

No.6/1/2017-Haj  
भारत सरकार  
Government of India  
अल्पसंख्यक कार्य मंत्रालय  
Ministry of Minority Affairs  
(Haj Division)

तीसरा तल, आई एस आई एल, वी के कृष्णा मेनन भवन,  
9 भगवान दास रोड, नई दिल्ली – 110 001  
3<sup>rd</sup> Floor, ISIL, V.K. Krishna Menon Bhawan,  
9 Bhagwan Das Road, New Delhi – 110 001  
दिनांक / Date: 19.01.2017

**OFFICE MEMORANDUM**

**Subject: Temporary deputation of Coordinator/Assistant Haj Officer/ Haj Assistant to Consulate General of India, Jeddah, Saudi Arabia for Haj 2017 - regarding.**

Ministry of Minority 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-2017**. 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. Applicant should fill-up the application online which is available on website: **[www.haj.nic.in/deputation](http://www.haj.nic.in/deputation)**. 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 as Coordinator/Assistant Haj Officer/ Haj Assistant**" on top of the envelope should be sent to the following address:

**Under Secretary (Haj),**  
Ministry of Minority Affairs,  
3<sup>rd</sup> Floor, Indian Society of International Law  
V. K Krishna Menon Bhawan,  
9, Bhagwan Das Road  
New Delhi-110001

3. Interview for selection of candidates would be conducted by the Ministry of Minority 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 Minority Affairs. The selection of deputationists will be done on the basis of length of their service, experience, desirable qualifications and personal 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.



4. 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.

5. **The last date** for filling-in online application is **20<sup>th</sup> February, 2017**. **The last date** for receipt of hard copies of online filled applications along with requisite enclosures is **14<sup>th</sup> March, 2017**.



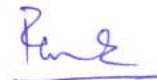
(Ravi Chandra)

Under Secretary to the Government of India

Tel: 011 23387012

To:

1. All Ministries/ Departments of the Government of India.
2. Chief Secretaries of all States and Union Territories.
3. Secretaries/ Principal Secretaries of Department looking after minority welfare in the States/ UTs.
4. PSUs/ Autonomous bodies.
5. All attached/ subordinate/ autonomous bodies and PSU under MoMA.
6. Haj Committee of India, Mumbai with a request to upload the circular on the website of HCol for wider circulation
7. All State Haj Committees.
8. Technical Director, NIC, MoMA with a request to upload the circular on the website of the Ministry and Haj Division.



GOVERNMENT OF INDIA  
Ministry of Minority 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-2017.**

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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 Minority 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: **www.haj.nic.in/deputation.**
- (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. 2017.**
- (iii) Applicants deputed to CGI, Jeddah during Haj-2015 and Haj-2016 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 as Coordinator/Assistant Haj Officer/ Haj Assistant "** on top of the envelope should be sent to the following address:

**Under Secretary (Haj),**  
Ministry of Minority Affairs,  
3<sup>rd</sup> Floor, Indian Society of International Law  
V.K Krishna Menon Bhawan,  
9, Bhagwan Das Road  
New Delhi-110001

2. **Eligibility Criteria:** The Permanent employees of the Central Government/ State Governments/ Union Territory Administration/ Public Sector Undertakings/ Autonomous Bodies having the following eligible criteria may apply. *The officers of the State Government Departments/ Union Territory administration and PSUs/ Autonomous Bodies applying for these posts should clearly indicate the equivalent rank in the Central Government and their Level in Pay Matrix as per 7<sup>th</sup> CPC or Grade Pay as per 6<sup>th</sup> CPC, without which their applications will not be considered.*

**For Coordinators:**

- (i) Deputy Secretary of Central Government with 3 years of service or less in the grade or equivalent in the Level 12 in pay matrix as per 7<sup>th</sup> Central Pay Commission (CPC) or Grade Pay of Rs. 7,600/- as per 6<sup>th</sup> CPC.
- (ii) Under Secretary of Central Government completing 5 years of service in the grade or equivalent in the Level 11 in pay matrix as per 7<sup>th</sup> Central Pay Commission (CPC) or Grade Pay of Rs. 6,600/- as per 6<sup>th</sup> CPC are eligible.
- (iii) Officers in the rank of Deputy Secretary with more than 3 years of service / Director in the Government of India or equivalent **will not be considered.**

**For Assistant Haj Officers:**

- (i) The applicant should be holding the post of Under Secretary of Central Government with less than 5 years of service or equivalent in the Level 11 of pay matrix as per 7<sup>th</sup> CPC or Grade Pay of Rs. 6600/- as per 6<sup>th</sup> CPC.
- (ii) Section Officer of Central Government or equivalent in the Level 8/ Level 10 of pay matrix as per 7<sup>th</sup> CPC or Grade Pay of Rs. 4800/- (Pay Band-2) / Rs. 5,400/- (Pay Band-3) as per 6<sup>th</sup> CPC.
- (iii) The Section Officer or equivalent with Grade Pay of Rs. 5,400/- & Rs. 4,800/- in the Pay Band 2 (Rs. 9,300-34,800) as per 6<sup>th</sup> CPC (Level 8 or Level 9 in pay matrix as per 7<sup>th</sup> CPC) are also eligible.

**For Haj Assistants:**

- (i) The applicant should be holding a regular post of Assistant Section Officer/ Assistant in the Central Government or equivalent in the Level 7 in pay matrix as per 7<sup>th</sup> CPC or Grade Pay of Rs. 4,600/- as per 6<sup>th</sup> CPC.



- (ii) Assistant Section Officer/ Assistant or equivalent in the Level 6 in pay matrix as per 7<sup>th</sup> CPC or Grade Pay of Rs. 4,200/- as per 6<sup>th</sup> CPC with at least 2 years of service in the grade are eligible.
- (iii) Employees in the Level 5 in pay matrix as per 7<sup>th</sup> CPC or Grade Pay of Rs.2800/- as per 6<sup>th</sup> CPC with 8 years of service in the grade are eligible.

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

### 3. Desirable Qualifications:

- 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 shall be paid as per instructions of Government of India issued from time to time. 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. from CGI, 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 Minority Affairs.



- Expenditure on account of salary, preparation time and accommodation in Saudi Arabia during the deputation period will be borne by the CGI, Jeddah from the budget of the Ministry of Minority Affairs.

#### 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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سفارة المملكة العربية السعودية  
القسم القنصلي  
EMBASSY OF SAUDI ARABIA  
CONSULAR SECTION

Full name: الاسم الكامل:  
Mother's name: اسم الأم:  
Date of birth: تاريخ الولادة: Place of birth: محل الولادة:  
Previous nationality: الجنسية السابقة: Present nationality: الجنسية الحالية:  
Sex:  Female أنثى  Male ذكر الجنس: Marital Status: الحالة الاجتماعية:  
Sect.: المذهب: Religion: الديانة:  
Place of issue: مصدره: Qualification: المؤهل العلمي: Profession: المهنة:  
Home address and telephone No.: عنوان المنزل ورقم التلفون:  
Business address and telephone No.: عنوان الشركة (المؤسسة) ورقم التلفون:

Purpose of travel:  عمل Work  مرور Transit  زيارة Visit  عمرة Umrah  للأقامة Residence  حج Hajj  دبلوماسية Diplomacy الغاية من السفر:  
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: ( ) Free ( ) Cash ( ) Cheque No. تاريخ: ( ) بشيك رقم: ( ) نقداً ( ) جمالة ( ) طريقة الدفع: ( ) تاريخ: ( ) No. Date: اسم المحرم:  
Relationship: صلته:  
Destination: جهة الوصول بالمملكة: Carrier's name: اسم الشركة الناقلة:

Dependents traveling in the same passport: إيضاحات تخص أفراد العائلة (المضاقين) على نفس جواز السفر:  

نوع الصلة Relationship	تاريخ الميلاد Date of Birth	الجنس Sex	الاسم بالكامل Full name

Name and address of company or individual in the kingdom: اسم وعنوان الشركة أو اسم الشخص وعنوانه بالمملكة:

The undersigned hereby certify that all the information I have provided are correct.  
I will abide by the laws of the Kingdom during the period of my residence in it.

أنا الموقع أدناه أقر بأن كل المعلومات التي دوتتها صحيحة  
وسأكون ملتزماً بقوانين المملكة أثناء فترة وجودي بها.

Date: التاريخ: Signature: التوقيع: Name: الاسم:

For official use only: للاستعمال الرسمي فقط:

Date: التاريخ: Authorization: رقم الامر المعتمد عليه في اعطاء التأشيرة:

Visit / Work for: زيارة - العمل لدى:

Date: التاريخ: Visa No.: أشر له برقم:

FEE COLLECTED: Type: Type: المبلغ المحصل نوعها: Duration: مدتها:

رئيس القسم القنصلي  
Head of consular section

مدقق البيانات  
Checked by:

Signature: Kingdom of Saudi Arabia is capital passport.

I hereby certify that Alcohol, Drugs, Narcotics, Pornograph material and all types of religious or political pamphlets are prohibited from entering the Kingdom for personal use or otherwise. If I violate the laws and regulations of the Kingdom I shall be subject to penalty. The penalty of smuggling or spreading of Drugs, Narcotics in the