

**No. M (Haj)/1183/03/2014
Government of India
Ministry of External Affairs
(Hajj Cell)**

New Delhi, January 15, 2014

OFFICE MEMORANDUM

The undersigned is directed to state that the Ministry of External Affairs hereby invites applications from Muslim doctors and paramedical staff (Officers from Central or State Government/PSUs/Autonomous bodies) for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia, to render medical assistance as Doctors and Paramedics (Allopathic) for Hajj – 2014. The period of deputation will be 2-3 months.

2. The eligibility criteria and other terms and conditions are at Annexure "A". Applications from eligible candidates must be routed through proper channel.
3. The prescribed application form is at Annexure "B".
4. Applicants are required to send six passport size photographs with white background along with their application. Copies of passport form and visa form are given at Annexure 'C' and 'D' for use by selected candidates.
5. The selected candidates should apply for official passports to their concerned Regional Passport Offices (RPO). Details of RPOs are available at website: <http://passport.gov.in/>
6. The details can be accessed on the website of this Ministry (www.mea.gov.in) and Haj Committee of India (www.hajcommittee.com).
7. The selection of candidates will be done on the basis of length of their service and experience and desirable qualifications such as, knowledge of regional languages, experience in public relations, etc. Ministry's decision on selection of suitable candidates shall be final.
8. Applications, duly forwarded by Directorate of Health Services of the concerned State may be sent at following address: Hajj Cell, Ministry of External Affairs, ISIL Building, Bhagwandas Road, New Delhi-01. (The Cadre Controlling Authority may please ensure that a separate certificate duly signed is attached to each application verifying the information given in column 5, 6, 7, & 10 of the application).
9. The last date for receipt of applications in the Ministry is **March 14, 2014**. Health Departments of all State Governments are requested to ensure that the applications are received in the Ministry on or before the last date. **Applications received after the due date will not be considered.**


(Deputy Secretary to the Government of India)
Email: dirhaj@mea.gov.in

1. Chief Secretaries of all States and Union Territories.
2. Health Secretaries, All States & Union Territories
3. Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi;
4. Director- General of Health Services, Nirman Bhawan, New Delhi;
5. Secretary, Railway Board, Rail Bhawan, New Delhi;
6. Ministries of Home Affairs/Communication/ Labour /Defence, 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.

**Ministry of External Affairs
(Hajj Cell)**

**Eligibility Criteria and Terms and Conditions for Temporary Deputation of
Doctors and Para-medical staff to Consulate General of India, Jeddah,
Saudi Arabia for Hajj – 2014**

NOTE: All applications should be sent through Directorate of Health Services of the concerned State. Applications sent directly will be rejected. 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 such applicants who violate the above-mentioned clause.

A) CATEGORY "NEED NOT APPLY"

- Doctors holding senior posts or working as Professors/Readers, Medical Superintendents/Deputy Medical Superintendents etc. need not apply. Anesthetists, Microbiologists also need not apply. Unani, Ayurveda and Homeopathic doctors also need not apply.
- Auxiliary Nurses/Midwives need not apply.
- Applicants who have been deputed thrice or more in the past are not eligible. This condition does not apply to Doctors and female Pharmacists.

B) Eligibility Conditions:

For Doctors:

- The applicant should be presently serving in a Central or State Government /PSUs/Autonomous bodies and should have a minimum of three years' 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 may also be considered. Preference will be given to Doctors working as Medical Officers.
- **Only Allopathic Doctors** : General Practitioners (Minimum qualification MBBS), Specialists, Physicians, Surgeons, Orthopedics, Gynecologists, ENT Surgeon, TB & Chest, Psychiatrist, Pathologists, Ophthalmologists, Pediatricians, Dermatologists, Dentists and Cardiologists need apply.
- The applicants should not be more than **55 years** of age as on **01.07.2014** (Applicant must attach Matriculation Certificate in support of DOB).

For Paramedics:

- Applicant should be in possession of 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 be in possession of B. Pharma Degree/Diploma.
- The applicant should not be more than **55** years of age as on **01.07.2014** (Applicant must attach Matriculation Certificate in support of DOB).
- The applicant must be physically fit and able to withstand the harsh climate and living conditions and the long duty hours in Saudi Arabia.
- The applicant should hold a permanent post in his/her cadre.

C) Desirable Qualifications:

- Due weightage will be given to applicants having knowledge of Arabic and regional languages.
- Due weightage will also be given to the specialists such as Cardiologists, Gynecologists, ENT Specialists and Physicians. However, Professors, Directors of Hospitals and persons holding senior positions, need not apply. Anesthetists, Microbiologists also need not apply.

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 by CGI, Jeddah.
- No Daily Allowance would be admissible for the period of deputation at CGI, Jeddah.
- Economy class air ticket to and from 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.

E) Deployment and Duties of the Deputationists:

- The deputationists will be deployed by Consulate General of India, Jeddah, at various Branch offices in Makkah and Madinah, Haj Terminal at Jeddah, Camps at Mina & Arafat, etc to render medical assistance to Indian Haj pilgrims.
- They would function under the day-to-day direction and overall supervision of the Consul General of India, Jeddah.
- The selected deputationists will be deemed to be on 24 hours duty during the entire period of deputation. They will be allocated tasks for specified duration depending on exigencies.

F) General Conditions:

- If the selected candidate does not report in Hajj Cell within 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, the candidate will be banned for ever. The department concerned shall be asked to appropriate disciplinary action against the candidate.
- The selected officials will not be allowed to take any of their family members, including spouse, even at their own cost.
- **The selected doctors and paramedics must carry their own Stethoscopes and White Aprons.**
- The deputationists 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 civilian clothes.
- The services of the deputationists will be at the disposal of the Consulate General of India, Jeddah during their deputation.
- 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.
- It may be noted that deputationists are deemed to be on 24 hours duty without any weekly off and therefore they are expected to work for extra-long hours especially during the core Haj Period. No repeat No extra remuneration or compensation will be payable except the normal admissible Foreign Allowance.

**MEDICAL MISSION
ONLY THROUGH PROPER CHANNEL**

**Ministry of External Affairs
(Hajj Cell)**

Prescribed Application Form for Temporary Deputation to Saudi Arabia in the Indian Medical Mission for Hajj –2014. Applications should be sent through proper channel along-with the enclosed Certificate duly signed. Applications sent directly or without the certificate from the Cadre Controlling Authority, will be rejected. Application should be typed or handwritten in Block letters Only. All columns need to be filled completely. Incomplete application will be rejected.

Sl. No.			Affix your Latest Photograph
1	Name		
2	Father's Name		
3 (a)	Designation		
(b)	Official Address (including Phone No.)		
4 (a)	Post presently held		
(b)	Temp/Permanent		
5 (a)	Date of Birth (attach Matriculation certificate, duly attested)		
(b)	Age as on 01.07.2014		
6	Pay scale & present basic pay		
7	Date of joining the Service		
8	Professional Qualifications		
9	Specialization in the field of		
10	Details of all previous deputations to CGI, Jeddah in Indian Medical Mission-with name of the post and number of posting		

11	Languages Known (other than Arabic) READ (R) WRITE (W) SPEAK (S) (Please tick)	(1)			(2)			(3)			(4)		
		R	W	S	R	W	S	R	W	S	R	W	S
12	Mother tongue												
13	Knowledge of Arabic												
14	Permanent home address												
15	Present/Mailing address												
16	Contact Details	(Off) (Res) Fax Mobile											
17	E-mail id (Applicant must have a valid email id)												
18	Name of nearest Passport Office												
19	Any other information												

Certificate

- I hereby certify that the information given above is complete and true. I have carefully read the terms & conditions and undertake to abide by them during my deputation to Consulate General of India, Jeddah (Saudi Arabia).
- I also certify that I do not suffer from any heart ailment, hypertension, diabetes and asthma.
- I undertake that I shall not accept any remuneration from pilgrims for the service rendered to them.
- I also undertake that during the period of deputation, I shall **not** perform Hajj pilgrimage.

Date.....

Signature of the applicant

Caution:

i) Any information regarding number of earlier deputations and Date of Birth suppressed or falsely given will render the applicant liable to disciplinary action besides rejection of his application.

ii) Incomplete application is liable to be rejected.

iii) The applicant shall be liable to disciplinary action under the relevant provisions of CCS (CCA)/ Conduct Rules if information in Col. 4 to 10 is found incorrect.

iv) Necessary entries regarding deputation should be made in the Service Book of the concerned official.

v) 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 applicants who violate the above-mentioned clause.

(Enclosure to Annexure 'B')

**CERTIFICATE TO BE FURNISHED BY THE CADRE CONTROLLING
AUTHORITY ON ITS LETTER-HEAD IN THE PRESCRIBE FORMAT (IN BLOCK
LETTERS ONLY)**

Certified that as per entries made in the Service book of
Dr./Mr./Ms._____.

His/Her date of Birth is _____. His/Her designation
is_____. He/She joined
Government /PSU/Autonomous body service on _____.
He/She is permanent / temporary officer in the pay scale of Rs_____

and has been on deputation to Saudi Arabia; in the year:-

(1) (2) (3)

More than thrice/Never.

He/She is eligible for short term deputation as_____

to Consulate General of India, Jeddah. No disciplinary action is pending against
him/her.

Signature_____

Name & Designation_____

With Seal_____

Tel. No. (with STD code)_____

Fax No. (with STD code)_____

E-mail address_____

**(The Controlling authority will be held responsible if the information
furnished is found incorrect.)**



Effective from 1st Jan. 2007

Government of India
Ministry of External Affairs
Application For The Issue of A Diplomatic / Official
Passport

Paste your unsigned recent colour photograph (size: 3.5 X 3.5 cm, not in uniform) & attach another photograph duly attested at the back

	← Signature	Signature →	
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(Thumb Impression in case of child below 5 years (Left in case of a male and right in case of a female))

All entries should be in Block letters written with black ball point pen. Only one application is required with two photographs. Child above 5 years of age or above is required to sign. It is mandatory to fill each item. Incomplete form will be rejected summarily.

1. Name of applicant as should appear in the Passport (Initials/Shri/Smt/Late etc are not allowed.)

Surname	
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Given Name	
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Note: Surname and Name must be indicated in **separate rows** . In case the applicant does not want to specify surname separately, then please strike out the surname row and write name in **normal order** against the given name row.

(Please attach photocopy of the applicant/forwarding officer's Identity Card)

2. Gender	3. Date of Birth: DD MM YYYY
Male <input type="checkbox"/> Female <input type="checkbox"/>	<input style="width: 20px; height: 20px; display: inline-block;" type="text"/> <input style="width: 20px; height: 20px; display: inline-block;" type="text"/> <input style="width: 20px; height: 20px; display: inline-block;" type="text"/> <input style="width: 20px; height: 20px; display: inline-block;" type="text"/> <input style="width: 20px; height: 20px; display: inline-block;" type="text"/>

4. Place of Birth: Village / Town

District, State / Country	

5. Father's Name (First Name -Middle Name-Surname, in this order)(Initials/Shri/Smt./Late not allowed)

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6. Mother's Name (First Name-Middle Name-Surname, in this order)(Initials/Shri/Smt./Late not allowed)

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7. Name of Spouse (First Name-Middle Name- Surname, in this order)(Initials/Shri/Smt./Late not allowed)

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8. Present Residential Address, including Street No. with PIN code

Telephone No. Mobile No.

9. Permanent Address with PIN code (if the permanent address is same as the present address write "Same" only)

صورة
Photo



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

Full name: الاسم الكامل:

Mother's name: إسم الأم:

Date of birth: تاريخ الولادة: Place of birth: محل الولادة:

Previous nationality: الجنسية السابقة: Present nationality: الجنسية الحالية:

Sex: الجنس: Female أنثى Male ذكر Marital Status: الحالة الاجتماعية:

Religion: الدين:

Place of issue: مصدره: Qualification: المؤهل العلمي: Profession: المهنة:

Home address and telephone No.: عنوان المنزل ورقم الهاتف:

Business address and telephone No.: عنوان الشركة (المؤسسة) ورقم الهاتف:

Purpose of travel: 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: طريقة الدفع: () Free () Cash () Cheque No. () بـشيك رقم: () No. () Date: ()

Relationship: اسم المحرم: صلة:

Destination: وجه الوصول بالمملكة: Carrier's name: اسم الشركة الناقلة:

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

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

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 أقدم بأن كل المعلومات التي قدمتها صحيحة
وسأكون ملتزمًا بقوانين المملكة أثناء فترة وجودي بها.

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

For official use only: للاستعمال الرسمي فقط:

Date: تاريخه: Authorization: رقم الامر المتمد عليه في اعطاء التأشيرة:

Visit / Work for: زيارة - العمل لدى:

Date: تاريخه: Visa No.: أشر له برقم:

FEE COLLECTED: المدتها: Duration: نوعها: Type: مبلغ المحصل

رئيس القسم القنصلي مدقق البيانات

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