HAJ-16/10/2023-HAJ-MoMA
भारतसरकार
Government of India
अल्पसंख्यककार्यमंत्रालय
Ministry of Minority Affairs
(Haj Division)

11th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road, New Delhi-110003.
Dated: 10.11.2023

OFFICE MEMORANDUM

Subject: Temporary deputation of Coordinators (Admin) /Assistant Haj Officers / Haj Assistants to Consulate General of India, Jeddah, Saudi Arabia for Haj 2024 - regarding.

Ministry of Minority Affairs invites online applications from **Male and Female officers from the Muslim community for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia, to render assistance to Haj pilgrims in Haj-2024 as follows:-**

i) For the post of Coordinator (Admin), officers from All India Services/Central Civil Services may apply.

ii) For the post of Haj Officers (AHOs) and Haj Assistants (HAs), Central Armed Police Forces (CAPFs) and State police employees may apply.

The period of deputation will be approximately 02-03 months tentatively from May 2024 to July 2024.

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 during Haj-2024. 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, in 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 who will be undertaking the pilgrimage through Haj Committee of India (HCoI), in Haj-2024.

3. The following category of officers may be nominated for Haj-2024 deputation:

(i) Coordinators (Admn.):-The applicants must be from All India Service/Central Civil Service in the Level 12 or 13 under 7th Central Pay Commission (CPC), below the age of 45.

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

(iii) Haj Assistants: The applicants must be Group 'B' / 'C' (Non-Gazetted) officials in the Level 4 to 7 as per 7th CPC or equivalent in state government.

4. **The detailed 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, Pt. Deendayal 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 filling up online application will be 09th Dcember, 2023. The hard copy of duly filled online application form, along with requisite enclosures must reach office of Haj Division within 26th December, 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 proper channel to this Ministry.**

8. This issues with the approval of the Competent Authority.

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

1. All Ministries/Departments and their attached offices.
2. Secretary, DoPT, North Block, New Delhi.
3. Chief Secretaries of all States and Union Territories
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.

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

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-2024.

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 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/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/ handwritten application, application with corrections or incomplete in any form without enclosures will **not** be considered. Application not duly forwarded through the proper channel or received after the due date will not be considered by the Ministry.

2. **Eligibility Criteria: -** The General and Specific eligibility criteria are as under;

(a) General Conditions

i. **The applicant should not be less than 25 years and more than 45 years of age as on 01.01.2024 and in good physical and mental health, with a proven track record of good service.**

ii. **Applicants who have rendered their services as deputationists for Haj for more than three times will be automatically debarred from applying. Such candidates need not apply.**

(b) Specific Conditions:

i. Coordinator (Admn.):-The applicants must be from All India Service/Central Civil Service in the Level 12 or 13 under 7th Central Pay Commission (CPC).

ii. Assistant Haj Officers:- The applicants must be Group 'A' / 'B' officials in the pay Level 8 to 11 as per 7th CPC or equivalent in state government.

iii. Haj Assistants:- The applicants must be Group 'B' / 'C' (Non-Gazetted) officials in the Level 4 to 7 as per 7th CPC or equivalent in state government.

3. Desirable Qualifications:-

i. Good administrative and communication skills.

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

iii. Experience in Crowd Control and Disaster management.

iv. Knowledge of Arabic language.

Note:- If any documents are available in the support of desirable qualifications, they 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 Last Pay Certificate (LPC) issued by their parent office. 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 Jeddah (to & fro) 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-2024

Personal Particulars

Name of the applicant :
Gender: Male/Female :

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

Date of Birth :

Blood Group :

S. No.	Medical Examination	
1	General Physical Examination	
2	Pallor	
3	Icterus	
4	Pulse Rate	
5	Respiratory Rate	
6	Blood Pressure	
7	Current Pregnancy (for female Applicants)	

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):-

Signature of Doctor with Stamp

Hospital

Address:-

Signature/Thumb impression of Applicant