No. 100 – Staff(App)-I/06 -2021

22nd January, 2021

To

1. All Heads of the Department in the IA&AD
2. Director General (Headquarters)
3. Director General (Commercial-II)

Subject: **Temporary deputation of Male & Female Muslim Officials to Consulate General of India, Jeddah, Saudi Arabia as Asstt. Haj Officer and Haj Assistant for Haj 2021-regarding.**

Sir/Madam,

I am to state that Government of India, Ministry of Minority Affairs (Haj Division), New Delhi, vide O.M No. 16/06/2020-Haj-MoMA dated 06/01/2021, has invited applications from Male & Female Muslim Officials for temporary deputation to the Consulate General of India, Jeddah, Saudi Arabia as Asstt. Haj Officer and Haj Assistant for Haj-2021. The detailed terms and conditions of the said deputation have been given in the Annexure-A of the O.M ibid. The eligible and willing officials may **apply online** to the Ministry latest by 05/02/2021 on website www.haj.nic.in/deputation.

02. All the cadre controlling authorities are requested to circulate the O.M dated 06/01/2021 amongst the eligible Gr. 'B' & 'C' officials working under their cadre control. The printouts of online applications of willing and eligible male & female Muslim officials are to be forwarded to the undersigned through speed post. While forwarding the same, it may please be ensured that:-

(i) Applicant should not be less than 25 years and more than 50 years of age as on 01/01/2021.

(ii) Applications of such officials, who had already done Haj deputation on three or more occasions or went on Haj deputation during 2019, are not forwarded.

(iii) A certificate, duly signed by the Head of the office, is attached with the hard copy of the application in each case after verifying the facts and information given by the concerned official in his application.

(iv) The print out of online applications of all the eligible and willing officials are sent to this office latest by 15/02/2021.

Yours faithfully,

21/1/2021

(V. S. Venkatanathan)
Asstt. C&AG(N)

22/1/2021

HAJ-16/6/2020-HAJ-MoMA

भारत सरकार

Government of India

अल्पसंख्यक कार्य मंत्रालय

Ministry of Minority Affairs

(Haj Division)

West Block-VIII, Wing-II, 1st Floor,
Sector-1, R.K. Puram, New Delhi-110066.
Date: 06.01.2021

OFFICE MEMORANDUM

Subject: Temporary deputation of Coordinators (Admin) /Assistant Haj Officers / Haj Assistants to Consulate General of India, Jeddah, Saudi Arabia for Haj 2021 - regarding.

Ministry of Minority Affairs invites applications from **Male and Female Muslim Permanent Employees** working in Central Government/ State Governments/ UTs' Administration/ PSUs/ Autonomous bodies 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-2021. In case of the post of Female HA / Female AHO, only permanent Employees of Police/ Para Military/ Defense Forces are eligible to apply. Employees working on Temporary/Part-time /Seasonal/Contractual/Ad-hoc basis are not eligible for said deputation. The period of deputation will be approximately 02-03 months tentatively from June, 2021 to August, 2021.

2. The eligibility criteria and other terms & conditions are at Annexure-A. Applicant should fill-up the application online which is available on website: www.haj.nic.in/deputation. A hard copy of the online filled in application form, in original, duly approved by the respective 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 the following address:

Under Secretary (Haj-II),
Haj Division,
Ministry of Minority Affairs,
West Block-VIII, Wing-II, 1st Floor,
Sector-1, R.K. Puram,
New Delhi-110066.

3. The decision regarding the mode of selection for deputationists in respect of Coordinators (Admin), Assistant Haj Officers and Haj Assistants will be taken by this Ministry and intimated to all applicants, in due course. Preference, however, will be given to those candidates who are working in Central Government, Police & Para military services or having experience in public administration. Ministry's decision regarding selection of candidates shall be final. No correspondence, in this regard, will be considered from any applicant.

4. 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/.

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18/1/2021

5. (14) The last date for filling-in online application is 05th February 2021. The last date for receipt of hard copies of online filled applications along with requisite enclosures is 20th February, 2021.

(Md. Nadeem)
Under Secretary to the Government of India
Tel: 011 26160031

To:

1. Chief Secretaries of all States and Union Territories.
2. Hon'ble Supreme Court /all High Courts in States / UTs.
3. Secretaries/ Principal Secretaries of Department looking after Minority Welfare in the States/ UTs.
4. C&AG, Pocket 9, Deen Dayal Upadhyaya Marg, New Delhi, Delhi-110124.
5. UPSC, Dholpur House, Shahjahan Road, New Delhi, Delhi-110069.
6. Election Commission, Nirvachan Sadan Ashoka Road, New Delhi, Delhi-110001.
7. Ministry of Railways, Room No. 256-A, Rail Bhavan, Raisina Road, New Delhi, Delhi-110001.
8. Ministry of Home Affairs, Janpath Road, North Block Central Secretariat, 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).
9. Ministry of Defence (including Department of Military Affairs), South Block, Central Secretariat, New Delhi, Delhi-110001- with request to disseminate this OM to all forces under their administrative control.
10. Ministry of Petroleum, Shastri Bhawan, New Delhi, Delhi-110001- with request to disseminate this OM to all concerned officials and PSUs under their administrative control.
11. Department of Financial Services, Ministry of Finance, 3rd Floor, Jeeven Deep Building, Sansad Marg, New Delhi-110001- with request to disseminate this OM to all concerned officials and PSUs under their administrative control.
12. Department of Public Enterprises, Lodi Estate, CGO Complex, Lodi Colony, New Delhi, Delhi 110003- with request to disseminate this OM to all concerned officials and PSUs under their administrative control.
13. All attached/ subordinate/ autonomous bodies and PSU under MoMA.
14. Haj Committee of India, Mumbai with a request to upload the circular on the website of HCoI for wider circulation.
15. All State Haj Committees.
16. Technical Director, NIC, MoMA with a request to upload the circular on the website of the Ministry and Haj Division.
17. Ministries/ Departments of the Government of India (other than mentioned above) - with request to disseminate this OM to all concerned officials and PSUs under their administrative control.

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-2021.

Applicant should ensure that the hard copy of the online filled in application in original duly approved by 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) A hard copy of online filled in application in original should be sent along with following enclosures:

i. Cadre Controlling Authority Certificate, in original, in the prescribed format appended to the application form along with forwarding letter, from the Competent Authority. Applications received without the approval of the Competent Authority will not be considered.

ii. Duly self attested Matriculation/SSC certificate or any other documents in support of Date of Birth.

iii. 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.

iv. Latest Salary Slip.

(c) **Please note:**

i. Applicant should fill-up application online. 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 proper channel or received after the due date will not be considered by the Ministry.

ii. **Applicant should not be less than 25 years and more than 50 years of age as on 01.01. 2021.**

iii. Applicants deputed to CGI, Jeddah during Haj-2019 or deputed to CGI, Jeddah for **three or more times** will not be considered.

(d) A hard copy of the application form in original duly approved by their respec Competent Authority along with the requisite enclosures marked with "**Application Deputation to CGI, Jeddah as Coordinator(Admin)/Assistant Haj Officer/ Ha Assistant**" on top of the envelope should be sent to the following address:

Under Secretary (Haj-II),
Haj Division,
Ministry of Minority Affairs,
West Block-VIII, Wing-II, 1st Floor,
Sector-1, R.K. Puram,
New Delhi-110066.

2. **Eligibility Criteria:** The Permanent employees of the Central Government/ State Governments/ Union Territory Administration/ Public Sector Undertakings/ Autonomous Bodies having the following **eligibility** criteria may apply. *The officers of the State Government Departments/ UTs' administration and PSUs/ Autonomous Bodies applying for these posts should clearly indicate the equivalent rank in the Central Government and their Level in Pay Matrix as per 7th CPC or Grade Pay as per 6th CPC, without which their applications will not be considered.*

For Coordinator (Admin):-

i. The applicant should be holding the post of Deputy Secretary of Central Government with 4 years of service or less in the grade or equivalent in the Level 12 in pay matrix as per 7th Central Pay Commission (CPC) or Grade Pay of Rs. 7,600/- as per 6th CPC, or

ii. Under Secretary of Central Government completing 5 years of service in the grade or equivalent in the Level 11 in pay matrix as per 7th Central Pay Commission (CPC) or Grade Pay of Rs. 6,600/- as per 6th CPC are eligible.

iii. Officers in the rank of Deputy Secretary with more than 4 years of service / Director in the Government of India or equivalent **will not be considered.**

For Assistant Haj Officers:

i. The applicant should be holding the post of Under Secretary of Central Government with less than 5 years of service or equivalent in the Level 11 of pay matrix as per 7th CPC or Grade Pay of Rs. 6600/- as per 6th CPC, or

ii. Section Officer of Central Government or equivalent in the Level 8/ Level 10 of pay matrix as per 7th CPC or Grade Pay of Rs. 4800/- (Pay Band-2) / Rs. 5,400/- (Pay Band-3) as per 6th CPC, or

iii. The Section Officer or equivalent with Grade Pay of Rs. 5,400/- & Rs. 4,800/- in the Pay Band 2 (Rs. 9,300-34,800) as per 6th CPC (Level 8 or Level 9 in pay matrix as per 7th CPC) are eligible.

For Haj Assistants:

i. The applicant should be holding a regular post of Assistant Section Officer/ Assistant in the Central Government or equivalent in the Level 7 in pay matrix as per 7th CPC or Grade Pay of Rs. 4,600/- as per 6th CPC, or

Level 6, Level 5 & Level 4 as per 7th CPC or in the Grade Pay of Rs.4200/-, Rs.2800/- & Rs.2400/- as per 6th CPC are eligible.

Note: **Employees working on Temporary/ Part time/ Seasonal/ Contractual/ Ad-hoc basis are not eligible for deputation.**

3. Desirable Qualifications:

- Proficiency in regional languages.
- Knowledge of Arabic language.
- Knowledge of Accounts.
- Experience in Crowd Control and Disaster management.
- Experience in Public Relations, Administrative, Police & Para Military Services.
- Courses in Data Entry, Computer including proficiency in MS-Word, Excel, E-mail & internet, LAN and WAN from NIC or person holding "O" level certificate from Department of Electronics.

Attachments (Optional) which may be attached with the application.

1. Certificate of experience in Crowd Control and Disaster Management.
2. Certificate of proficiency in data entry/Computer Applications.
3. Certificate of Arabic Language proficiency.

4. Pay & Allowances:

- 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.
- No Daily Allowance would be admissible for the period of deputation at CGI , Jeddah.
- Economy class air ticket to & fro 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, 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.
- No joining/preparation time is admissible on return from deputation i.e. from CGI, Jeddah.
- No conveyance allowance shall be paid for completing various formalities in Delhi.
- Expenditure on account of to & fro air travel to Jeddah will be borne by the Ministry of Minority Affairs.
- 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. Deployment and Duties of the Deputationists:

- The services of the deputationists will be at the disposal of the Consulate General of India (CGI), Jeddah 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 basis to render assistance to Indian Haj pilgrims.
- They will also 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.
- To assist pilgrims at their Maktabs and camps during the pilgrimage.
- To assist pilgrims in their daily activities and attend to their grievances.
- To assist the pilgrims to perform their Haj rituals.

6. General Conditions:

- 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.
- If any information given by the candidate is found wrong 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.
- The selected candidates will not be allowed to take any of their family members, including spouse, even at their own cost.
- The selected candidates 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 civil clothes.
- 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 deputation.
- 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.
- In case interview is conducted for selection of deputationists, and if the number of eligible candidates from any state for any post is more than ten times of the vacancy for respective post in that particular state, then the candidates, to be called for interview, would be restricted to ten times of the vacancy by adopting certain criteria- to be determined by the Competent Authority of this Ministry.

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ANNEXURE 'B'

Medical Screening & Fitness Certificate for Haj Deputationists for Haj-2021

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 Examinations
General Physical Examination
Pallor
Icterus
Pulse Rate
Respiratory Rate
Blood Pressure
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 certify that He/ She is mentally and physically fit/not 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