

West Block-VIII, Wing-II, 1<sup>st</sup> 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](http://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, 1<sup>st</sup> 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/>.

5. The last date for filling-in online application is 05<sup>th</sup> February 2021. The last date for receipt of hard copies of online filled applications along with requisite enclosures is 20<sup>th</sup> 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, Decn 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, 3<sup>rd</sup> Floor, Jeevan 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](http://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.

(c) A hard copy of the application form in original duly approved by their respective Competent Authority along with the requisite enclosures 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, 1<sup>st</sup> 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 7<sup>th</sup> CPC or Grade Pay as per 6<sup>th</sup> 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 7<sup>th</sup> Central Pay Commission (CPC) or Grade Pay of Rs. 7,600/- as per 6<sup>th</sup> 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 7<sup>th</sup> Central Pay Commission (CPC) or Grade Pay of Rs. 6,600/- as per 6<sup>th</sup> 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 7<sup>th</sup> CPC or Grade Pay of Rs. 6600/- as per 6<sup>th</sup> CPC, or
- ii. Section Officer of Central Government or equivalent in the Level 8/ Level 10 of pay matrix as per 7<sup>th</sup> CPC or Grade Pay of Rs. 4800/- (Pay Band-2) / Rs. 5,400/- (Pay Band-3) as per 6<sup>th</sup> 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 6<sup>th</sup> CPC (Level 8 or Level 9 in pay matrix as per 7<sup>th</sup> 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 7<sup>th</sup> CPC or Grade Pay of Rs. 4,600/- as per 6<sup>th</sup> CPC, or

11. Employees /Officials in the Central Government or equivalent in the pay matrix of Level 6, Level 5 & Level 4 as per 7<sup>th</sup> CPC or in the Grade Pay of Rs.4200/-, Rs.2800/- & Rs.2400/- as per 6<sup>th</sup> 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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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

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Signature/Thumb impression of Applicant