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

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 through a process of selection as per prescribed policy in this regard. Job Description of the post is as under:

   i) To assist the Directorate General of Hajj Jeddah 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 HMM.
   iv) To keep liaison with the Saudi Hajj authorities including Secretary Hajj Madina, Adilla Madina, Maktab Pakistan, Madina Airport authorities etc.
   v) To look after the welfare of the pilgrims during their stay in Madina.
   vi) Formal reception and farewell of the pilgrims at Madina starting with first flight and ending with the last flight.
   vii) To attend to the complaints lodged by the pilgrims in coordination with Moavineen Hujaj.
   viii) To recover properties lost and deposited.
   ix) To deal with death/injury cases.
   x) To deal with all administrative matters of the Hajj Office Madina.
   xi) To supervise all the activities including the Cash handling and maintenance of accounts Pakistan House Madina.
   xii) Responsible for the maintenance and up-keep of Pakistan House Medina.
   xiii) Any other assignment given by DG Hajj.

(Contd....P/2)
2. Eligibility criteria (Qualifications and experience etc.) are as under:-
   i) The candidate should have capability to carry out all above functions as mentioned at para-1 above.
   ii) The candidate must be in the same grade as the post to be filled. Officer from higher or lower grades will not be considered.
   iii) The candidate must have overall good record of service particularly during the last five years of the service.
   iv) The candidate must have Managerial and Administrative experience and skills.
   v) Proven experience of multitasking and interacting and working as team with multiple government departments.
   vi) The candidate must possess IT skills, especially in MS Office.
   vii) The candidate must have excellent interpersonal skills.
   viii) Candidates possessing the knowledge of Arabic language will be given preference.

3. The following officers would be ineligible:
   i) Officer in promotion zone within next 2 years.
   ii) Officer likely to retire during next 4 years.
   iii) Officer, who has been posted abroad in the last 3 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) Bio-data-cum-CV with photographs
   ii) Service Statement
   iii) PERs grading for the last five years
   iv) All eligible officers applying for the said post are required to fill-in the prescribed proforma attached with the circular.
   v) In addition to the above documents, following certificates duly signed by parent department are required;
      a) The officer is not in Promotion zone (in next 2 years)
      b) The officer is not retiring (in next 4 years).
      c) The officer is not posted abroad in last 3 years.
      d) No Disciplinary / Criminal Proceedings in any court.
      e) The officer is not beneficiary of NRO / NAB.

(Contd....P/3)
5. Closing date for receipt of applications is 22.02.2017.
6. Only short listed officers after written test will be called for interview. No TA/DA will be given for test / interview.

**Note:**

i) It may be noted that only civil servant are eligible for subject position.

ii) No incomplete nominations will be entertained.

iii) No nominations will be entertained after due date.

iv) No nominations will be entertained without proper channel.

(Muhammad Kashif Bara)
Section Officer (FA)
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

Copy to P.S to Secretary (RA&II), Islamabad.
Name of the officer

Designation:

Presently Working in:

Parent Department:

Scale / Grade:

Date of Birth:

Qualification:

Mobile No:

Office: Res:

Email Address:

Postal Address (Office):

Postal Address (Residence):

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*a separate sheet may be used to complete Service History*
### Ability in the following languages:

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A= Excellent  B= Good  C= Average  D= Don’t Know

Applicant Signature

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