

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



No. 15(17)/2013-FA

Islamabad, the 30th October, 2024

C I R C U L A R

Subject: **NOMINATIONS FOR SELECTION OF THE POST OF ASSISTANT ACCOUNTS OFFICER (BS-17) IN THE DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA**

The post of Assistant Accounts Officer (BS-17) 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. Provide assistance to Deputy Director (F&A) in financial management of the Pakistan Hajj Mission including its field offices
 - ii. Assist to Deputy Director (F&A) for Management and supervision of all Finance and Accounts matters
 - iii. Pre-Audit of all claims/payments
 - iv. Tendering advice relating to Finance, Accounts & Audit
 - v. Compilation of accommodation, compulsory Hajj dues, Pilgrims Welfare Fund (PWF), Umrah Funds, Regular Budget, Income of Pakistan Houses and Entertainment Accounts
 - vi. All matters pertaining to budget i.e., its preparation, revised budget estimates, re-appropriation, saving & surrenders etc.,
 - vii. Matters relating to Audit including External Audit/Internal Audit, DAC & PAC
 - viii. Submission of monthly cash account to CAO- MOFA
 - ix. Maintenance of cash books for accommodation, Hajj and PWF section, Umrah Funds etc.,
 - x. Reconciliation with Banks CAO-MOFA and their submission to office of the CF&AO-MORA as per requirement of the new financial legislation
 - xi. Responsible for proper data entry and reconciliation of Hajj and PWF account at PWF portal of the Ministry on monthly basis
 - xii. Provide assistance to Deputy Director (F&A) in procurement/purchase.
 - xiii. Responsible for efficient assets, store & inventory management
 - xiv. Responsible for proper utilization of regular budget as well as Hajj Operation Fund & Umrah funds as per prescribed rules & procedures.
 - xv. Any other task assigned by the Deputy Director (F&A), Director and Director General (Hajj), KSA
2. Eligibility criteria (Qualifications and experience etc.) are as under: -
- i. The candidate should be well equipped & capable to carry out all the functions as given in the Job Description of the post.
 - ii. The candidate must be in the same grade as the post to be filled. Officer from higher or Lower grade shall not be considered.

(Contin. P-2)

- iii. The Officer must be at least graduate and below 56 years of age on the closing date of applications.
 - iv. The candidate must have overall good record of service particularly during the last five years of the service.
 - v. The candidate should have adequate skills & training and sufficient experience in the field of Finance, Accounts & Audit.
 - vi. Officers of the Department of the Auditor General of Pakistan (DAGP) and Field Accounts Offices under the Controller General of Accounts (CGA) shall be given preference, specifically to those officers who are working in AGPR, Provincial AGs and office of the CAO-MOFA.
 - vii. Experience in multitasking, interacting, and working as team with multiple Government Departments.
 - viii. The candidate should be proficient in IT skills, especially in MS Office.
 - ix. The candidate must have excellent interpersonal & communication skills.
 - x. Candidate possessing the knowledge of Arabic language will be given preference.
3. The following officers will not be eligible:
- i. Officers in promotion zone in next 2 years.
 - ii. Officers likely to retire during next 4 years.
 - iii. The Officer posted abroad more than once.
 - iv. Officers who have been posted abroad during the last 3 years.
 - v. Officers who are undergoing disciplinary proceedings under E&D Rules.
4. The Ministries / Divisions / Departments are required to forward nomination of suitable candidates fulfilling the requisite criteria along-with following documents: -
- i) A copy of CNIC
 - ii) Salary Slip of last month
 - iii) Bio-data-cum-CV along-with 02 photographs (blue background)
 - iv) Service Statement (to be provided by service regulator/parent department)
 - v) PERs grading for the last five years (to be provided by service regulator/parent department)
 - vi) All eligible officers applying for the said post are required to fill-in the prescribed proforma attached with the circular; and
 - vii) In addition to the above documents, following certificates duly signed by regulator/parent department are required;
- A. Mandatory certificates required for determination of eligibility for the written test:**
- a) The officer is in BS-17 on regular basis
 - b) The officer is not in Promotion zone in next 2 years.
 - c) The officer is not retiring in next 4 years.
 - d) The officer has not been posted abroad more than once.
 - e) The officer has not been posted abroad in the last 3 years.
- B. Other certificates required from the parent department:**
- a) No Disciplinary / Criminal Proceedings 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. Closing date for receipt of applications is **20th November, 2024**. Only short listed officers, after written test, will be called for interview. No TA/DA will be given in this regard.

Note:

- i. Incomplete nominations will not be entertained.
- ii. Nominations will not be entertained after due date.
- iii. Nominations will not be entertained without proper channel.
- iv. Proforma duly filled-in by the Nominee must be sent along with nominations.
- v. The Ministry of Religious Affairs and Interfaith Harmony reserves the right to cancel/withdraw or hold the selection process at any stage without assigning any reason.



(Misbah-ur-Rehman)
Section Officer (HA)
051-9207507

Distribution:

- i) All Federal Ministries / Divisions
- ii) The Auditor General of Pakistan, Islamabad
- iii) The Controller General of Accounts, Islamabad.
- iv) The Accountant General of Pakistan Revenue, Islamabad
- v) Chief Accounts Officer, Ministry of Foreign Affairs, Islamabad.
- vi) The Accountant General of Accounts, Government of Punjab, Lahore
- vii) The Accountant General of Accounts, Government of Sindh, Karachi
- viii) The Accountant General of Accounts, Government of KPK, Peshawar
- ix) The Accountant General of Accounts, Government of Balochistan, Quetta
- x) The Accountant General of Accounts, Government of Gilgit Baltistan
- xi) The Accountant General of Accounts, Government of AJK

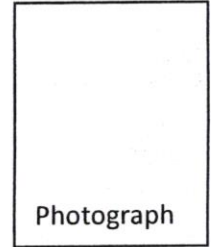
Copy for information to:

1. PS to Secretary (MoRA&IH)
2. APS to Additional Secretary (MoRA&IH)
3. Section Officer (B&C)
4. Section Officer (F&A)


(Misbah-ur-Rehman)
Section Officer (HA)

PRESCRIBED PROFORMA

Name of the officer: _____
Father/Husband Name: _____
CNIC NO: _____
Date of Birth: _____
Designation: _____
BPS (on regular basis): _____
Name of the Service Group/Cadre: _____
Presently Working in: _____
Parent Department: _____
Qualification: _____
Mobile No: _____ Office: _____ Res: _____
WhatsApp No: _____
Email Address: _____
Postal Address (Office): _____
Postal Address (Residence): _____



<u>Service History</u>				
Sr. No	Department	Designation	Period	
			From	To
1.				
2.				
3.				

***a separate sheet may be used to complete Service History**

Applicant Signature
