

**No. M(Haj)/1183/2/2012**  
**Government of India**  
**Ministry of External Affairs**  
**(Hal Cell)**

New Delhi, 9<sup>th</sup> January, 2012

**OFFICE MEMORANDUM**

The undersigned is directed to state that the Ministry of External Affairs hereby invites applications from male Muslim officers (**Government employees only**) for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia, as Coordinators, Assistant Haj Officer and Haj Assistant for **Haj-2012**. 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 also required to send six passport size photographs with white background along with their application.

5. The selected candidates should apply for official passports to their concerned Regional Passport Office (RPO's). Details of RPO's are available on [www.meaindia.nic.in](http://www.meaindia.nic.in)

6. The details can be accessed on Ministry of External Affairs Website, [www.meaindia.nic.in](http://www.meaindia.nic.in), under the head "In Focus" followed by "Haj".

7. Selection of deputationists will be done on the basis of length of their service, experience and desirable qualifications such as working knowledge of computer, Arabic, crowd control, administration and accounts. Ministry's decision on selection of suitable candidates shall be final.

8. Applications, **duly forwarded by the competent authority**, may be sent at following address: Administrative Officer, Haj Cell, Ministry of External Affairs, ISIL Building, Bhagwandas Road, New Delhi. **(The forwarding Authority may please ensure that a separate certificate duly signed is attached to each application verifying the information given in columns 4, 5, 6, 7 & 9 of the application)**. The applications which are not forwarded by the competent authority by the due date will be summarily rejected. It may also be noted that incomplete applications shall not be accepted by the Ministry.

9. The last date for receipt of applications in the Ministry is **15<sup>th</sup> March, 2012**. **Applications received after the due date will not be considered.**

(Vivek Jeph)

Under Secretary to the Government of India

E-mail: [dirhaj@mea.gov.in](mailto:dirhaj@mea.gov.in)

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. 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, CHC, Mumbai and all State Haj Committees- for information and dissemination among concerned officials.

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

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**Eligibility Criteria and Terms and Conditions for  
Temporary Deputation as Assistant Haj Officer/ Haj Assistant to  
Consulate General of India, Jeddah, Saudi Arabia  
for Haj - 2012.**

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**A. Note:-**

- . 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.
- . Prescribed Application Form for Temporary Deputation to Saudi Arabia as Administrative personnel for Haj-2012 accompanied with the enclosed certificate duly signed should be sent through proper channel.
- . Applications should be typed or handwritten in Block letters.
- . All Columns need to be filled completely. Incomplete applications will be rejected.
- . If any information given by the applicant is found wrong at any stage, the candidate will be disqualified from applying for all Haj deputation in the future. The department concerned shall be asked to take appropriate disciplinary action against the candidate.
- . If the selected candidate does not report in Haj Cell within the stipulated time, the next candidate in the waiting list will be given chance without serving any notice to the non reporting candidate.

**A. Applications will be summarily rejected on account of the following:-**

- . Persons working in Public Sector Undertakings/ Corporations, autonomous Bodies, Subordinate offices, Colleges/ Universities/ (except Central Universities)/ Aided Schools/ Local Bodies etc.
- . Advance copy of applications.
- . Without proper channel.
- . Officer in the rank of Under Secretaries & above and L.D.C & lower.
- . Haj deputationists during Haj 2011, 2010, Haj 2009 and Haj 2008.
- . Haj deputationists for three or more times.

**B. Eligibility Conditions:**

- . Only Central & State Government employees are eligible.
- . **For Coordinators:** Deputy Secretary to the Govt. of India or equivalent in Pay Band - 3 Grade Pay Rs. 7600/- are eligible. Officers completing five year service as Under Secretary to Govt. of India or equivalent are also eligible.
- . **For Assistant Haj Officers:** the applicant should be a Gazetted officer serving in grade of Section Officer of Central Government or equivalent in the Pay Band - 2 of Rs. 9300-34800 with Grade Pay of Rs. 4800 & Rs. 5400/-.
- . **For Haj Assistants:**, the applicant should be holding a non-Gazetted post of Assistant (at least two years in Govt. Service) / UDC (at least five years of experience 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 Band 2 Rs. 9300-34800 with Grade Pay Rs.4200/- and Rs.4600/-.
- . **10 (ten) Assistant Haj Officers and 50 (fifty) Haj Assistants will be selected from officials who are well versed in computers and have working knowledge of LAN and WAN from NIC or persons holding 'O' level certificate from the Department of Electronics.** Candidates applying under this category should attach required proficiency certificates/details of courses undergone/experience certificate. They should provide complete detail at the Sl. No. 11 of the application form. Candidates are also required to indicate whether they would like to be considered under the category of posts meant for officials well –versed in computer/LAN/WAN etc.
- . The applicant should not be less than 35 years and more than 50 years of age as on 01<sup>st</sup> July, 2012.
- . The applicant should be medically fit and produce a Certificate to this effect from a Government Hospital.

**C. Due weightage will be given for:**

- Regional languages.
- Accounts.
- Public relations (Public dealing).
- Data Entry and Computer Programming.
- Knowledge of Arabic.

**D. Pay & Allowances:**

- During the deputation period, Basic Pay and Foreign Allowance as admissible to India-based staff in CGI, Jeddah of equivalent rank will be paid by CGI, Jeddah.
- No Daily Allowance would be admissible.
- Economy class air ticket to and from Jeddah.
- The selected candidates will be entitled to normal baggage allowance of 20 Kgs.

- The officials selected will be entitled for eight days' preparation/joining time before departure. **However, the parent department will be responsible for pay and allowances in case the candidate is not able to proceed to Saudi Arabia on account of any administrative exigency.**
- No preparation time is admissible on return from deputation.
- No conveyance allowance would be paid for completing various formalities in Delhi.
- 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.

- **The duties of the deputationists include:**

i) To assist pilgrims at their Maktabs and camps during the pilgrimage. They would function under the day-to-day direction and overall supervision of the General of India, Jeddah.

ii) To assist pilgrims in their daily activities and to attend to their grievances.

iii) To assist the pilgrims to perform their Haj rituals.

iv) Any other assistance needed by pilgrims.

v) 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:**

- The selected officials will not be allowed to take any of their family members, including spouse, even at their own cost.
- 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.
- 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.
- **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.**

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ANNEXURE "B"  
**Administrative Personnel**  
**ONLY THROUGH PROPER CHANNEL**

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

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."

S.No.	Particulars	
1.	Name	<b>Affix your latest Photograph</b>
2.	Father's Name	
3.	Designation & Official Address(including last five years)	
4.	Gazetted/Non-Gazetted	
5(a.)	Date of Birth	
5(b.)	Age as on 01 <sup>st</sup> July,2012	
6.(a.)	Pay Band	
6(b.)	Grad Pay	
7.	Date of joining the Govt. Service	
8.	Educational Qualification	
9.	Details of all previous deputations to CGI, Jeddah as AHO/HA	(i) (ii) (iii)
10.	Knowledge of Accounts	

11.	Proficiency in Data Entry & Computer Programming	
12.	Mother Tongue	
13.	Knowledge of regional languages	
14.	Knowledge of Arabic	
15.	Experience related to Haj	
16.	Present Address/ mailing Address	
17.	Contact Details	
(a.)	Office	
(b.)	Residence	
(c.)	Fax	
(d.)	Mobile	
(e.)	E-mail	
18.	Permanent Address	
19.	Name of nearest Passport Office	
20.	Any other relevant 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. 5, 6, 7, 8 & 9 is found incorrect.
- iv) Necessary entries regarding deputation should be made in the Service Book of the concerned official.



**CERTIFICATE TO BE FURNISHED BY THE CADRE CONTROLLING AUTHORITY**

Certified that as per entries made in the Service Book of Shri

\_\_\_\_\_  
\_\_\_\_\_, his present designation is \_\_\_\_\_  
\_\_\_\_\_ and his date of birth is  
\_\_\_\_\_. He joined Government Service on  
\_\_\_\_\_. He is a **Temporary / Permanent Gazetted / Non  
Gazetted** officer in the pay band Rs. \_\_\_\_\_ & Grade Pay of Rs.  
\_\_\_\_\_ and has been on deputation to Saudi Arabia **never  
/once / twice / thrice/more than thrice**. He is eligible for short term deputation as  
Coordinators, Assistant Haj Officer / Haj Assistant to Consulate General of India, Jeddah.  
No disciplinary action is pending against him.

Signature \_\_\_\_\_

Name & Designation with seal \_\_\_\_\_  
\_\_\_\_\_

Tel. No. (With STD code) \_\_\_\_\_

Fax No. (With STD code) \_\_\_\_\_

E-mail Address \_\_\_\_\_