

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



No. 1(7)/2016-FA

Islamabad, the 8th November, 2024

C I R C U L A R

Subject: **NOMINATIONS FOR SELECTION AGAINST THE POST OF DIRECTOR (BS-19) MADINAH MUNAWWARAH IN THE DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA.**

The post of Director (BS-19) Madinah Munawwarah 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:-**

- (i). To assist the Director General in preparation and execution of the Hajj plan.
- (ii). To assist in hiring of accommodation, catering and other services for pilgrims and maintaining accounts thereof.
- (iii). To assist in establishment and operationalization of Hajj Mission Hospital and dispensaries in collaboration with Director (Hajj Medical Mission).
- (iv). To keep liaison with the Saudi Hajj Authorities including Secretary (Hajj), Madinah Munawwarah, Adillah Madinah, Maktab Pakistan, Madinah Airport Authorities etc.
- (v). To look after the welfare of pilgrims during their stay in Madinah Munawwarah.
- (vi). Formal reception and farewell of the pilgrims at Madinah starting with the first Hajj flight and ending with the last Hajj flight.
- (vii). To attend to the complaints lodged by the pilgrims in coordination with Moavineen-e-Hujjaj.
- (viii). To recover properties lost and deposited.
- (ix). To deal with death / injury cases of the pilgrims.
- (x). To deal with all administrative matters of the Hajj Office Madinah Munawwarah.
- (xi). To supervise all the activities including Cash Handling and maintenance of account of Pakistan House Madinah Munawwarah.
- (xii). Responsible for the maintenance and up-keep of Pakistan House Madinah Munawwarah.
- (xiii). Any protocol duty.
- (xiv). Or any other assignment given by Director General.
- (xv). To dispose off administrative and financial matters delegated by the Director General.
- (xvi). To supervise the infrastructural arrangements for the Medical Mission and other agencies deputed for welfare work by the Government of Pakistan.

2. Eligibility criteria (Qualifications and experience etc.)

- (i). Regular officer of the Federal / Provincial Government in BS-19 (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). 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.

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- 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) Ability to speak, write and understand modern Arabic Language.
- xii) Basic Knowledge of Saudi Laws/Rules/Regulations/Taleemat regarding Hajj & Umrah.
- xiii) Service Provider Agreement (SPA) and Hajj Policy
- xiv) Manasik-e- Hajj (Hajj Rituals)
- xv) Financial Regulations (General Financial Rules and Financial Management at Missions Abroad.)
- xvi) The officer must possess IT Skills, especially in MS Office
- xvii) The officer must have excellent interpersonal skills.

3. The following officers would be ineligible:

- i) Officer in promotion zone within next 2 years.
- ii) Officer likely to retire during the next 4 years.
- iii) The officer posted abroad more than once.
- vi) 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:

- i. A copy of CNIC
- ii. Salary Slip of last month
- iii. Bio-data-cum-CV with 02 photographs (blue background)
- iv. Service Statement (to be provided by service regulator/parent department)
- v. PERs grading for the last five years (to be provided by service regulator/parent department)
- vi. All eligible officers applying for the said post are required to fill-in the prescribed proforma attached with the circular; and
- vii. 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)

(Contin.. P-03)

5. **Closing date for receipt of applications is 28th November, 2024.** 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 (HA)
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:

1. P.S to Secretary (RA&IH),
2. SPS to Additional Secretary (RA&IH)
3. APS to Sr. Joint Secretary (Hajj)


(Misbah-ur-Rehman)
Section Officer (HA)

PRESCRIBED PROFORMA

Name of the officer: _____

Father/Husband Name: _____

CNIC NO: _____

Date of Birth: _____

Designation: _____

BPS (on regular basis): _____

Name of the Service Group/Cadre: _____

Presently Working in: _____

Parent Department: _____

Qualification: _____

Mobile No: _____ Office: _____ Res: _____

WhatsApp No: _____

Email Address: _____

Postal Address (Office): _____

Postal Address (Residence): _____



Photograph

<u>Service History</u>				
Sr. No	Department	Designation	Period	
			From	To
1.				
2.				
3.				

*a separate sheet may be used to complete Service History

Applicant Signature

