

**No M (Haj)/1183/8/2004**  
**Government of India**  
**Ministry of External Affairs**  
**(Hal Cell)**

New Delhi, March 24, 2004

**OFFICE MEMORANDUM**

The undersigned is directed to state that the Ministry of External Affairs hereby invites applications from Muslim doctors and para-medical staff (Government servants only), both male and female for temporary deputation to consulate General of India, Jeddah, Saudi Arabia, to render medical assistance as Doctors and paramedics (Allopathic) for Haj-2005. The period of deputation will be 2-3- months.

2. The eligibility criteria and other terms and conditions are at Annexure "A". Applications from eligible candidates must be routed through proper channel.
3. The prescribed application form is at Annexure "B".
4. The selection of deputationists will be done on the basis of their qualifications, experience, knowledge of regional languages, experience in public relations, etc. Ministry's decision on selection of suitable candidates shall be final.
5. Applications, **duly forwarded by Directorate of Health services of the concerned State**, may be sent at following address: **Haj Cell,, Ministry of External Affairs, Panch Mahal, Akbar Bhawan, Chanakya Puri, New Delhi-110021. (The Cadre Controlling Authority may please ensure that a separate certificate duly signed is attached to each application verifying the information given in column 5 & 10of the application)**
6. The last date for receipt of applications is July 15, 2004 Health Departments of all State Governments are requested to ensure that the applications are received in the Ministry before the last date. Applications received after the due date will not be considered.

(P K Gautam)  
Administrative Officer (Haj)  
Tel: (011) 2611 1781/82  
Fax (011) 2611 1783

1. Chief Secretaries of all States and Union territories;
2. Health secretaries, All States & Union Territories
3. Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi
4. Director-General of Health Services, Nirman Bhawan, Mew Delhi
5. Secretary, Railway Board, Rail Bhawan, New Delhi

6. Ministries of Home Affairs, Labour & Defence, New Delhi.

Copy to information to:

1. Embassy of India, Riyadh;
2. CGI, Jeddah
3. DS (FSP) & US (PF), MEA< New Delhi
4. CEO, CHC, Mumbai and all State Haj Committees

**ANNEXURE “A”**  
**Medical Mission**

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

---

---

**Eligibility Criteria and Terms and Conditions for Temporary Deputation to  
Consulate General; of India, Jeddah, Saudi Arabia fir Haj – 2005.**

---

---

**NOTE: All applications should be sent through Directorate of Health Services of the Concerned State. Applications sent directly will be rejected.**

**A. Eligibility Conditions”**

- For Doctors: the applicant should be presently serving ion a central/State Government Hospital or dispensary and must have a minimum of five years’ experience as Medical Officer. Preference will be given to Doctors working as medical officer. Doctors holding senior posts or working as Professors/Readers, Medical Superintendents / Deputy Medical; Superintendents etc. need not apply.
- Only Allopathic Doctors (General Practitioners)/Specialists Gynecologists, ENT, Ophthalmologists, Pediatrics and cardiologists need apply. Surgeons need not apply.
- For Paramedics: the applicant should be in possession of Degree/Diploma in Nursing/ECG/Lab. Technician. Minimum five year’s service is essential. Auxiliary Nurses/Midwives need not apply.
- Pharmacists should be in possession of B.Pharma Degree/Diploma.
- The applicant should not be more than 45 years of age as on 1.1.2005. However for lady Doctors the age limit is 50 years.
- The applicant must be physically fit and able to withstand the harsh climate and living conditions and the long duty hours in Saudi Arabia.

- The applicant should hold a permanent post in his/her cadre.
- The applicant who have been deputed thrice or more in the past, are not eligible. This condition does not apply to female Doctors.

## **B. Desirable Qualifications**

- Due weightage will be given to applicants having knowledge of regional languages.
- Weightage also will be given to the specialists such as cardiologists, Gynecologists, ENT Specialists and Physicians. However, Professors, Directors of Hospitals and persons holding senior positions, need not apply. Pathologists, Anesthetists, Psychiatrists, Microbiologists also need not apply.

## **C Pay & Allowances:**

- During the deputation period, Basic Pay, HRA & CCA and Foreign Allowance as admissible to India-based staff in CGI, Jeddah of equivalent rank will be paid b y CGI, Jeddah.
- **No Dearness Allowances would be admissible for the period of deputation at CGI, Jeddah..**
- Lump sum transfer grant would be admissible as per MEA Rules.
- Economy class air ticket to and from 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. No joining/preparation time is admissible on return fro deputation.
- No conveyance allowance would be paid for completing various formalities in Delhi.
- Expenditure on account of to and fro air travel to Jeddah will be borne by the Ministry of External Affairs.

- Expenditure on account of salary, preparation time and accommodation in Saudi Arabia during the deputation period will be borne by the CGI, Jeddah.
- The officials selected will be entitled to eight days preparation/joining time before departure. No joining/preparation will be admissible on return from deputation.

**D. Deployment and Duties of the Deputationists:**

- The deputationists will be deployed by Consulate General of India, Jeddah, at various Branch dispensaries in Makkah and Madinah, Haj Terminal at Jeddah, camps at Mina & Arafat, etc. to render medical assistance to Indian Haj pilgrims.
- They would function under the day to day direction and overall supervision of the Consul General of India, Jeddah.
- The selected deputationists will be deemed to be on 24 hours duty during the entire period of deputation. They will be allocated tasks for specified duration depending on exigencies.

**E. General Conditions:**

- The selected officials will not be allowed to take any of their family members, including spouse, even at their own cost.
- The selected doctors and paramedic must carry their own Stethoscopes and White Aprons.
- The deputationists 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 civilian clothes.
- The services of the deputationists will be at the disposal of the Consulate General of India, Jeddah, during their deputation.
- 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/her deputation.
- It may be noted that deputationists are deemed to be an 24 hours duty without any weekly off and therefore they are expected to work for extra long hours especially during the core Haj Period. No repeat No extra remuneration or compensation is paid except the normal admissible Foreign allowances.

\*\*\*\*\*

**ANNEXURE “B”  
Medical Mission**

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

---

Prescribed Application Form for Temporary Deputation to Saudi Arabia in the Indian Medical Mission for Haj-2005, should be sent through proper channel; along with the enclosed certificate duly signed. Applications sent directly or without the certificate from the Cadre Controlling Authority, will be summarily rejected.

---

Please Affix Passport Size Photo
---

1. Name .....
2. Father's Name.....
3. Designation and Official Address.....
4. Post presently held.....
5. Date of Birth..... Age as on 1.1.2005.....
6. Pay scale & Present basic pay.....
7. Date of joining Government service.....
8. Professional Qualifications.....
9. Specialization.....
10. Details of all previous deputations to CGI, Jeddah as a member of Indian Medical Mission (i.e if deputed once, such as for Haj 2004, during Dec, 2003-March, 2004, then mention Haj 2004 .....
11. Mother Tongue.....
12. Knowledge of regional languages.....
13. Knowledge of Arabic.....
14. Permanent Address.....

15. Present communication address.....

16. Name of nearest Passport Office.....

17. Telephone number (with STD code)

(Off)..... (Res).....

18. Any other information.....

- I hereby certify that the information given above is complete and true. I have carefully read the terms & conditions and undertake to abide by them during my deputation to Consulate General of India, Jeddah (Saudi Arabia).
- I also certify that I do not suffer from any heart ailment, hypertension, diabetes and asthma.
- I undertake that I shall not accept any remuneration from pilgrims for the service rendered to them.
- I also undertake that during the period of deputation, I shall not perform Haj pilgrimage.

Date.....

Signature of the applicant.....

**Caution:**

- i) Any information regarding number of earlier deputations and Date of Birth suppresses or falsely given will render the applicant liable to disciplinary action besides rejection of his application.
- ii) Incomplete application is liable to be rejected.
- iii) The applicant is liable to disciplinary action under the relevant provisions of CCS (CCA)/ Conduct Rules if information in Col. 5,8 & 10 is found incorrect.
- iv) Necessary entries regarding deputation should be made in the Service Book of the concerned official.

(Enclosure to Annexure "B")

**Certificate to be furnished by the Cadre Controlling authority**

Certified that as per entries made in the Service Book of Mr/Mrs/Miss..... his/her date of birth is.....

His/Her designation is .....and he/she has been on deputation to Saudi Arabia never/once/twice/thrice/more than thrice.

Signature.....

Name & designation with Seal.....

(The controlling authority will be held responsible if the information furnished above is found incorrect.)

\*\*\*\*\*