

No. M(Haj)/1183/1/2013  
Government of India  
Ministry of External Affairs  
(Haj Cell)

New Delhi, January 24, 2013

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-2013**. 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' for use by 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 at website: <http://passport.gov.in/>.
6. The details can be accessed on the website of this Ministry ([www.mea.gov.in](http://www.mea.gov.in)) and Haj Committee of India ([www.hajcommittee.com](http://www.hajcommittee.com))
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, knowledge of Arabic, knowledge of regional languages, 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 the following address: Administrative Officer, Haj Cell, Ministry of External Affairs, ISIL Building, V.K. Krishna Manon Bhawan, 9, 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 **February 28, 2013**. Applications received after the due date will not be considered.

  
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, HCOI, 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 Coordinator/Assistant Haj Officer/ Haj Assistant to  
Consulate General of India, Jeddah, Saudi Arabia  
for Haj - 2013.**

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**A. Note:-**

- . Attention of the applicants is also invited towards 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-2013 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 banned for ever. The department concerned shall be asked to take appropriate disciplinary action against the candidate.
- . **If the selected candidate does not report to 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 Director & above and L.D.C & lower.
- . Haj deputationists during Haj 2012, 2011, Haj 2010 and Haj 2009.
- . 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(Pay Band-3 Grade Pay Rs. 6600/-) or equivalent are also eligible.
- . **For Assistant Haj Officers:** the applicant should be holding a post of Under Secretary/Section Officer of Central Government or equivalent in the Pay Band-3 of Rs. 15600-39100. with Grade Pay of Rs. 6600/-(serving at GP 6600/- must be less than five year service.) & Rs. 5400/- and in the Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 5400 & Rs. 4800/-.
- . **For Haj Assistants:**, the applicant should be holding a 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.4600/- , Rs.4200/- & not below Rs 2400/-.
- . **Preference will be given to deputationists in the Administrative Contingent (Coordinators, Assistant Haj Officers and Haj Assistants) who are well versed in computer and have working knowledge of LAN and WAN from NIC or persons holding 'O' level certificate from the Department of Electronics. Candidates 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. Cadre Controlling Authority must furnish a Certificate in this regard.**
- . The applicant should not be less than 30 years and more than 50 years of age as on 01<sup>st</sup> July, 2013(Applicant must attach Matriculation Certificate in support of DOB).
- . 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 Maktabas 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.**

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."**

												<b>Affix your latest Photograph</b>		
<b>S.No.</b>														
<b>1</b>	Name													
<b>2</b>	Father's Name													
<b>3</b>	Designation, Official Address(including last five years)													
<b>4</b>	Gazetted/Non-Gazetted													
<b>5 (a)</b>	Date of Birth (attach Matriculation Certificate, duty attested)													
<b>(b.)</b>	Age as on 01 <sup>st</sup> July,2013													
<b>6 (a.)</b>	Pay Band													
<b>(b.)</b>	Grad Pay													
<b>7</b>	Date of joining the Govt. Service													
<b>8</b>	Educational Qualification													
<b>9</b>	Details of all previous deputations to CGI, Jeddah													
<b>10</b>	Knowledge of Accounts													
<b>11</b>	Proficiency in Data Entry & Computer Programming													
<b>12</b>	Mother Tongue													
<b>13</b>	Language known(other than Arabic) READ <b>(R)</b> ,WRITE <b>(W)</b> , SPEAK <b>(S)</b> (please tick)	(a)			(b)			(c)			(d)			
		R	W	S	R	W	S	R	W	S	R	W	S	
<b>14</b>	Knowledge of Arabic													
<b>15</b>	Experience related to Haj													

16	Present Address/ mailing Address	
17	Permanent home address	
18	Contact Details	(Off)  (Res)  Fax  Mobile
19	E-mail Id. ( <b>applicant must have a valid e-mail id</b> )	
20	Name of nearest Passport Office	
21	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 in Col. 5, 6, 7, 8 9 & 11 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 ON  
ITS LETTER HEAD IN THE PRESCRIBED FORMAT (IN BLOCK LETTERS)**

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.

2. It is also certified that Shri \_\_\_\_\_  
is also well versed in Computer.

Signature \_\_\_\_\_

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

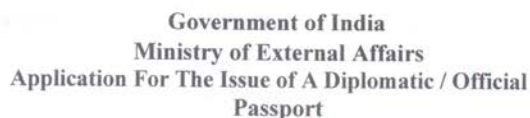
Tel. No. (With STD code) \_\_\_\_\_

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

Mobile Number \_\_\_\_\_

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

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



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 \_\_\_\_\_

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.

[illegible][illegible]

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

3. Date of Birth: DD MM YYYY

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[illegible][illegible][illegible][illegible][illegible][illegible]

Mobile No.

[illegible][illegible]



Passport No.

[illegible]

Date of Issue DD MM YYYY

□ □   □ □   □ □ □ □

Place of Issue

[illegible]

11.

Countries to be visited on official Duty	Countries to be transited	Purpose and duration of visit

Date .....

(Signature of the applicant

Place .....

or parent in case of minor)

## CERTIFICATE

12. (a) I hereby certify that Shri/Smt./Kumari

\_\_\_\_\_ is proceeding abroad on official duty as indicated in item 12 above.

(b) I hereby certify that, Shri/Smt./Kumari

\_\_\_\_\_ is Wife/ Son/ Daughter/Parent/Domestic  
Help of \_\_\_\_\_ who is going abroad on official  
duty as indicated in item 12 above.

13. Are you working in PSU/ Autonomous Bodies (Yes) / (No)

Strike out whichever is not applicable

14. Pay scale & grade pay of the officer is Rs.

[Signature of Head of Office]

Instructions:-

1. 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 not be accepted.
2. Please enclose **original** safe custody Certificate of Valid Ordinary Passport (if held) from your office. If Diplomatic/official passport previously held by the applicant was kept in the safe custody of the Ministry of External Affairs, the **original** certificate should be enclosed.
3. Official/Diplomatic/Ordinary passport which is around 10 years old or more (from the date of issue) must be submitted with the application for cancellation.
4. Official retiring in less than six months from the date of application, is required to give an undertaking from his/her office that he/she will surrender dip./off. passport to his/her office immediately after return.

