

**No. M(Haj)/1183/4/2010
Government of India
Ministry of External Affairs
(Haj Cell)**

New Delhi, 03rd March, 2010

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 Assistant Haj Officer and Haj Assistant for **Haj-2010**. 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. Copies of passport form and visa form are given at Annexure 'C' and 'D' (Applicable only to the selected candidates)

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

6. The details can be accessed on Ministry of External Affairs Website, www.meaindia.nic.in, under the head "others Links" followed by "Haj Related documents."

7. The selection of deputationists will be done on the basis of their qualification, experience, 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 the competent authority**, may be sent at following address: Haj Cell, Ministry of External Affairs, Panch Mahal, Akbar Bhavan, Chanakyapuri, New Delhi-110021. **(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 rejected.

9. The last date for receipt of applications in the Ministry is 05th April, **2010**. **Applications received after the due date will not be considered.**

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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.

**ANNEXURE "A"
Administrative Personnel**

**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 - 2010.**

NOTE: All applications should be sent through proper channel. Applications sent directly will be rejected. There is no need to send advance copy of application and the same shall not be entertained.

A. CATEGORY "NEED NOT APPLY"

- . Persons working in Public Sector Undertakings/ Corporations, autonomous Bodies, Subordinate offices, Colleges/ Universities/ (except Central Universities)/Aided Schools etc. are ineligible and need not apply.
- . Officer in the rank of Under Secretaries & above are not eligible for selection as AHOs and as such need not apply.
- . Persons employed in technical post/category need not apply.
- . All those officials who have been to Saudi Arabia on deputation in the previous year (i.e. Haj-2009) need not apply this year as they can apply again only after a gap of one year.
- . Officials who have performed Haj duty on deputation three times or more are not eligible.

B. Eligibility Conditions:

- . Only Central & State Government employees including those employed in the Haj Committee of India, State Haj Committees are eligible.
- . For Assistant Haj Officer, the applicant should be a Gazetted officer serving in grade of Section Officer of Central Government or equivalent in the Pay Band - 2 of 9300-34800 with grade pay of Rs.4800 or Rs. 5400 or pay Band-3 Rs.19600 – Rs.39100 with Grade Pay Rs.5400/- . (As per Sixth Central Pay Commission)
- . For Haj Assistant, the applicant should be holding a non-Gazetted post in the Pay

Band of Rs.9300-34800 with grade pay of Rs.4200 or Rs.4600 of Central Government or equivalent.

- . The applicant should not be less than 35 years and more than 50 years of age as on 01.01.2011.
- . The applicant should be medically fit and produce a Certificate to this effect from a Government Hospital.
- . The applicant should be holding a permanent post in his grade.
- . The applicants who have already performed Haj duty on deputation **thrice or more are not eligible.**
- . **All those officers who have been to Saudi Arabia on deputation in the previous year (i.e. Haj - 2009) need not apply this year as they can apply again only after a gap of one year.**
- . Applications of officers in the **higher grade** than prescribed **shall not be entertained.**

C. Desirable Qualifications:

- Due weightage will be given to applicants having knowledge of regional languages.
- Weightage will be given to the applicants having experience in public relations & accounts.
- Preference will be given to applicants having knowledge of data Entry and Computer Programming.

D. Pay & Allowances:

- During the deputation period, Basic Pay, HRA & CCA 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 for the period of deputation at CGI, Jeddah. Foreign Allowance will be paid in lieu thereof.
- Economy / entitled 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. **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 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.

• The duties of the deputationists include:

- i) To assist pilgrims at their Maktabas and camps during the pilgrimage. They would function under the day-to-day direction and overall supervision of the Consul 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.
- **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.

ANNEXURE "B"
Administrative Personnel
ONLY THROUGH PROPER CHANNEL

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

Prescribed Application Form for Temporary Deputation to Saudi Arabia as Administrative personnel for Haj-2010 applications accompanied with the enclosed certificate duly signed should be sent through proper channel. Applications sent directly or without the certificate from the Cadre Controlling Authority, will be summarily rejected. Applications should be typed or handwritten in Block letters. All Columns need to be filled completely. Incomplete applications will be rejected.

<p>1. Name.....</p> <p>2. Father's Name.....</p> <p>3. Designation & Official Address (including last five years).....</p> <p>.....</p> <p>.....</p> <p>4. Gazetted/NonGazetted..... Temp./Permanent</p> <p>5. Date of Birth..... Age as on 1.1.2011.....</p> <p>6. (i) Pay Band</p> <p>(ii) Grad Pay</p> <p>7. Date of joining the Govt. Service</p> <p>8. Educational Qualification</p> <p>9. Details of all previous deputations to CGI, Jeddah as AHO/HA</p> <p>(i).....(ii).....(iii).....</p> <p>10. Knowledge of Accounts</p> <p>11. Proficiency in Data Entry & Computer Programming</p> <p>12. Mother Tongue.....</p>	<p>Affix your latest Photograph</p>
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13. Knowledge of regional languages
14. Knowledge of Arabic
15. Experience related to Haj
16. Present address / Mailing Address.....

17. Telephone No (with STD code)
 (Off).....
 (Res).....
 Fax.....
 Mobile.....
 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 Haj 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 is found incorrect.
- iv) Necessary entries regarding deputation should be made in the Service Book of the concerned official.

(Enclosure to Annexure 'B')

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.

Signature _____

Name & Designation with seal _____

Tel. No. (With STD code) _____

Fax No. (With STD code) _____

E-mail address _____

(The Controlling authority signing the above certificate shall be held responsible if the above information is found incorrect.)

