HAJ-16/9/2022-HAJ-MoMA
भारतसरकार
Government of India
अल्पसंख्यककार्यमंत्रालय
Ministry of Minority Affairs
(Haj Division)

West Block-VIII, Wing-II, 1st Floor,
Sector-1, R.K. Puram, New Delhi-110066.
Date: 20 .03.2023

OFFICE MEMORANDUM

Subject: Temporary deputation of Coordinators (Admin) /Assistant Haj Officers / Haj Assistants to Consulate General of India, Jeddah, Saudi Arabia for Haj 2023 - regarding.

Ministry of Minority Affairs invites online applications from **Male and Female Permanent Employees** from the Muslim community, **working in Central Armed Police Forces (CAPF) for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia, to render assistance to Haj pilgrims** as Coordinators (Admin), Assistant Haj Officers (AHO) and Haj Assistants (HA) for Haj-2023. Officers of the Indian Police Service (IPS) serving can also apply for the post of Coordinator (Admin). **Other Central or State Government/ UTs administration Employees are not eligible for any deputation.** The period of deputation in KSA will be approximately for a period of 02-03 months tentatively from May, 2023 to July, 2023.

2. The services of the deputationists will be placed at the disposal of the Consulate General of India (CGI), Jeddah, Ministry of External Affairs 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 requirement basis, to render assistance to Indian Haj pilgrims and CGI Jeddah during Haj-2023. They will 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. The job involves assisting the pilgrims at the office of the local Maktabs, camps, during the pilgrimage, in their daily activities, their grievances and also in performing their Haj rituals. The work would be administrative in nature and also involve coordination with local authorities, CGI, Jeddah and managing the Indian contingent of appx 1,40,000 Indian pilgrims of HCoI, participating in Haj-2023.

3. The following category of officers may be nominated for Haj-2023 deputation:

(i) Coordinators:-The applicant must be Group-A officers in the Level 12 under 7th Central Pay Commission (CPC). Officers of the Indian Police Service (IPS) serving can also apply for the post of Coordinator (Admin).

(ii) Assistant Haj Officers:-The applicant must be Group-A/B officials in the pay Level 8 to 11 as per 7th CPC.

(iii) Haj Assistans: The applicant must be Group B / C (Non-Gazetted) officials in the Level 4 to 7 as per 7th CPC.

4. **The details eligibility criteria and other terms & conditions are at Annexure-A.** Applicant should fill-up the online application which is available on website: www.haj.nic.in/deputation. Hard copy of duly filled application forms, in original, with the approval of the Competent Authority along with requisite enclosures and proper forwarding letter, marked with "Application for Deputation to CGI, Jeddah as Coordinator (Admin.) /Assistant Haj Officer/ Haj Assistant" on top of the envelope should be sent to **"Under Secretary (Haj-II), Haj Division, Ministry of Minority Affairs, 11th Floor, Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003".**

5. The deputationists in respect of Coordinators (Admin), Assistant Haj Officers and Haj Assistants will be selected by the Ministry and final names intimated to all applicants, in due course. Ministry's decision regarding selection of candidates shall be final. No correspondence, in this regard, will be considered from any applicant.

6. The selected candidates should apply for an official passport at their nearest Regional Passport Offices (RPOs) immediately on receipt of the selection letter from the Ministry. Haj Division will not entertain any request for arranging Official Passports. Details of RPOs are available at website: http://passportindia.gov.in/.

7. The last date for submitting online application will **be 03.04.2023**. The hard copy of the online application form duly forwarded by the Cadre Controlling Authority, along with requisite enclosures must reach the office of Haj Division by **18.04.2023**. **The candidate is required to fill the online application on the Haj deputation portal (haj.nic.in/deputation) and also send the hard copy of the same through the Cadre Controlling Authority to this Ministry.**

(Md. Nadeem)
Under Secretary to the Government of India
Tel: 011 24364278

1. Secretary, Ministry of Home Affairs, North Block, New Delhi, Delhi 110001- with request to disseminate this OM to all concerned officials and Police forces under their administrative control (CRPF/ CISF/ SSB/ ITBP/ BSF/ NSG/ Assam Rifles).
2. Chief Secretaries of all States and Union Territories (For deputing suitable officers from IPS , not above the level of Deputy Secretary – Level 12).
3. Director General of Police of all States and Union Territories (For deputing suitable officers from IPS, not above the level of Deputy Secretary – Level 12).
4. Director General, CRPF/ CISF/ SSB/ ITBP/ BSF/ NSG/ Assam Rifles.
5. Haj Committee of India, Mumbai with a request to upload the circular on the website of HCoI for wider circulation.

6. Technical Director, NIC, MoMA with a request to upload the circular on the website of the Ministry and Haj Division.

ANNEXURE "A"

GOVERNMENT OF INDIA
Ministry of Minority Affairs
(Haj Division)

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Eligibility Criteria and other Terms & Conditions for Temporary Deputation of Coordinator(Admin)/ Assistant Haj Officer/ Haj Assistant to Consulate General of India, Jeddah, Saudi Arabia for Haj-2023.

Applicant should ensure that the prescribed hard copy of the duly filled online application in original with the approval of the Competent Authority is 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/her interests in respect of matters pertaining to his / her 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) Dully filled application form in original should be sent through proper channel along with forwarding letter and following documents:

i. Duly self attested Matriculation/SSC certificate or any other documents in support of Date of Birth.
ii. Medical fitness certificate, in original, (as per proforma attached in Annexure 'B') from a Government Hospital. 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.
iii. Latest Salary Slip.

(c) 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 Cadre Controlling Authority will not be considered by the Ministry.

2. Eligibility Criteria: - The Permanent employees of the Central Armed Police Forces having the following **eligibility** criteria may apply. Indian Police Officer (IPS) can also apply for the post of Coordinator. The General and Specific eligibility criteria are as under;

(a) General Conditions

i. **Applicant should not be less than 25 years and more than 50 years of age as on 01.01. 2023 & in good physical and mental health, with a proven track record of good service.**

ii. Applicants deputed to CGI, Jeddah during Haj-2022 or deputed to CGI, Jeddah for **two or more times** will not be considered.

(b) Specific Conditions:

(i) Coordinator:-The applicant must be Group A officers in the Level 12 under 7th Central Pay Commission (CPC). Officers of the Indian Police Service (IPS) serving can also apply for the post of Coordinator.

(ii) Assistant Haj Officers:- The applicant must be Group A / B officials in the pay Level 8 to 11as per 7th CPC.

(iii) Haj Assistans: The applicant must be Group B / C (Non-Gazetted) officials in the Level 4 to 7 as per 7th CPC.

3. Desirable Qualifications:-

i. Good administrative and communication skills.

ii. Working knowledge with proficiency in MS-Word, Excel, E-mail, internet

iii. Experience in Crowd Control and Disaster management.

iv. Knowledge of Arabic language.

Note:- If any documents available in the support of desirable qualifications may be attached with the application.

4. Pay & Allowances:

i. 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.

ii. No Daily Allowance would be admissible for the period of deputation at CGI , Jeddah.

iii. Economy class air ticket to & fro Jeddah would be provided to the deputationists. Expenditure on account of to &fro air travel to Jeddah will be borne by the Ministry of Minority Affairs.

iv. Accommodation would be provided on sharing basis to the deputationists.

v. 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. Any excess period beyond eight days may be regulated by grant of leave by their parent office on their return from deputation.

vi. No joining/preparation time is admissible on return from deputation i.e. from CGI, Jeddah.

vii. No conveyance allowance shall be paid for completing various formalities in Delhi.

viii. 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. General Conditions:

i. 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.

ii. If any information furnished by the candidate is found false 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.

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

iv. The selected candidates are not allowed to interact with the media. Violation of this condition will result in immediate recall and disciplinary action

v. The deputationists should always be in civil clothes.

vi. 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 their deputation.

vii. Please note, if any selected Female Deputationist is found pregnant at the time of departure to Jeddah for Haj Duties, she would not be allowed to proceed for Haj Deputation.

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ANNEXURE "B"

Medical Screening & Fitness Certificate for Haj Deputationists for Haj-2023

Personal Particulars :
Applicant Name :
Gender: Male/Female :

Date of Birth :

Blood Group :

PHOTOGRAPH
Paste your recent passport size colour photograph having WHITE BACKGROUND (Size; 3.5cm×3.5 cm

Medical Examination
General Physical Examination
Pallor
Icterus
Pulse Rate
Respiratory Rate
Blood Pressure
Current Pregnancy (for female Applicants)- **Yes/No**

History of previous illness			
1. COPD(Asthma/Bronchitis/Emphysema)	**Yes/No**	6. Epilepsy	**Yes/No**
2. Diabetes Mellitus	**Yes/No**	7. Cerebrovascular Accident	**Yes/No**
3. Hypertension(BP)	**Yes/No**	8. Tuberculosis	**Yes/No**
4. Heart Disease	**Yes/No**	9. Renal Diseases	**Yes/No**
5. Mental illness	**Yes/No**	10. Major Surgeries	**Yes/No**
		11. History of Cancer	**Yes/No**

Remarks

Certification from the Doctor

I have carefully examined the person and hereby certify that he/she is mentally and physically fit to travel and perform Haj duty in Saudi Arabia.

Name of Doctor (In BLOCK Letter):-

Government Hospital Address :-

Signature of Doctor with Stamp

Signature/Thumb impression of Applicant