

MOST IMMEDIATE

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. 4/1/2009-T-IV

Islamabad the, 17th February, 2011

OFFICE MEMORANDUM

SUBJECT:- NOMINATIONS FOR SELECTION AGAINST THE POST OF DIRECTOR (BS-19) HAJJ, JEDDAH, SAUDIA ARABIA.

The post of Director Hajj (BS-19) in the Directorate General of Hajj, Jeddah, Saudi Arabia, under the administrative control of Ministry of Religious Affairs is required to be filled in by a suitable officer through the process of selection as per prescribed policy. Job Description of the post is enclosed herewith (Annex-I):-

Eligibility Criteria:-

- a) Regular officer of the Federal/Provincial Government in BS-19.
- b) At least graduate, below 56 years of age on the closing date of the application.
- c) Should not be in the promotion zone within next two years.
- d) No disciplinary proceedings are pending or being contemplated against the nominee.

The Ministries/Divisions/Provincial Governments are requested to forward nominations of suitable candidates fulfilling the requisite criteria to the Establishment Division. The nominations must accompany the following documents:-

- i) Bio-data
- ii) Release certificate
- iii) No disciplinary proceeding certificate.
- viii) PER Grading for the last five years.

3. Closing date for receipt of applications is 5th March, 2011. Incomplete nominations/applications and those received after the closing date will not be entertained.

Muhammad Arshed Khan
(Muhammad Arshed Khan)
Deputy Secretary (T-II)

All Ministries/Divisions/Provincial Governments.

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Mr. Sami Webster to disseminate on FBR Website

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**JOB DESCRIPTION FOR DIRECTOR HAJJ (BPS-19)
DIRECTORATE GENERAL OF HAJJ, JEDDAH (SAUDI ARABIA)**

1.	Job Title	Director Hajj.
2.	Grade	19
3.	Occupational Group	Any occupational group having administrative back ground.
4.	Organization	Directorate General of Hajj
5.	Job description	
	a) Principal Duties	<p>i) To assist the Director General in the preparation and execution of Plan for the welfare of the pilgrims during their stay in Saudi Arabia.</p> <p>ii) To act as the Principal Staff Officer as well as well as Deputy to the DG in field work.</p> <p>iii) To take decision on behalf of the DG in administrative and financial matters within the powers / authority delegated to him; subject to the overall control of the Director General to supervise work of various welfare officers / agencies at Jeddah, Makkah or Madinah at field level in Saudi Arabia.</p> <p>iv) Keep liaison with the Chancery and other Saudi field agencies connected with Hajj affairs.</p> <p>v) To supervise the work of welfare at Jeddah or Makkah or Madinah and coordinate at the field level with other welfare agencies in Saudi Arabia.</p> <p>vi) To oversee the infra-structural arrangements for the Medical Mission and other welfare agencies deputed for welfare work by the Government of Pakistan to Saudi Arabia and to provide the support required for the efficient performance for Hajj Organization as a whole.</p> <p>vii) To look after the Umrah and other visitors in Jeddah.</p>
	b) Subsidiary Activities	<p>i) Protocol duties.</p> <p>ii) Involvement in the arrangements undertaken by the Embassy at the time of the visit of a Head of the State and VIPs or other occasions like public days celebrations, etc.</p>
	c) Unrelated functions	
	d) Defined responsibilities (in terms of disposal of cases)	<p>i) To put up cases acquiring DG's approval / sanctions.</p> <p>ii) Convey all such orders / approvals to field offices.</p> <p>iii) Any other cases assigned by the DG.</p>