financial Management for Missions Abroad (FMMA).
8. To make sure that all the accounts of the Directorate General are properly maintained, reconciled in time and Principles of Accounting and Policies and Procedures of Accounting are followed.

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

- (i). Regular officer of the Federal / Provincial Government in BS-20/21 (not on acting charge or current charge basis).
- (ii). The officer must be in the same grade as the post is to be filled-in.
- (iii). The officer in higher or lower grades will not be considered.
- (iv). The officer should have capability to carry out all above functions as mentioned at para-1 above.
- (v). The officer must be at least graduate and below 56 years of age on the closing date of applications.
- (vi). The officer who has not been posted abroad more than once.
- (vii). The officer who has not been posted abroad in the last three years.
- (viii). The officer has an overall good record of service particularly during the last five years of the service.
- (ix). The Officer must have experience of multitasking and interacting and working as team with multiple Government departments like municipal authorities, Police, district administration etc.
- (x). The officer must have Managerial and Administrative experience and skills.
- (xi). Basic Knowledge of Saudi Laws/Rules/Regulations/Taleemat regarding Hajj & Umrah.
- (xii). Service Provider Agreement (SPA) for Hajj-2026 (1447AH) between MoRA&IH and Munazzam/DHC and Hajj Policy-2026.
- (xiii). Manasik-e- Hajj (Hajj Rituals)
- (xiv). Financial Regulations (General Financial Rules and Financial Management at Missions Abroad.)
- (xv). The officer must possess IT Skills, especially in MS Office

(xvi) 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. 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)

5. All eligible officers applying for the said post are required to fill-in the prescribed proforma attached with the circular; and

6. In addition to the above documents, following certificates duly signed by regulator/parent department are required.

Mandatory certificates required for determination of eligibility for the written test:

- a) The officer is in BS-20/21 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 Proceeding 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 **2nd, January, 2026**. 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 shall be entertained through proper channel. However, advance copies may be sent, subject to the condition that the original nomination, complete in all respects along with the requisite certificates, is received through proper channel within fifteen (15) days after the due date.

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 reserves the right to cancel/withdraw or hold the selection process at any stage without assigning any reason.

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 (MoRA&IH)
- ii. PS to Additional Secretary (MoRA&IH)
- iii. APS to Joint Secretary (A/F)
- iv. Assistant Director (IT) with the request to upload on the Ministry's website.
- v. Assistant Director (Media) for wider publication on social media.

PRESCRIBED PROFORMA

Photograph

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): _____

Service History				
Sr. No	Department	Designation	Period	
			From	To

***a separate sheet may be used to complete Service History**

Signature

Applicant



**Misbah Ur Rehman
SO (Admn-III)**

Copy for information to:-

- 1- Secretary Religious Affairs, MORA, Islamabad
- 2- Additional Secretary, MORA, Islamabad
- 3- JS (A/F), MORA, Islamabad
- 4- AD (IT Cell), MORA, Islamabad



Misbah Ur Rehman
SO (Admn-III)