

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



No. 15(15)/2013-FA

Islamabad, the 20th April, 2016

CIRCULAR

SUBJECT : APPLICATIONS FOR SELECTION AGAINST THE POST OF DEPUTY DIRECTOR (BS-18), AT THE DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA.

The post of Deputy Director (BS-18) 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 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 lodged by the pilgrims;
(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/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; and
(xiv)	Other assignments as given by Director General, Hajj from time to time.

2. Eligibility criteria (Qualifications and experience etc.) for test and interview are as under:-

a)	The officer must be in the same grade as the post to be filled. Officers from higher or lower grades will not be considered;
b)	The officer must have an overall good record of service particularly during the last five years of service;
c)	The officer must be at least a graduate.
d)	The officers must have experience of crowd handling, mega event management and crisis management.
e)	The officers must have experience of multitasking and interacting and working as team with multiple government departments like municipal authorities, police, district administration etc.
f)	Ability to speak, write and understand modern Arabic language.
g)	The officer must possess IT skills, especially in MS Office.
h)	The officer must have excellent interpersonal skills.

(Contd.....P/2)

3. The officers falling in any of the following are ineligible:-

a)	If the officer is in promotion zone within the next 02 years.
b)	If the officer is likely to retire during the next 04 years.
c)	If the officer has been posted abroad in the last three years.

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

- i) Bio-data-cum-CV with photographs
- ii) Service statement
- iii) Release Certificate
- iv) No Disciplinary / Criminal Proceedings Certificate
- v) PERs grading for the last five years (from 2011 to 2015)
- vi) The nominee is not in promotion zone in next two years
- vii) The nominee is not retiring in next 04 years.
- viii) Certificate to the effect that the officer has not been posted abroad earlier in the last three years.
- ix) Certificate to the effect that the officer is not beneficiary of NRO/Nab law.
- x) Certificate to the effect that no case is pending in any court of law pertaining to service matter of the applicant.
- xi) All eligible officers applying for the said post are required to fill in the prescribed proforma attached herewith.

5. Closing date for receipt of applications is 5th May, 2016.

6. Only short listed officers after written test will be called for interview. No TA/DA will be given for test / interview.



(Muhammad Kashif Bara)

Section Officer (PA)

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

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Copy to P.S to Secretary (RA&III), Islamabad.

PRESCRIBED PROFORMA

Name of the officer: _____
Designation: _____
Scale / Grade: _____
Date of Birth: _____
Qualification: _____

Photograph

Brief Experience in following matters:

- i. Experience of crowd handling, mega event management and crisis management
- ii. Experience of multitasking and interacting and working as team with multiple governments department like municipal authorities, police, district and administration etc.
- iii. Experience of performing duties as Moavineen e- Hujjaj, if any.
- iv. Performance of Hajj during last five years, if any.

Skills:

- i. Ability to speak, write and understand modern Arabic language.
- ii. The candidates must possess good IT skills, especially in MS Office.
- iii. The officer should have excellent interpersonal skills.

Check List of documents:

- i. Service Statement
- ii. Release Certificate
- iii. No Disciplinary / Criminal Proceedings Certificate
- iv. PERs grading for the last five years (from 2011 to 2015)
- v. The nominee is not in promotion zone in next two years
- vi. The nominee is not retiring in next 04 years.
- vii. Certificate to the effect that the officer has not been posted abroad earlier in the last three years.
- viii. Certificate to the effect that the officer is not beneficiary of NRO/Nab law.
- ix. Certificate to the effect that no case is pending in any court of law pertaining to service matter of the applicant.
