

**No.M(Haj)-1183/10/2004**  
**Government of India**  
**Ministry of External Affairs**  
**(Haj Cell)**

New Delhi, the 24<sup>th</sup> March 2004

**OFFICE MEMORANDUM**

The undersigned is directed to state that the Ministry of External Affairs hereby invites applications from male Muslim officers (**Government employees only**) for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia, as Assistant Haj Officer and Haj Officer and Haj Assistant 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. However, Ministry's decision on selection of suitable candidates shall be final.
5. Applications, **duly forwarded by the competent authority**, may be sent at the following address: Haj Cell, Ministry of External Affairs, Akbar Bhawan, Chanakyapuri, New Delhi-110021. (**The forwarding authority may please ensure that a separate certificate duly signed is attached to each application after verifying information given in column No.4, 5 and 9**). The applications which are not forwarded by the competent Authority by the due date will be rejected.
6. The last date for receipt of applications is July 15, 2004. **Applications received after the due date will not be considered.**

(P.K.Gautam)  
Administrative Officer (Haj)  
Tel.No.2611-1781  
Fax.No.2611-1783

**Ministry of External Affairs  
(HAJ CELL)**

**ANNEXURE "A"  
Administrative Personnel**

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

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**NOTE: All applications should be sent through proper channel.  
Applications sent directly will be rejected.**

**A. Eligibility Conditions:**

- Only Central & State Government employees are eligible. Persons working in Public Sector Undertakings/Corporations, autonomous Bodies, Subordinate offices, Colleges/Universities (except Central Universities)/Aided Schools etc. are ineligible and need not apply.
- For Assistant Haj Officer, the applicant should be Gazetted Officer serving in the grade of Section Officer of Central Government or equivalent in the pay scale of 6,500-200-10,500. Under Secretaries & above are not eligible for selection as AHOs and as such need not apply.
- For Haj Assistant, the applicant should be holding a non-Gazetted post in the pay scale of Rs.5,500-175-9,000 and not below the grade of an Upper Division Clerk of Central Government or equivalent in pay scale of Rs.4,000-100-6,000.
- The applicant should not be less than 35 years and more than 45 years of age as on 1.1.2005.
- The applicant should be medically fit and produce a Certificate to this effect from a Government Hospital.
- The applicant should be holding permanent post in his grade.
- The applicant who have already performed Haj duty thrice or more are not eligible.
- Applicants of officers in the higher grade than prescribed shall not be entertained.

**B. Desirable Qualifications:**

- Due weightage will be given to applicants having knowledge of regional languages.
- Weightage will be given to the applicants having experience in public relations & accounts.
- Preference will be given to applicants having knowledge of Data Entry and Computer Programming.

**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 by CGI, Jeddah.
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- No Daily Allowance would be admissible for the period of deputation at CGI, Jeddah. Foreign Allowance will be paid in lieu thereof.
- 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 from deputation.
- No conveyance allowance would be paid for completing various formalities in Delhi.
- Expenditure on account of salary and accommodation in Saudi Arabia will be borne by C.G.I., Jeddah for the period of deputation in Saudi Arabia, including preparation time. Expenditure on account at to and fro on travel to Jeddah will be borne by the Ministry of External Affairs.

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

- The deputationists will be deployed by Consulate General of India, Jeddah, at various branch offices in makkah and Madinah, Haj Terminal at Jeddah, Camps at Mina & Arafat, etc.

**The duties of the deputationists will include:**

- i) To assist pilgrims at their Maktabs and camps during the pilgrimage.
- ii) To assist pilgrims in their daily activities and to attend to their grievances.
- iii) To assist the pilgrims to perform their Haj rituals.
- iv) Any other assistance needed by pilgrims.
- v) 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 of the deputation:-**

- The selected officials will not be allowed to take any of their family members, including spouse, even at their own cost.
- 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 deputation.
- It may be noted that deputationists are deemed to be on 24 hours duty without any weekly off and therefore, they are expected to work for extra-long hours especially during the care Haj period. **No RPT no** extra remuneration or compensation is paid except the normal admissible Foreign Allowance.

~~Ministry of External Affairs~~  
(HAJ CELL)

ANNEXURE "B"  
Administrative Personnel

**Prescribed Application Form  
For Temporary Deputation to Saudi Arabia**

**(Applications accompanied with the enclosed certificate duly signature should be sent through proper channel. Applications sent directly on received without the certificate will be summarily rejected.)**

Affix your  
latest  
Photograph

1. Name .....
2. Father's name .....
3. Designation & Official Address .....  
..... (TEMP/PERMANENT)  
(including last five years) .....
4. Gazetted/NonGazetted .....
5. Date of Birth ..... Age as on 1.1.2005 .....
6. Pay scale & present basic Pay .....
7. Date of joining the Govt. Service .....
8. Educational Qualification .....
9. Details of all previous deputations to CGI. Jeddah as AHO/HA  
(i) ..... (ii) ..... (iii) .....
10. Knowledge of Accounts .....
11. Proficiency in Data Entry & Computer Programming .....
12. Mother Tongue .....
13. Knowledge of regional languages .....
14. Knowledge of Arabic .....

15. Present address .....

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16. Permanent address .....

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17. Name of nearest Passport Office .....

18. Telephone No. (Off.) ..... (Res.) .....

19. 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 during Haj duty, I shall not Repeal **NOT** perform Haj pilgrimage.

Signature of the Applicant .....

Date .....

**Caution:**

- (i) Any information specially regarding number of earlier deputations and Date of Birth suppressed 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 shall be liable to disciplinary action under the relevant provisions of CCS (CCA)/Conduct rules if any information given in Col. 4.5 & 9 is found incorrect.
- (iv) Necessary entries regarding deputation have been made in the Service Book at the official.

**(Enclosure to Annexure 'B')**

**CERTIFICATE TO BE FURNISHED BY THE CADRE CONTROLLING  
AUTHORITY**

Certified that as per entire made in the Service Book of Shri \_\_\_\_\_ His  
Date of Birth is \_\_\_\_\_ His designation is \_\_\_\_\_ He is  
Permanent Gazetted/Non Gazetted officer in the pay scale of Rs. \_\_\_\_\_  
and has been on deputation to Saudi Arabia Never / Once / Twice / Thrice / More than  
thrice.

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_  
With Seal.

(The Controlling authority signing the above certificate shall be held responsible if the  
above information is found incorrect)