

No. M (Haj)/1183/02/2016
Government of India
Ministry of External Affairs
(Haj Division)

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New Delhi, December 31, 2015

OFFICE MEMORANDUM

Ministry of External Affairs invites applications from male Muslim permanent employees working in Central/State Government/UTs/ PSUs/ Autonomous bodies for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia, to render assistance to Haj pilgrims as **Coordinators, Assistant Haj Officers and Haj Assistants for Haj-2016**. Employees working on Temporary/Part-time/Seasonal/Contractual/Ad-hoc basis are not eligible for deputation. The period of deputation will be approximately 02-03 months.

2. The eligibility criteria and other terms & conditions are at Annexure-A on the websites: www.mea.gov.in, www.hajcommittee.gov.in and <http://hajmea.nic.in/haj>.

3. Applicant should fill-up the application **online** which is available on website: <http://hajmea.nic.in/haj>. A hard copy of the online filled in application form **in original** duly approved by the respective Competent Authority along with requisite enclosures marked with "**Application for Deputation to CGI, Jeddah**" on top of the envelope should be sent to the following address:

Under Secretary (Haj),
Ministry of External Affairs,
Room No. 304,
Indian Society of International Law
V.K Krishna Menon Bhawan,
9, Bhagwan Das Road
New Delhi-110001

4. Interview for selection of candidates would be conducted by the Ministry of External Affairs, New Delhi. Date, time and venue of the interview shall be intimated to the eligible candidates in due course. No TA/DA or any other allowances for appearing in interview shall be paid by the Ministry of External Affairs. The selection of deputationists will be done on the basis of length of their service, experience, desirable qualifications and interview. Preference, however, will be given to those candidates who are working in Police & Para military services. Ministry's decision regarding selection of candidates shall be final. No correspondence, in this regard, will be considered from any applicant.


31/12/15

5. The selected candidates should apply for an official passport at their nearest Regional Passport Offices (RPOs) immediately on receipt of the selection letter. Haj Division will not entertain any requests for arranging Official Passports. Details of RPOs are available at website: <http://passportindia.gov.in/>. The selected candidates need to fill-up the visa form also which is available at Annexure 'B' of online application.

6. **The last date** for filling-in online application is **February 15, 2016**. **The last date** for receipt of hard copies of online filled applications alongwith requisite enclosures is **March 14, 2016**.

 3/12/15

(Harish Chandra)

Under Secretary to the Government of India

E-mail: ushaj@mea.gov.in

Tel: 011 23386327

To:

1. All Ministries/ Departments of the Government of India.
2. Chief Secretaries of all States and Union Territories.
3. Health Secretaries of all States and Union Territories.
4. PSUs/Autonomous bodies.
5. Haj Committee of India, Mumbai and all State Haj Committees.

 3/11/15

Ministry of External Affairs
(Haj Division)

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**Eligibility Criteria and other Terms & Conditions for Temporary Deputation
of Coordinator/Assistant Haj Officer/ Haj Assistant to Consulate General of
India, Jeddah, Saudi Arabia for Haj -2016.**

Applicant should ensure that the hard copy of the **online** filled in application **in original** duly approved by the Competent Authority are sent to the Haj Division of the Ministry of External Affairs by the specified due date. Attention of the applicants is also invited toward Clause 20 of the CCS (Conduct Rules), 1964 which says, "**No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government.**" Ministry may initiate disciplinary action against such applicants who violate the above-mentioned clause.

1. Instructions for applicant:

- (a) Applicant should fill-up application online which is available on website: <http://hajmea.nic.in/haj>.
- (b) A hard copy of online filled in application **in original** should be sent along with following enclosures:
- (i) Certificate in original from the Competent Authority in the prescribed format appended to the application form along with a letter forwarding the application. Application received without the approval of the Competent Authority **will not be considered**.
 - (ii) Six passport size coloured photographs in white background.
 - (iii) Duly attested Matriculation/SSC certificate or any other documents in support of Date of Birth.
 - (iv) Medical fitness certificate (**in original**) from a Government Hospital. Applicant must not be suffering from any serious ailment including heart disease, hypertension, diabetes, asthma and kidney problems etc. Certificate issuing authority will be held responsible if information furnished is found false or incorrect, Govt of India can recover full or partial amount spent on applicant.
- (c) **Please note:**
- (i) Applicant should fill-up application online. Advance copy of the application/ hand written application, application with corrections or incomplete in any form without enclosures will not be considered. Application not duly forwarded through the proper channel or received after the due date will not be considered by the Ministry.

- (ii) **Applicant should not be less than 25 years and more than 50 years of age as on 01.07. 2016.**
- (iii) Applicants deputed to CGI, Jeddah during Haj-2014 and Haj-2015 or deputed to CGI, Jeddah for **three or more times** will not be considered.
- (d) A hard copy of the application form **in original** duly approved by their respective Competent Authority along with the requisite enclosures marked with "**Application for Deputation to CGI, Jeddah**" on top of the envelope should be sent to the following address:

Under Secretary (Haj),
Ministry of External Affairs,
Room No. 304,
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New Delhi-110001

2. Eligibility Criteria: Employees working on Temporary/Part time/ Seasonal/ Contractual/Ad-hoc basis are not eligible for deputation.

Coordinators: Deputy Secretary to the Govt. of India or equivalent in the Grade Pay of Rs. 7,600/- (Pay Band-3) are eligible. Officers completing five years of service as Under Secretary to Govt. of India in the Grade Pay of Rs. 6,600/- or equivalent are also eligible for the post of Coordinator. **Officers in the rank of Director & above (drawing Grade Pay more than Rs.7,600/-) will not be considered.**

Assistant Haj Officers: The applicant should be holding a post of Under Secretary or Section Officer of Central Government or equivalent in the Pay scale of Rs. 15,600-39,100 with Grade Pay of Rs. 6,600/- (service as Under Secretary at Grade Pay Rs. 6,600/- must be less than five years.) and in the case of Section Officer with Grade Pay of Rs. 5,400/- & Rs. 4,800/- in the Pay scale of Rs. 9,300-34,800 (Pay Band 2).

Haj Assistants: The applicant should be holding a post of Assistant (at least two years in Govt. Service) and UDC (at least five years of service as UDC) of the Central Government or equivalent. Preference will be given to the officials of Assistant level of Central Govt. or equivalent in the Pay Scale of Rs. 9,300-34,800 (Pay Band 2) with Grade Pay Rs.4,600/- & Rs.4,200/-. The applicants having Pay Scale of Rs.5,200-20,200 with Grade Pay Rs 2400/- can also apply for the post. **Officials in the rank of L.D.C & below or drawing Grade Pay less than Rs.2,400/- will not be considered.**

3. Due weightage would be given to:

- Proficiency in regional languages.
- Knowledge of Arabic language.



- Knowledge of Accounts.
- Experience in Crowd Control and Disaster management.
- Experience in Public Relations, Administrative, Police & Para Military Services.
- Courses in Data Entry, Computer including proficiency in MS-Word, Excel, E-mail & internet, LAN and WAN from NIC or person holding "O" level certificate from Department of Electronics.

Attachments (Optional) which may be attached with the application.

1. Certificate of experience in Crowd Control and Disaster Management.
2. Certificate of proficiency in data entry/Computer Applications.
3. Certificate of Arabic Language proficiency.

4. Pay & Allowances:

- During the deputation period, Basic Pay, HRA and Foreign Allowance as admissible to India- based staff of equivalent rank in Consulate General of India, Jeddah will be paid. HRA will however not be paid to those employees who are in possession of Government accommodation in any city in India.
- No Daily Allowance would be admissible for the period of deputation at CGI, Jeddah.
- Economy class air ticket to & fro Jeddah would be provided to the deputationists.
- The selected candidates will be entitled to normal baggage allowance of 20 Kgs.
- Accommodation would be provided on sharing basis to the deputationists.
- The officials selected will be entitled for eight days preparation/joining time before departure. **However, no payment** will be made in case the applicant is **not able to** proceed to Saudi Arabia or stays beyond eight days preparation time on account of any administrative exigency.
- No joining/preparation time is admissible on return from deputation i.e. Jeddah.
- No conveyance allowance shall be paid for completing various formalities in Delhi.
- Expenditure on account of to & fro air travel to Jeddah will be borne by the Ministry of External Affairs.
- Expenditure on account of salary, preparation time and accommodation in Saudi Arabia during the deputation period will be borne by the CGI, Jeddah.

5. Deployment and Duties of the Deputationists:

- The services of the deputationists will be at the disposal of the Consulate General of India (CGI), Jeddah during their deputation and they will be deployed by CGI, Jeddah, at various Branch offices in Makkah, Madinah, Haj terminal at Jeddah, camps at Mina and Arafat, etc. on functional basis to render assistance to Indian Haj pilgrims.
- They will also be deemed to be on 24 hours duty during the entire period of deputation and will be allocated tasks for specified duration depending

on exigencies. **No extra remuneration or compensation** will be payable to them except the normal admissible Foreign Allowance.


- To assist pilgrims at their Maktabas and camps during the pilgrimage.
- To assist pilgrims in their daily activities and attend to their grievances.
- To assist the pilgrims to perform their Haj rituals.

6. General Conditions:

- If the selected candidate **does not report** to the Ministry within the stipulated time, the next candidate in the waiting list would be considered without serving any notice to the non-reporting candidate.
- If any information given by the candidate is found wrong at any stage, his candidature will be cancelled. The department concerned shall be asked to take appropriate disciplinary action against the candidate and the expenditure incurred by the Ministry will be recovered.
- The selected candidates will not be allowed to take any of their family members, including spouse, even at their own cost.
- The selected candidates are not allowed to interact with the media. Violation of this condition will result in immediate recall and disciplinary action.
- The deputationists should always be in civil clothes.
- Failure to perform duties assigned to the deputationists satisfactorily could lead to immediate repatriation to India and disciplinary action including partial or full recovery of the Government money spent on his deputation.

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Annexure-B

 سفارة المملكة العربية السعودية القسم القنصلي EMBASSY OF SAUDI ARABIA CONSULAR SECTION	صورة Photo																				
Full name: الاسم الكامل:																					
Mother's name: (إم)																					
Date of birth: تاريخ الولادة: Place of birth: محل الولادة:																					
Previous nationality: الجنسية السابقة: Present nationality: الجنسية الحالية:																					
Sex: <input type="checkbox"/> Female (أنثى) <input type="checkbox"/> Male (ذكر) الجنس: Marital Status: الحالة (زواجية):																					
Sect: المذهب: Religion: الديانة:																					
Place of issue: مصدر: Qualification: المؤهل العلمي: Profession: المهنة:																					
Home address and telephone No.: عنوان المنزل ورقم الهاتف:																					
Business address and telephone No.: عنوان الشركة (أو مؤسسة) ورقم الهاتف:																					
Purpose of travel: <input type="checkbox"/> Work <input type="checkbox"/> Trans <input type="checkbox"/> Visa <input type="checkbox"/> Family <input type="checkbox"/> Hajj <input type="checkbox"/> Education <input type="checkbox"/> Other																					
Place of issue: محل الإصدار: Date passport issued: تاريخ الإصدار: Passport No.: رقم الجواز:																					
Date of passport's expiry: تاريخ انتهاء صلاحية الجواز:																					
Duration of stay in the Kingdom: مدة الإقامة بالمملكة: Date of arrival: تاريخ الوصول: Date of departure: تاريخ المغادرة:																					
Mode of Payment: () Pre () Cash () Cheque No. تاريخ: () Date () No. () Date: صيغة الدفع: () Date () No. () Date:																					
Relationship: صلة:																					
Destination: جهة التوجه: Carrier's name: اسم الشركة الناقلة:																					
Dependents traveling in the same passport: إبطاحات مع أفراد العائلة (المطابقين) هل نفس جواز السفر:																					
<table border="1"> <thead> <tr> <th>Relationship</th> <th>Date of Birth</th> <th>Sex</th> <th>Full name</th> </tr> </thead> <tbody> <tr> <td>نوع القرابة</td> <td>تاريخ الميلاد</td> <td>الجنس</td> <td>الاسم بالكامل</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Relationship	Date of Birth	Sex	Full name	نوع القرابة	تاريخ الميلاد	الجنس	الاسم بالكامل												
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نوع القرابة	تاريخ الميلاد	الجنس	الاسم بالكامل																		
Name and address of company or individual in the Kingdom: اسم وعنوان الشركة أو الشخص وعنوانه بالمملكة:																					
The undersigned hereby certifies that all the information I have provided is correct. أنا الموقع أدناه أقدم كل المعلومات التي دونها بصراحة.																					
I will abide by the laws of the Kingdom during the period of my residence in it. وسأكون ملتزم بقوانين المملكة أثناء فترة وجودي بها.																					
Date: التاريخ: Signature: التوقيع: Name: الاسم:																					
For official use only: للاستعمال الرسمي فقط:																					
Date: التاريخ: Authorization: رقم الأمر الممنوع عليه في جواز السفر:																					
Visit / Work for: الزيارة - العمل لدى:																					
Date: التاريخ: Visa No.: أصره برقم:																					
FEE COLLECTED: مبلغ المحصل: Type: مدتها: Duration: مدتها:																					
Head of consular section: رئيس القسم القنصلي: Checked by: مدقق البيانات:																					

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