

MOST IMMEDIATE

No. 2(17)/2011-Admn-I
Government of Pakistan
Ministry of Commerce
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Islamabad, the 1st March, 2012

C I R C U L A R

A copy of Circular No. 4/4/2012-T-IV, dated 24-02-2012 received from Establishment Division regarding posting as Protocol Officer (BPS-17) at the Directorate General of Hajj, Jeddah (Saudi Arabia).

2. The officer in BPS-17 of this Ministry are requested to please provide the required documents for fulfilling the job description as mentioned in sub-para (i-vi) mentioned therein of their nomination duly approved/recommended by the Competent Authority sent to this Section latest by **05-03-2012** for onward submission to the Establishment Division.



(MARIA KAZI)

Section Officer (Admn-I)

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.4/4/2012-T-IV

Islamabad the 24th February, 2012

CIRCULAR

Subject: **POSTING AS PROTOCOL OFFICER (BS-17), AT THE DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA.**

Two posts of Protocol Officer are lying vacant at the Directorate General of Hajj, Jeddah, Saudi Arabia.

2. Suitable nominations are invited for the position in the light of this Division's O.M. No. 4/7/81-T-IV dated 28-12-1981 summarized as under:-


- (a) The selectee fulfils the requirements of the post as detailed in the job descriptions.
- (b) The selectee is in the same grade as the post to be filled. Officers from higher or lower grades will not be considered.
- (c) The selectee has an overall good record of service particularly during the last five years of service.
- (d) The selectee is at least a graduate or possesses the technical qualification required for the job.
- (e) Persons within promotion zone within the next 2 years shall not be considered.
- (f) Those likely to retire during the next 4 years shall not be considered.
- (g) An officer shall not be posted abroad more than once. Officer already availed foreign posting are not eligible.

3. Suitable nominations of civil servants as per job description (copy enclosed) may be furnished to this Division with the following documents (*two copies*) latest by 10th March, 2012 along with the following documents:

- (i) Bio-data - cum - CV with latest photographs (4 "1/1" Nos)
- (ii) Release certificates
- (iii) A certified regarding, "No Disciplinary /Criminal Proceedings."
- (iv) PERs grading for the last five years.
- (v) The nominee is not in promotion zone in next two years.
- (vi) The nominee is not retiring in next 04 years.

Note:

- (a) It may be noted that only civil servants are eligible for subject positions.
- (b) No incomplete nomination will be processed.
- (c) No nominations will be entertained after due date.


(Gul Zaman)

Section Officer (T-IV)

Ph: 92036663

1. All Ministries/ Divisions.
2. The Auditor General of Pakistan Islamabad.
3. The Chief Secretary, Government of Punjab, Lahore.
4. The Chief Secretary, Government of Sindh, Karachi.
5. The Chief Secretary, Government of KPK, Peshawar.
6. The Chief Secretary, Government of Balochistan, Quetta.

Directorate General of Hajj
Jeddah

No 1(207)/2003-Admn

Dated 7th February, 2012

The Section Officer (FA),
Ministry of Religious Affairs
Islamabad

Subject Creation of posts in the Directorate General of Hajj, Jeddah, Saudi Arabia

Ministry of Religious Affairs letter No.1(11)/2009-HA-I dated 16th January, 2012 on the subject cited above refers.

2. Job descriptions in respect of Protocol Officer and IT Specialist to be posted in the Directorate General of Hajj, Jeddah Saudi Arabia are proposed as under:

Job descriptions in respect of Protocol Officer

- (i) Must be fluent in Arabic language (speaking, reading and writing).
- (ii) To keep liaison with Saudi offices/agencies, Jeddah.
- (iii) Translation and interpretation of documents from English to Arabic & vice versa.
- (iv) Arabic typing.
- (v) Welfare duties during Hajj season including Hajj Terminal, Jeddah.
- (vi) To receive guests/ VIPs visiting the KSA.
- (vii) Well versed with localities of Jeddah.
- (viii) Having good awareness of or at least three years experience working/liaison with Ministry of Hajj, Kingdom of Saudi Arabia and other related departments in KSA.
- (ix) Should have a valid KSA driving licence.
- (x) Any other duty assigned by the competent authority.