

No.6/9/2017-Haj
भारत सरकार
Government of India
अल्पसंख्यक कार्य मंत्रालय
Ministry of Minority Affairs
(Haj Division)

तीसरा तल, आई एस आई एल, वी के कृष्णा मेनन भवन,
9 भगवान दास रोड, नई दिल्ली - 110 001
3rd Floor, ISIL, V.K. Krishna Menon Bhawan,
9 Bhagwan Das Road, New Delhi - 110 001
दिनांक / Date: 12.01.2018

OFFICE MEMORANDUM

Subject: Temporary deputation of Female Haj Assistant to Consulate General of India Jeddah Saudi Arabia for Haj 2018 - regarding.

Ministry of Minority Affairs invites applications from **Female Muslim Permanent Employees working in Police/ Para-Military/ Defence Forces only** for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia, to render assistance to Haj pilgrims as **Haj Assistants for Haj-2018**. 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.

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 marked with "**Application for Deputation to CGI, Jeddah as Female Haj Assistant**" on top of the envelope should be sent to the following address:

Under Secretary (Haj-II),
Haj Division,
Ministry of Minority Affairs,
3rd Floor, Indian Society of International Law
V. K Krishna Menon Bhawan,
9, Bhagwan Das Road
New Delhi-110001

3. Interview for selection of candidates would be conducted by the Ministry of Minority 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 Minority Affairs. The selection of deputationists will be done on the basis of experience, desirable qualifications and personal interview. 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. 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 this OM, while sending their official passport after selection.

5. **The last date** for filling-in online application is **31st January, 2018**. **The last date** for receipt of hard copies of online filled applications along with requisite enclosures is **15th February, 2018**.



(Md. Nadeem)

Under Secretary to the Government of India

Tel: 011 23386327

To:

1. Ministry of Home Affairs, Janpath Road, North Block, New Delhi-110001 - with request to disseminate this OM to all Police/Para-Military under their administrative control.
2. Ministry of Defence, South Block, New Delhi-110001 - with request to disseminate this OM to all Defence Forces under their administrative control.
3. Ministry of Railways, Room No. 256-A, Rail Bhavan, Raisina Road, New Delhi-110001 - with request to disseminate this OM to RPF under their administrative control.
4. Director General, CRPF, Block No.1, CGO Complex, Lodhi Road, New Delhi-110003.
5. Director General, CISF, Block No.13, CGO Complex, Lodhi Road, New Delhi-110003.
6. Director General, BSF, HQR DG BSF, Block No. 10, CGO Complex, Lodhi Road, New Delhi-110003.
7. Director General, ITPB, Block No.2, CGO Complex, Lodhi Road, New Delhi-110003.
8. Director General SSB, Force Head Quarters, East Block-V, R.K. Puram, New Delhi-110066.
9. Director General, Assam Rifles, S.O., Laitumkhrah To Rynjah Via Goraline, Laitumkhrah, Shillong, Meghalaya-793011.
10. Director General ICG, AB-4, Purana Quila Rd, Government Officers Colony, India Gate, New Delhi-110001.
11. Director General, RPF, RPF Control Room Railway Board, New Delhi-110001.
12. Commissioner of Police, Delhi, Police Head Quarters, ITO, Delhi-110002.
13. Chief Secretaries of States/UTs (Karnataka, Kerala, Madhya Pradesh, Maharashtra, Puducherry, Rajasthan, Tamil Nadu, Uttar Pradesh, Uttarkhand, Assam, Punjab, West Bengal) - with request to disseminate this OM to all concerned personnel.
14. Director General of Police of States/UTs (Karnataka, Kerala, Madhya Pradesh, Maharashtra, Puducherry, Rajasthan, Tamil Nadu, Uttar Pradesh, Uttarkhand, Assam, Punjab, West Bengal) - with request to disseminate this OM to all concerned personnel.



ANNEXURE "A"
Female Haj Assistant

GOVERNMENT OF INDIA
Ministry of Minority Affairs
(Haj Division)

Eligibility Criteria and other Terms & Conditions for Temporary Deputation of Female Haj Assistant to Consulate General of India, Jeddah, Saudi Arabia for Haj-2018.

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 her interests in respect of matters pertaining to 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) 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) Duly self attested Matriculation/SSC certificate or any other documents in support of Date of Birth.
 - (iii) 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.

- (ii) Applicant should not be less than 25 years and more than 50 years of age as on 01.07. 2018.
- (d) 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 Haj Assistant**" on top of the envelope should be sent to the following address:

Under Secretary (Haj-II),
Haj Division,
Ministry of Minority Affairs,
3rd Floor, Indian Society of International Law
V.K Krishna Menon Bhawan,
9, Bhagwan Das Road
New Delhi-110001

2. Eligibility Criteria:

The permanent Female Employees of Police/ Para-Military/ Defence Forces in the Central Government can apply to the post of Female Haj Assistant if their pay is in the pay matrix of Level 7, Level 6, Level 5 & Level 4 as per 7th CPC **OR** in the Grade Pay of Rs.4600/-, Rs.4200/-, Rs.2800/- & Rs.2400/- as per 6th CPC.

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.
- 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.

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.

H. K. Lodhian



سفارة المملكة العربية السعودية
القسم القنصلي
EMBASSY OF SAUDI ARABIA
CONSULAR SECTION

Full name: الاسم الكامل

Mother's name: اسم الأم

Date of birth: تاريخ الميلاد Place of birth: مكان الميلاد

Previous nationality: الجنسية السابقة Present nationality: الجنسية الحالية

Sex: Female Male الجنس Married Status: حالة الزوجية

Religion: الديانة

Place of issue: مصدر Qualification: المهنة العلمية Profession: المهنة

Home address and telephone No.: عنوان المنزل ورقم الهاتف

Business address and telephone No.: عنوان الشركة (المؤسسة) ورقم الهاتف

Purpose of travel: Work Transit Visit Umrah Hajj Business Diplomacy الغاية من السفر

Place of issue: مكان الإصدار Date passport issued: تاريخ الإصدار Passport No.: رقم الجواز

Date of passport's expiry: تاريخ انتهاء صلاحية الجواز

Duration of stay in the Kingdom: مدة الإقامة بالمملكة Date of arrival: تاريخ الوصول Date of departure: تاريخ المغادرة

Made of Payment: Free Cash Cheque No. Date No. Date طريقة الدفع

Relationship: علاقة Carrier's name: اسم الشركة الناقلة

Dependents traveling in the same passport: إحداثيات شخص أفراد العائلة (المسافرين) على نفس جواز السفر

Relationship	Date of Birth	Sex	Full name

Name and address of company or individual in the kingdom: اسم وعنوان الشركة أو اسم الشخص وعنوانه بالمملكة

The undersigned hereby certify that all the information I have provided are correct. I will abide by the laws of the Kingdom during the period of my residence in it. أنا الموقع أدناه أقر بأن كل المعلومات التي أبلغتها صحيحة وسأكون ملتزمًا بقوانين المملكة أثناء فترة وجودي بها.

Date: التاريخ Signature: التوقيع Name: الاسم

For official use only:

Date: التاريخ Authorization: الاستعمال الرسمي فقط

Visit / Work for: رقم الأمر الممنوع عليه في إعطاء التأشيرة

Date: تاريخ Visa No.: زيارة - العمل لدى

FEE COLLECTED: التر لة ورقم Type: مدتها Duration: مدتها

رئيس القسم القنصلي مدقق البيانات
Head of consular section Checked by:

This form is valid only for the Kingdom of Saudi Arabia. It is not valid for other countries. The validity of this form is subject to the approval of the Consular Section of the Embassy of Saudi Arabia in the Kingdom of Saudi Arabia.