F. No. HAJ-16/2/2020-HAJ-MoMA
भारत सरकार
Government of India
अल्पसंख्यक कार्य मंत्रालय
Ministry of Minority Affairs
(Haj Division)

11th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,New Delhi-110003
Date: 11.10.2024

OFFICE MEMORANDUM

Subject: - Inviting of applications for the post of Assistant (Welfare) in the Consulate General of India, Jeddah (KSA) on deputation basis - regarding.

The undersigned is directed to invite applications in the prescribed format (copy enclosed) from regular/permanent Compounders / Pharmacists (Muslim), of Central Government Hospitals, State Government Hospitals or Autonomous Government Hospitals (like AIIMS etc.) for the post of Assistant (Welfare) in the Consulate General of India, Jeddah on deputation basis for a period of two years. The official selected will be deployed in the dispensary attached to Indian Haj Pilgrims' Office, Makkah, Kingdom of Saudi Arab (KSA).

2. The basic responsibilities of the Assistant (Welfare) at Indian Haj Office, Makkah are to prepare the medical indent for Haj Medical Mission, liaise with local Health Authorities in Makkah, Jeddah and Madinah, attend to various administrative works related to Medical Wing, maintenance of stores, issuance of medical equipments and medicines during Haj and such related works as assigned by his supervisory officers.

3. The desirable requirements/qualifications for the said post are as under:-

a. 8 to 10 years of experience of working as a Compounder / Pharmacist in a Government Hospital.

b. Sound knowledge about medicines, medical equipment, clinical techniques/procedure (including the latest techniques), diseases, medical terminologies and other medical functions.

c. **Age & fitness**: Applicant should be of up to 56 years of age on the date of closing of application i.e. **11.11.2024** and also having sound physical fitness.

d. **Language**: Applicant should be comfortable in English and any scheduled languages listed in the 8th Schedule. Knowledge of Arabic is desirable.

e. **Knowledge of Government rules**: Proper knowledge and experience of office procedures is required.

f. **IT skills**: Knowledge of basic skills like MS Office, internet, and web portals, etc

g. **Experience of Haj**: Experience of short-term Haj deputation to Saudi Arabia or experience of performing Haj is desirable.

h. Sound (written and verbal) communication skills, experience and confidence in public dealing and public speaking, good social skills and Good administrative/managerial skill.

i. the applicant should be able to do laboratory work, maintain stores and stock registers.

4. The terms and conditions of the service on deputation are given below:-

a. Basic pay in the scale of pay attached to the grade in his parent department / office / Hospital in India.

b. Foreign Allowance as admissible to non-gazetted, India-based official in CGI, Jeddah.

c. Free, plainly furnished accommodation.

d. Travelling allowance by rail / air from place of duty in India to Jeddah and back by the entitled class by the approved route for self and entitled family members.

e. Benefits of Assisted Medical Attendance Scheme, Children Holiday Passage, Children Education Allowance, Outfit Allowance and Home Leave Fare etc. in accordance with existing rate as amended from time to time.

f. Transfer Grant as admissible under the rules.

5. All concerned Authorities / Medical Superintendents are requested to disseminate this Office Memorandum to all the eligible candidates who may apply for the said post in the prescribed format (copy enclosed) and forward their application after certifying the employer certificate, **to reach the undersigned by 11.11.2024** for further consideration to the said post. Candidates having more than three children and those who were earlier deputed as Assistant (Welfare) need not apply and they may not be recommended for the deputation. **Recommending authority should ensure that the applicant fulfills the criteria i.e. age, work experience and number of children and supporting documents are enclosed**. Applications without the supporting documents will not be accepted.

6. The Ministry of Minority Affairs reserves the right to select/reject any candidate, without assigning any reason. The decision of MoMA in the matter would be final and binding on all concerned.

Enclosed:- As above.

(Md. Nadeem)
Under Secretary (Haj-II)
Email-ushaj2-mma@gov.in
Tell No. (011)-24364278

Copy to:-

i. Secretary, Ministry of Health and Family Welfare, Govt. of India, Nirman Bhawan, New Delhi.

ii. Chief Secretary / Administrator of all the States / Union Territories.

iii. Secretary, Ministry of Defence, Government of India, New Delhi.

iv. Secretary, Ministry of Home Affairs, Government of India, New Delhi.

v. Chairman & CEO, Railway Board, Rail Bhawan, New Delhi.

vi. Medical Superintendent of all Central/State/Autonomous Government Hospitals.

vii. Copy for website of Haj Division, MoMA.

Copy for information to:-

i. PS to Minister of Minority Affairs, CGO Complex, New Delhi.

ii. PS to Minister of State, Minority Affairs, CGO Complex, New Delhi.

iii. PS to Secretary (MA), CGO Complex, New Delhi.

iv. Consul General, Consulate General of India, Jeddah, Saudi Arabia.

v. CEO, Haj Committee of India, Mumbai.

APPLICATION TO THE POST OF ASSISTANT (WELFARE), CGI, JEDDAH, SAUDI ARABIA

Sl. No.	Details	To be filled by the applicant	
1	Name		Latest photograph to be pasted here
2	Father's Name		
3	Present Designation		
4	Date of Birth		
5	Gender		
6	Basic Pay with PB /Levels (as per 6th /7th CPC or others)		
7	Experience to the post of Compounder/Pharmacist (In number of years)		
8	No. of Children		
9	Knowledge of Urdu		
10	Have performed the duty of Haj deputationist, if yes mention no. of times & year(s)		
11	Educational qualifications		
12	Other Experience considered for the post		
13	Permanent Address		
14	Office Address		
15	E-mail id & Mobile no.		
16	Name of Office / Hospital		
17	Name & Designation of Controlling Authority with address, email & phone no.		
18	Name & Designation of Forwarding Authority with address, email & phone no.		
18	Any other information		

I .....do hereby certify that the information furnished above is correct and true to the best of my knowledge. In the event of my selection, I shall abide by the terms and conditions of services attached to the post in Saudi Arabia.

Place:-.....

Date:- .....

.....

(Signature)

Name:-

(Certificate to be furnished by the Employer/ Head of Office / Forwarding Authority)

Certified that the information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy office Memorandum. If selected, he/she will be relieved immediately.

2. It is also certified that:-

(i) That there is no vigilance / disciplinary case or criminal case pending or contemplated against Mr./Ms./Mrs./Dr. .....

(ii) That his/her integrity is certified.

(iii) That photocopies of his APARs dossiers for the last five years duly attested by Gazetted Officer of this Office/Hospital are enclosed.

(iv) That no major Minor penalty has been imposed on him/her during last ten years **or** a list of major / minor penalties imposed on him during the last ten years is enclosed (as the case may be).

(v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this Office Memorandum.

Place: -

Signature:-

Date: -

Name & Designation: -

Email & Tel. No.:-

Office Seal:-