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विश्वभारती
दिनांक 07.03.15
POCKET & DESPATCH
GENERAL SECTION
VISVA-BHARATI

Date.

No. M(Haj)/1183/09/2015
Government of India
Ministry of External Affairs
(Haj Division)

New Delhi February 13, 2015

OFFICE MEMORANDUM

Ministry of External Affairs invites applications from male Muslim officers working in Central /State Government / 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-2015**. The period of deputation will be approximately 02-03 months.

2. The eligibility criteria and other terms & conditions can be accessed at Annexure A on the website of this Ministry (www.mea.gov.in) and on the website of Haj Committee of India (www.hajcommittee.com).

3. Applicants are advised to fill-up their application online which is available on website: <http://hajmea.nic.in/haj> A copy of the online application (along with six passport size coloured photographs with white background), duly approved by their respective competent authority be forwarded to the following address:

Office of Joint Secretary (Haj),
Ministry of External Affairs,
Room No. 2023, Jawaharlal Nehru Bhawan,
Maulana Azad Road
New Delhi-110011

4. Selection of deputationists will be done on the basis of length of their service, experience and desirable qualifications. They should have working knowledge of data entry, including proficient use of MS-Word, Excel, E-mail and Internet. Knowledge of Arabic and Indian regional languages would be preferred. He should preferably have experience of crowd control and mass movement. He should have knowledge of accounts and administration. Due consideration will be given to those candidates who have worked/working in Police & Para military services. Ministry's decision on selection of suitable candidates shall be final.

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Pl circulate among all Dep'ts /
Centres etc.

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

6. The last date for filling online application is **March 11, 2015** and the last date for receipt of hard copy of the application in the Ministry is **April 09, 2015**. **Applications received after the due date will not be considered.**


(Deputy Secretary to the Government of India)

Email: dirhaj@mea.gov.in

Tel: 011 23388220

1. All Ministries/ Departments of the Government of India
2. Chief Secretaries of all States and Union Territories
3. Copy to PB/PC/PD/PF Sections, MEA, New Delhi
4. Health Secretaries of All States & Union Territories
5. Secretary, Railway Board, Rail Bhawan, New Delhi
6. P&AO, CCOA, MEA, New Delhi

Copy for information to:

1. Embassy of India, Riyadh
2. CGI, Jeddah
3. DS(FSP) & US(PF), MEA, New Delhi
4. CEO, Haj Committee of India, Mumbai and all State Haj Committees

ANNEXURE "A"
Administrative Personnel

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 -2015.**

All applicants are requested to ensure that the Hard copy of online filled application duly approved by the competent authority, should be sent to the Haj Division of M.E.A. 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.

A. Applications will not be considered on account of the following:-

- Hard copy of online filled application forms sent without the approval of the competent authority and after the due date.
- Applications not filled online/ incomplete/ advance copy / handwritten, not forwarded through proper channel.
- Officer in the rank of Director & above or lower rank like L.D.C and below.
- Applicants deputed to CGI, Jeddah during Haj-2013 and Haj-2014.
- Applicants deputed to CGI, Jeddah for **three or more times**.

B. Eligibility Criteria:

For Coordinators: Deputy Secretary to the Govt. of India or equivalent in the Grade Pay of Rs. 7600/- (Pay Band-3) are eligible. Officers completing five years of service as Under Secretary to Govt. of India in the Grade Pay of Rs. 6600/- or equivalent are also eligible for the Coordinator post.

For 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. 15600-39100 with Grade Pay of Rs. 6600/- (service as Under Secretary at GP 6600/- must be less than five years.) and in the case of Section Officer with Grade Pay of Rs. 5400/- & Rs. 4800/- in the Pay scale of Rs. 9300-34800 (Pay Band 2).

For 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, however, preference will be given to the officers of Assistant level of Central Govt. or equivalent in the Pay Scale of Rs. 9300-34800 (Pay Band 2) with Grade Pay Rs.4600/- & Rs.4200/-. The applicants having pay scale of Rs.5200-20200 with Grade Pay Rs 2400/- can also apply for the post. No application with less than Grade Pay of Rs. 2400/- will be considered.

• Applicant should not be less than 25 years and more than 50 years of age as on 01st July, 2015 (Applicant must attach Matriculation Certificate in support of DOB).

• Applicant should be medically fit and produce a Certificate to this effect from a **Government Hospital**. Certificate issuing authority will be held responsible if information furnished by the applicant is found false or incorrect.

C. Due weightage will be given to:

- Proficiency in regional languages.
- Thorough knowledge of accounts.
- Experience in public relations, administrative, Police & Para military services.
- Knowledge of Arabic.
- Experience in crowd control and mass movement.
- Data Entry and working knowledge of computer including proficient use of MS-Word, Excel, E-mail & internet, LAN and WAN from NIC or persons holding "O" level certificate from department of Electronics. Candidates should attach required proficiency certificate to the application. Cadre Controlling Authority must furnish a certificate in this regard.

D. Pay & Allowances:

- During the deputation period, basic pay, HRA & CCA and Foreign Allowance as admissible to India- based staff of equivalent rank in CGI; Jeddah will be paid. HRA & CCA 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. No joining/ preparation time is admissible on return from deputation.
- No conveyance allowance would 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.
- The selected candidates 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.**

E. 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. 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 repeat 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.

F. General Conditions:

- If the selected candidate does not report to Haj Division within the time stipulated by the Ministry, the next candidate in the waiting list would be given chance 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.
- The selected candidate 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.

**No. M(Haj)/1183/09/2015
Government of India
Ministry of External Affairs
(Haj Division)**

New Delhi February 13, 2015

OFFICE MEMORANDUM

Ministry of External Affairs invites applications from Muslim Doctors and Paramedical staff working in Central/ State Government/PSUs/Autonomous bodies for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia, to render medical assistance to Haj pilgrims as **Doctors and Paramedics (Allopathic) for Haj – 2015**. The period of deputation will be approximately 02-03 months.

2. The eligibility criteria and other terms & conditions can be accessed at Annexure "A" on the website of this Ministry (www.mea.gov.in) and on the website of Haj Committee of India (www.hajcommittee.com).


3. Applicants are advised to fill their application online which is available on website: <http://hajmea.nic.in/haj> . A copy of the online application (alongwith six passport size coloured photographs with white background), duly approved by their respective competent authority be forwarded to the following address:

Office of Joint Secretary (Haj)
Ministry of External Affairs
Room No. 2023, Jawaharlal Nehru Bhawan
Maulana Azad Road
New Delhi-110011

4. The selection of candidates will be done on the basis of length of their service, experience and desirable qualifications such as, knowledge of regional languages, Arabic, experience in public relations, etc. Ministry's decision on selection of suitable candidates shall be final.

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

6. The last date for filling online application is **March 11, 2015** and the last date for receipt of hard copy of the application in the Ministry is **April 09, 2015**. Applications received after the due date will not be considered.


(Deputy Secretary to the Government of India)

Email: dirhaj@mea.gov.in

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1. All Ministries/ Departments of the Government of India
2. Chief Secretaries of all States and Union Territories
3. Health Secretaries of all States & Union Territories
4. Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi
5. Director- General of Health Services, Nirman Bhawan, New Delhi
6. Secretary, Railway Board, Rail Bhawan, New Delhi

Copy for information to:

1. Embassy of India, Riyadh
2. CGI, Jeddah
3. DS(FSP) & US(PF), MEA, New Delhi
4. CEO, Haj Committee of India, Mumbai and all State Haj Committees

ANNEXURE "A"
Doctors/ Paramedics

Ministry of External Affairs
(Haj Division)

**Eligibility Criteria and other Terms & Conditions for Temporary Deputation of
Doctors and Para-medical staff to Consulate General of India, Jeddah, Saudi
Arabia for Haj – 2015.**

All applicants are requested to ensure that the hard copy of the online filled application duly approved by the competent authority should be sent to the Haj Division of Ministry of External Affairs. Attention of 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 those applicants who violate the above-mentioned clause.

- **Applications will not be considered on account of the following:-**
 - Hard copy of online filled application forms sent without the approval of the competent authority and after the due date.
 - Applications not filled online/ incomplete/ advance copy / handwritten, not forwarded through proper channel.
 - Applicants who have been deputed thrice or more in the past are not eligible.
- This condition does not apply with Doctors and female Pharmacists.**

A) Eligibility Criteria for Doctors:

- The applicant should be presently serving in Central or State Government /PSUs/Autonomous bodies and should have a minimum of three year's experience as Medical Officer. However, in case the number of applicants having minimum 3 years of experience is not sufficient, then applicants with a minimum of 2 years experience will also be considered. Preference will be given to Doctors working as Medical Officers.

- **Only Allopathic Doctors** : General Practitioners (Minimum qualification MBBS), Physicians, Surgeons, Orthopaedics, Gynaecologists, ENT Surgeon, TB & Chest specialist, Psychiatrist, Pathologists, Ophthalmologists, Pediatricians, Dermatologists, and Cardiologists can apply.
- The applicants should not be more than **55 years** of age as on **01.07.2015** (Applicant must attach Matriculation Certificate in support of DOB).
- Doctors holding senior posts or working as Professors/Readers, Medical Superintendents/Deputy Medical Superintendents Anaesthetists, Microbiologists, Unani, Ayurveda and Homeopathic doctors are not eligible to apply.

Eligibility Criteria for Paramedics:

- Applicant should have a Degree/Diploma in Nursing/ECG/Lab. Technician. The applicant should be presently serving in a Central or State Government/PSUs/Autonomous bodies and should have a minimum five years service.
- Pharmacists should have a B. Pharma Degree /Diploma.
- The applicant should not be more than **55 years** of age as on **01.07.2015** (Applicant must attach Matriculation Certificate in support of DOB).
- The applicant must be physically fit, able to withstand the harsh climate and long duty hours in Saudi Arabia.
- The applicant should hold a permanent post in his/her cadre.
- Auxiliary Nurses/Midwives are not eligible to apply.

B) Desirable Qualifications for applicants for post of Doctors and Paramedics:

- Knowledge of Arabic and regional languages.
- Cardiologists, Gynaecologists, ENT Specialists and Physicians.

C) Pay & Allowances:

- During the deputation period, Basic Pay, HRA & CCA and Foreign Allowance as admissible to India- based staff of equivalent rank in CGI; Jeddah will be paid. HRA & CCA 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. No joining/preparation time is admissible on return from deputation.
- No conveyance allowance would be paid for completing various formalities in Delhi.
- Expenditure on account of to and 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.
- The selected candidates 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.**

D) 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 & Arafat, etc. to render medical 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.

E) General Conditions:

- If the selected candidate does not report to Haj Division within the time stipulated by the Ministry, the next candidate in the waiting list would be given chance without serving any notice to the non-reporting candidate.
- If any information given by the candidate is found wrong at any stage, his/her candidature will be cancelled. The department concerned shall be asked to take appropriate disciplinary action against the candidate.
- The selected candidate will not be allowed to take any of his/her family members, including spouse, even at their own cost.
- **The selected Doctors and paramedics must carry their own Stethoscopes and White Aprons.**
- 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/her deputation.
