

**No. M (Haj)/1183/02/2016**  
**Government of India**  
**Ministry of External Affairs**  
**(Haj Division)**

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New Delhi, December 31, 2015

**OFFICE MEMORANDUM**

Ministry of External Affairs invites applications from male Muslim permanent employees working in Central/State Government/UTs/ PSUs/ Autonomous bodies for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia, to render assistance to Haj pilgrims as **Coordinators, Assistant Haj Officers and Haj Assistants for Haj-2016**. Employees working on Temporary/Part-time/Seasonal/Contractual/Ad-hoc basis are not eligible for deputation. The period of deputation will be approximately 02-03 months.

2. The eligibility criteria and other terms & conditions are at Annexure-A on the websites: [www.mea.gov.in](http://www.mea.gov.in), [www.hajcommittee.gov.in](http://www.hajcommittee.gov.in) and <http://hajmea.nic.in/haj>.

3. Applicant should fill-up the application **online** which is available on website: <http://hajmea.nic.in/haj>. A hard copy of the online filled in application form **in original** duly approved by the respective Competent Authority along with requisite enclosures marked with "**Application for Deputation to CGI, Jeddah**" on top of the envelope should be sent to the following address:

**Under Secretary (Haj),**  
Ministry of External Affairs,  
Room No. 304,  
Indian Society of International Law  
V.K Krishna Menon Bhawan,  
9, Bhagwan Das Road  
New Delhi-110001

4. Interview for selection of candidates would be conducted by the Ministry of External Affairs, New Delhi. Date, time and venue of the interview shall be intimated to the eligible candidates in due course. No TA/DA or any other allowances for appearing in interview shall be paid by the Ministry of External Affairs. The selection of deputationists will be done on the basis of length of their service, experience, desirable qualifications and interview. Preference, however, will be given to those candidates who are working in Police & Para military services. Ministry's decision regarding selection of candidates shall be final. No correspondence, in this regard, will be considered from any applicant.

  
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5. The selected candidates should apply for an official passport at their nearest Regional Passport Offices (RPOs) immediately on receipt of the selection letter. Haj Division will not entertain any requests for arranging Official Passports. Details of RPOs are available at website: <http://passportindia.gov.in/>. The selected candidates need to fill-up the visa form also which is available at Annexure 'B' of online application.

6. **The last date** for filling-in online application is **February 15, 2016**. **The last date** for receipt of hard copies of online filled applications alongwith requisite enclosures is **March 14, 2016**.

 3/12/15

**(Harish Chandra)**

Under Secretary to the Government of India

E-mail: ushaj@mea.gov.in

Tel: 011 23386327

To:

1. All Ministries/ Departments of the Government of India.
2. Chief Secretaries of all States and Union Territories.
3. Health Secretaries of all States and Union Territories.
4. PSUs/Autonomous bodies.
5. Haj Committee of India, Mumbai and all State Haj Committees.

 3/11/15

**Ministry of External Affairs**  
**(Haj Division)**

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**Eligibility Criteria and other Terms & Conditions for Temporary Deputation  
of Coordinator/Assistant Haj Officer/ Haj Assistant to Consulate General of  
India, Jeddah, Saudi Arabia for Haj -2016.**

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Applicant should ensure that the hard copy of the **online** filled in application **in original** duly approved by the Competent Authority are sent to the Haj Division of the Ministry of External 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 interests in respect of matters pertaining to his 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: <http://hajmea.nic.in/haj>.
- (b) A hard copy of online filled in application **in original** should be sent along with following enclosures:
- (i) Certificate in original from the Competent Authority in the prescribed format appended to the application form along with a letter forwarding the application. Application received without the approval of the Competent Authority **will not be considered**.
  - (ii) Six passport size coloured photographs in white background.
  - (iii) Duly attested Matriculation/SSC certificate or any other documents in support of Date of Birth.
  - (iv) Medical fitness certificate (**in original**) from a Government Hospital. Applicant must not be suffering from any serious ailment including heart disease, hypertension, diabetes, asthma and kidney problems etc. 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.
- (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.

