

Sub. to JRE P. *[Signature]*
22-01-16

[Signature]
23/01/16

डॉ. व. क. शर्मा
सचिव, विभाग
जनरल सेक्शन
दफ्तर, 304
भारतीय समाज
केन्द्र, नई दिल्ली
23/01/16

No. M (Haj)/1183/03/2016
Government of India
Ministry of External Affairs
(Haj Division)

New Delhi, December 31, 2015

OFFICE MEMORANDUM

Ministry of External Affairs invites applications from 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 **Doctors and Paramedics (Allopathic) 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

[Signature]
P. Send copy to
Computer Centre for
uploading on University
website

4. The selection of deputationists will be done on the basis of length of their service, experience and desirable qualifications. 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.

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.

[Signature]
23/01/16

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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.


(Harish Chandra)

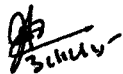
Under Secretary to the Government of India

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.


3/14/16

Ministry of External Affairs
(Haj Division)

**Eligibility Criteria and other Terms & Conditions for Temporary Deputation
of Doctors and Paramedics (Allopathic) 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 in the prescribed format appended to the application form along with a letter forwarding the application from the Competent Authority. Applications 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 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) Applicants deputed to CGI, Jeddah for **three or more times** in the past are not eligible (**This condition does not apply to Doctors and Female Pharmacists**).
- (d) A hard copy of the application form **in original** duly approved by the 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

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

Doctors:

- The applicant should be permanent and presently serving in a Central/State Government/UTs/PSUs/Autonomous bodies and should have minimum three years' experience as Medical Officer. The number of applicants having 2 years service will also be considered if sufficient numbers of applications are not received from applicants having minimum 3 years of experience.
- **Allopathic Doctors Only:** General Practitioners (Minimum qualification MBBS), specialists from the field of Orthopaedics, General Surgery, Ophthalmology, ENT, General Medicine, Pulmonary Medicine, Radiology, Paediatrics, Anaesthesia, Psychiatry, Dermatology, Pathology, Community Medicine, Gynaecologists, TB & Chest, Cardiologists and Paediatricians.
- The applicant should not be more than **55 years** of age as on **01.07.2016**. (Applicant must attach Matriculation/SSC Certificate or any other documents in support of Date of Birth).
- Doctors holding senior posts including Professors/Readers, Medical Superintendents/Deputy Medical Superintendents, Microbiologists, Unani, Ayurveda and Homeopathic Doctors **need not apply**.

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Paramedics:

- Applicant should hold Degree/Diploma in Nursing/ECG/Lab. Technician. The applicant should be permanent and presently serving in a Central/State/UTs Government/PSUs/Autonomous bodies and should have minimum five year's experience.
- Pharmacists should hold B. Pharma Degree/Diploma.
- The applicant should not be more than **50** years of age as on **01.07.2016**. (Applicant must attach Matriculation Certificate/SSC certificate or any other documents in support of Date of Birth).
- Auxiliary Nurses/Midwives are not eligible to apply.

3. Desirable Qualifications:

- Due weightage will be given to applicants having knowledge of Arabic and regional languages.

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

- 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.

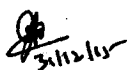
5. **Deployment and Duties of the Deputationists:**

- 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 Maktabs 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:**

- The applicant must be physically fit, able to withstand the harsh climate, tough living conditions and the long duty hours in Saudi Arabia.
- If the selected candidate **does not report** to the Ministry within the stipulated time, the next candidate (s) in the waiting list would be considered without serving any notice to the non-reporting candidate (s).
- 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 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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3/12/14

Annexure-B

صورة Photo		سفارة المملكة العربية السعودية القسم القنصلي EMBASSY OF SAUDI ARABIA CONSULAR SECTION
الاسم الكامل Full name: _____		اسم الأب Father's name: _____
تاريخ الميلاد: _____ Date of birth: _____		محل الولادة: _____ Place of birth: _____
الجنسية السابقة: _____ Previous nationality: _____		الجنسية الحالية: _____ Present nationality: _____
الجنس: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other Sex: _____		الحالة الاجتماعية: _____ Marital Status: _____
المذهب: _____ Religion: _____		المهنة: _____ Profession: _____
مكان الإصدار: _____ Place of issue: _____		المؤهل العلمي: _____ Qualification: _____
عنوان المنزل ورقم التليفون: _____ Home address and telephone No.: _____		
عنوان الشركة (المؤسسة) ورقم التليفون: _____ Business address and telephone No.: _____		
الغاية من السفر: <input type="checkbox"/> عمل <input type="checkbox"/> سياحة <input type="checkbox"/> زيارة <input type="checkbox"/> عمرة <input type="checkbox"/> الأقامة <input type="checkbox"/> حج <input type="checkbox"/> دبلوماسية Purpose of travel: _____		
تاريخ الإصدار: _____ Date passport issued: _____		رقم الجواز: _____ Passport No.: _____
تاريخ انتهاء صلاحية الجواز: _____ Date of passport's expiry: _____		
مدة الإقامة بالمملكة: _____ Duration of stay in the Kingdom: _____		تاريخ الوصول: _____ Date of arrival: _____
تاريخ المغادرة: _____ Date of departure: _____		
طريقة الدفع: () نقداً () شيكاً () بطاقة ائتمانية () بطاقة () بطاقة () بطاقة () بطاقة Mode of Payment: _____		
علاقة: _____ Relationship: _____		
وجه الوصول بالمملكة: _____ Destination: _____		اسم الشركة المانحة: _____ Carrier's name: _____
إظهارات شخص الأزد المانحة (المفديين) على نفس جواز السفر: _____ Dependents travelling in the same passport: _____		
نوع الصلة Relationship	تاريخ الميلاد Date of Birth	الجنس Sex
اسم الشركة أو اسم الشخص ومقره بالمملكة: _____ Name and address of company or individual in the Kingdom: _____		
أنا الموقع أدناه أقر بأن كل المعلومات التي قدتها صحيحة I will abide by the laws of the Kingdom during the period of my residence in it.		
التاريخ: _____ Date: _____	التوقيع: _____ Signature: _____	الاسم: _____ Name: _____
للاستعمال الرسمي فقط: _____ For official use only: _____		
تاريخ: _____ Date: _____		رقم الأمر الممنوع عليه في حضانة السفارة: _____ Authorization: _____
زيارة - العمل لدى: _____ Visit / Work for: _____		اسم الموظف: _____ Name: _____
تاريخ: _____ Date: _____		نوعها: _____ Duration: _____
مبلغ المصروف: _____ FEE COLLECTED: _____		مدتها: _____ Duration: _____
رئيس القسم القنصلي Head of consular section		مدقق البيانات Checked by: _____

Handwritten signature and stamp

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:

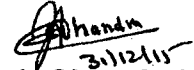
Under Secretary (Haj),
Ministry of External Affairs,
Room No. 304,
Indian Society of International Law
V.K Krishna Menon Bhawan,
9, Bhagwan Das Road
New Delhi-110001

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.


3/12/15

Ministry of External Affairs
(Haj Division)

**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:

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 - (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),
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V.K Krishna Menon Bhawan,
9, Bhagwan Das Road
New Delhi-110001

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

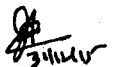
Coordinators: Deputy Secretary to the Govt. of India or equivalent in the Grade Pay of Rs. 7,600/- (Pay Band-3) are eligible. Officers completing five years of service as Under Secretary to Govt. of India in the Grade Pay of Rs. 6,600/- or equivalent are also eligible for the post of Coordinator. **Officers 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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