

No. 1(7)/2016-FA

Islamabad, the 21st November, 2022

CIRCULAR

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

The post of Director (BS-19) in the Directorate General of Hajj, Jeddah, Saudi Arabia is required to be filled in by a suitable officer as per Establishment Division's Policy Guidelines for Foreign Appointments and Postings in Pakistan Missions Abroad dated 21st October, 2020. The officers will have to undergo a merit based competitive process of written test through IBA or LUMS and those candidates who secure 60% marks will be called for interview by a committee constituted by the Prime Minister.

The Job Description of the post is as under:

- i) To assist the Director General (DG) in preparation and execution of the Hajj plan.
- ii) To look after the welfare of pilgrims during their stay in Saudi Arabia.
- iii) To deal with cases relating to reception and farewell of the pilgrims at Makkah and Medina.
- iv) To act as Principal Staff Officer and Deputy to the Director General in the field office.
- v) To dispose off administrative matters delegated by the Director General in the light of service rules, charter of duties and delegation of powers.
- vi) To dispose off financial matters delegated by the Director General in the light of General Financial Rules (GFR) and Financial management for Missions Abroad (FMMA).
- vii) To assist the DG in maintenance and reconciliation of the accounts of the Directorate General
- viii) To dispose off complaints lodged by the pilgrims.
- ix) To supervise the subordinate offices located at Jeddah and Madinah.
- x) To keep liaison with the Pakistan Embassy and Saudi field agencies in connection with Hajj matters.
- xi) To supervise the infrastructural arrangements for the Medical Mission and other agencies deputed for welfare work by the Government of Pakistan.
- xii) Any protocol duty.
- xiii) Or any other assignment given by Director General from time to time.

OFFICE

2. The Eligibility Criteria (Qualifications and Experience etc.) are as under:

- i) A regular officer of the Federal/Provincial Government in BS-19 (not on acting charge or current charge basis).

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[Handwritten signatures and initials: S/O (A), S/O (A), S/O (A), 23/11, 23/11]

D.S. (Admin)
Dy. No: 2754
Dated: 23-11-22

AS (III) Dy. No: 5194
Dated: 23-11-22

22/11/22	
AS-I	
AS-II	
AS-III	✓
S/O A	
S/O B	
S/O C	
S/O D	
S/O E	

Section Officer (Administration)
Dy No. 1000 Dated 24/11/22

- ii) At least graduate, below 56 years of age on the date of closing of the application.
- iii) The officer has an overall good record of service particularly during the last five years of the service as provided by his / her service regulator / parent department.
- iv) The officer must have managerial and administrative experience and skills.
- v) The officer must possess IT Skills, especially in MS Office.
- vi) The officer must have excellent interpersonal skills.

3. The following officers are not eligible:

- i) Officer who has been posted abroad in the last 3 years.
- ii) Officer who is above 56 years.
- iii) The officer is not retiring (in next 4 years)

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

- i) A copy of CNIC;
- ii) Bio-data-cum-CV with 03 photographs;
- iii) Service Statement (to be provided by service regulator/parent department);
- iv) PERs grading for the last five years (to be provided by service regulator/parent department);
- v) All eligible officers applying for the said post are required to fill-in the prescribed proforma attached with the circular; and
- vi) In addition to the above documents, following certificates duly signed by service regulator/parent department are required:

C. Mandatory Certificates required for determination of eligibility for the written test:

- a) The officer is in BPS-19 on regular basis
- b) The officer is not posted abroad in last 3 years
- c) The officer is not retiring (in next 4 years)

D. Other certificates required from the Parent Department:

- a) No Disciplinary Inquiry 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. The closing date for receipt of applications is **9th December, 2022**. Incomplete applications and those received after the closing date shall not be entertained. The applicants are required to route their nominations/applications through their service regulator/parent department; however, advance copy of the application (both in hard and soft) shall be sent to Section Officer (HA), Room No.9-10, First Floor, Kohsar Block, New Pakistan Secretariat, Islamabad and on email soha@mora.gov.pk before closing date otherwise, the nomination will not be entertained. The Proforma for application is at **Annex-I**.

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6. The officers who had already applied vide this Ministry's Circulars dated 1st April, 2022 and 1st September, 2022 are not required to apply afresh. Their list is available on Ministry's website. For any clarification Section Officer (HA) may be contacted at 051-9207507.

7. The applicants whose documents are not complete must ensure its completion before the closing date. The applicants are also responsible for making sure that their regulator/parent department has submitted the documents by the due date.

8. The eligible candidates will be called for written test that will be held tentatively fourteen (14) days after the closing date. No TA/DA will be granted for this purpose.

NOTE:

- i. Incomplete and late receipt of nominations shall not be entertained.
- ii. Nominations without proper channel shall not be entertained.


(Suhail Akhtar)
Section Officer (HA)
Ph: 051-9207507
E-mail: soha@mora.gov.pk

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.
- ix. The Controller General of Accounts, Pakistan.
- x. The Federal Board of Revenue, Pakistan.


(Suhail Akhtar)
Section Officer (HA)

Copy to:

- a) P.S to Additional Secretary (Incharge), (RA&IH)
- b) S.P.S to Additional Secretary (RA&IH)
- c) S.P.S to Joint Secretary (Hajj)
- d) APS to Deputy Secretary (HO)



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: _____

Email Address: _____

Postal Address (Office): _____

Postal Address (Residence): _____



<u>Service History</u>				
Sr. No	Department	Designation	Period	
			From	To
4.				
5.				
6.				

*a separate sheet may be used to complete Service History

Applicant Signature

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