

कार्यालय
महाप्रबंधक/कार्मिक
हाजीपुर

सं० ईसीआर/IR&W/HAJ/2017

दिनांक 08.02.17

सभी विभागाध्यक्ष
पूर्व मध्य रेल, हाजीपुर

मुख्य प्रशासनिक अधिकारी/निर्माण
पूर्व मध्य रेल, महेन्द्रघाट, पटना

मंडल रेल प्रबंधक
पूर्व मध्य रेल/दानापुर, धनबाद, मुगलसराय, सोनपुर एवं समस्तीपुर

मुख्य कारखाना प्रबंधक
पूर्व मध्य रेल, पीडी/मुगलसराय, यांत्रिक कारखाना/समस्तीपुर एवं सीआरडब्लू/हरनौत

विषय : HAI-2017 Temporary deputaion to Consulate General of India-Jeddah-Saudi Arabia.

संदर्भ : Under Secy(HAJ)/Ministry of Minority Affairs/Govt. Of india 6/1/2017-Haj
Dated 19.01.2017

संदर्भित पत्र के द्वारा हज-2017 में भारतीय तीर्थयात्रियों की सहायता के लिए Haj Assistant एवं Paramedic(Allopathic) की प्रतिनियुक्ति के लिए उपयुक्त व हस्तक्षु, मुस्लिम पुरुष/महिला अराजपत्रित कर्मचारियों से दिनांक 20.02.2017 तक ऑनलाइन आवेदन (websites-www.haj.nic.in/deputation) आमंत्रित किया गया है।

अतः संदर्भित पत्र में वर्णित निर्धारित योग्यता एवं शर्तें पूरी करने वाले पूर्व मध्य रेल के हस्तक्षु कर्मचारियों को दिनांक 20.02.2017 तक ऑनलाइन आवेदन (website-www.haj.nic.in/deputation) भर्न हेतु निर्देशित किया जाए।

ऑनलाइन आवेदन की प्रक्रिया पूरी करने के पश्चात आवेदित कर्मचारियों से निर्धारित पारूप में उनके आवेदन की Hard Copy (तीन प्रतियों में) सक्षम अधिकारी के अनुमोदन के पश्चात दिनांक 28.02.17 तक IR&W अनुभाग, कार्मिक विभाग, पूमरे/हाजीपुर को भेजने की व्यवस्था करे ताकि आवेदनों को संग्रह अधिकारी के समक्ष प्रस्तुत की जा सके। निर्धारित तिथि के उपरांत प्राप्त आवेदन पर विचार नहीं किया जाएगा।

विषयवस्तु मागले में अभी रेलवे बोर्ड से परिपत्र जारी नहीं किया गया है। अतः इस विषय पर रेलवे बोर्ड द्वारा जारी दिशा-निर्देश प्रभावी होंगे।

संलग्नक : कृपया संलग्नक पूमरे के अधिकृत वेबसाइट www.ecr.indianrailways.gov.in से डाउनलोड करें।

(ए०के०झा)

सहायक कार्मिक अधिकारी/IR&W
कृते महाप्रबंधक/कार्मिक/हाजीपुर

प्रतिलिपि : - सहायक/एनपीपी/हाजीपुर : कृपया उपरोक्त पत्र को संलग्नकों सहित पूमरे के वेबसाइट पर अपलोड करने की व्यवस्था करें।

कृते महाप्रबंधक/कार्मिक/हाजीपुर

05/12/17
09/12/17

No.6/1/2017-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: 19.01.2017

OFFICE MEMORANDUM

Subject: Temporary deputation of Coordinator/Assistant Haj Officer/ Haj Assistant to Consulate General of India, Jeddah, Saudi Arabia for Haj 2017 - regarding.

Ministry of Minority 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-2017**. 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. 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 Coordinator/Assistant Haj Officer/ Haj Assistant" on top of the envelope should be sent to the following address:

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

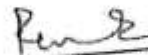
3. Interview for selection of candidates would be conducted by the Ministry of Minority Affairs, New Delhi. Date, time and venue of the interview shall be intimated to the eligible candidates in due course. No TA/DA or any other allowances for appearing in interview shall be paid by the Ministry of Minority Affairs. The selection of deputationists will be done on the basis of length of their service, experience, desirable qualifications and personal 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.

AS/Secy Lahan
31/01/17

[Signature]

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 online application.

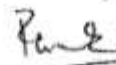
5. The last date for filling-in online application is 20th February, 2017. The last date for receipt of hard copies of online filled applications along with requisite enclosures is 14th March, 2017.



(Ravi Chandra)
Under Secretary to the Government of India
Tel: 011 23387012

To:

1. All Ministries/ Departments of the Government of India.
2. Chief Secretaries of all States and Union Territories.
3. Secretaries/ Principal Secretaries of Department looking after minority welfare in the States/ UTs.
4. PSUs/ Autonomous bodies.
5. All attached/ subordinate/ autonomous bodies and PSU under MoMA.
6. Haj Committee of India, Mumbai with a request to upload the circular on the website of HCoI for wider circulation
7. All State Haj Committees.
8. Technical Director, NIC, MoMA with a request to upload the circular on the website of the Ministry and Haj Division.



ANNEXURE "A"
Administrative PersonnelGOVERNMENT OF INDIA
Ministry of Minority Affairs
(Haj Division)

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-2017.

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 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 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: **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) 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.



- (ii) Applicant should not be less than 25 years and more than 50 years of age as on 01.07. 2017.
- (iii) Applicants deputed to CGI, Jeddah during Haj-2015 and Haj-2016 or deputed to CGI, Jeddah for three or more times will not be considered.
- (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 Coordinator/Assistant Haj Officer/ Haj Assistant " on top of the envelope should be sent to the following address:

Under Secretary (Haj),
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 employees of the Central Government/ State Governments/ Union Territory Administration/ Public Sector Undertakings/ Autonomous Bodies having the following eligible criteria may apply. The officers of the State Government Departments/ Union Territory 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 7th CPC or Grade Pay as per 6th CPC. without which their applications will not be considered.

For Coordinators:

- (i) Deputy Secretary of Central Government with 3 years of service or less in the grade or equivalent in the Level 12 in pay matrix as per 7th Central Pay Commission (CPC) or Grade Pay of Rs. 7,600/- as per 6th CPC.
- (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 7th Central Pay Commission (CPC) or Grade Pay of Rs. 6,600/- as per 6th CPC are eligible.
- (iii) Officers in the rank of Deputy Secretary with more than 3 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 7th CPC or Grade Pay of Rs. 6600/- as per 6th CPC.
- (ii) Section Officer of Central Government or equivalent in the Level 8/ Level 10 of pay matrix as per 7th CPC or Grade Pay of Rs. 4800/- (Pay Band-2) / Rs. 5,400/- (Pay Band-3) as per 6th CPC.
- (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 6th CPC (Level 8 or Level 9 in pay matrix as per 7th CPC) are also 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 7th CPC or Grade Pay of Rs. 4,600/- as per 6th CPC.

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- (ii) Assistant Section Officer/ Assistant or equivalent in the Level 6 in pay matrix as per 7th CPC or Grade Pay of Rs. 4,200/- as per 6th CPC with at least 2 years of service in the grade are eligible.
- (iii) Employees in the Level 5 in pay matrix as per 7th CPC or Grade Pay of Rs.2800/- as per 6th CPC with 8 years of service in the grade 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.

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- 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 Maktabas 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.

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Full name:		الاسم الكامل:	
Mother's name:		اسم الأم:	
Date of birth:		تاريخ الولادة:	
Previous nationality:		الجنسية السابقة:	
Sex:		الجنس:	
Marital Status:		الحالة الاجتماعية:	
Religion:		الديانة:	
Place of birth:		الموطن العلمي:	
Qualification:		Profession:	
Home address and telephone No.:		عنوان المنزل ورقم الهاتف:	
Business address and telephone No.:		عنوان الشركة (المؤسسة) ورقم الهاتف:	

Business Purpose and Travel		الغرض من السفر:		الغرض من السفر:		الغرض من السفر:	
عمل Work	تجارة Trade	زيارة Visit	عمرة Umrah	الزيارة Residence	حج Hajj	الدبلوماسية Diplomacy	الغرض من السفر:
Purpose of travel:		تاريخ الإصدار:		Passport No.		رقم الجواز:	
Place of issue:		Date passport issued:				تاريخ انتهاء صلاحية الجواز:	
Date of passport's expiry:		تاريخ الوصول:		Date of departure:		رقم المغادرة:	
مدة الإقامة بالمملكة:		Date of arrival:				رقم الدخول ()	
Duration of stay in the Kingdom:		تاريخ		تاريخ		رقم ()	
Mode of Payment: () Free () Cash () Cheque No.		تاريخ		تاريخ		رقم ()	
الشركة الناشئة:		تاريخ		تاريخ		رقم ()	
Relationship:		تاريخ		تاريخ		رقم ()	

Relationships:		Carrier's Name:	
Destination:		إحداثيات تقصير الرأى المائلة (المسافر) إلى نفس جواز السفر:	
Dependents traveling in the same passport:			
الاسم بالكامل Full name	الجنس Sex	تاريخ الميلاد Date of Birth	نوع الصلة Relationship

Name and address of company or individual in the kingdom:

The undersigned hereby certify that all the information I have provided is correct.
I will abide by the laws of the Kingdom during the period of my residence in it.

[illegible]

(Date): _____ Signature: _____ Name: _____

Date: _____ Signature: _____

For official use only: _____

للاستعمال الرسمي فقط: _____

رقم الأمر الممنوع عليه لي إيداعه، التأخير: _____

For official use only: رقم الأمر الممنوع عليه لي إعطاء التأشيرة:
 Date: التاريخ: المصادقة:

Date:	التاريخ
Visit / Work for:	الزيارة / العمل لـ
Name:	الاسم
Visit No.:	رقم الزيارة
Duration:	المدة

DATE: _____ VISA No.: _____ نوعها: _____ Duration: _____
 FEE COLLECTED: _____ المبلغ المدفوع Type: _____
 Checked by: _____

رئيس القسم القنصلي
Head of consular section

مدقق البيانات
Checked by:

لا
رق
نور
الشر
مد
مد

(7)

No.6/1/2017-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: 19.01.2017

OFFICE MEMORANDUM

Subject: Temporary deputation of Doctors/ Paramedics to Consulate General of India, Jeddah, Saudi Arabia for Haj 2017 - regarding.

Ministry of Minority Affairs invites applications from 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 **Doctors and Paramedics (Allopathic) for Haj-2017**. 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. 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 Doctors/ Paramedics" on top of the envelope should be sent to the following address:

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

3. The selection of deputationists will be done on the basis of length of their service, experience and desirable qualifications. 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.

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, Ministry of Minority Affairs will not entertain any requests for arranging Official Passports. Details of RPOs are available at website: <http://passportindia.gov.in/>. The

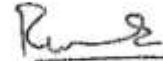
Dr. S. Lallan
31/01/17

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selected candidates need to fill -up the visa form also which is available at Annexure 'B' of online application.

5. The last date for filling-in online application is 20th February, 2017. The last date for receipt of hard copies of online filled applications along with requisite enclosures is 14th March, 2017.

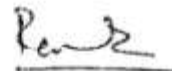


(Ravi Chandra)

Under Secretary to the Government of India
Tel: 011 23387012

To:

1. All Ministries/ Departments of the Government of India.
2. Chief Secretaries of all States and Union Territories.
3. Secretaries/ Principal Secretaries, Health Department of all States and Union Territories.
4. Secretaries/ Principal Secretaries of Department looking after minority welfare.
5. PSUs/ Autonomous bodies.
6. All attached/ subordinate/ autonomous bodies and PSU under MoMA.
7. Haj Committee of India, Mumbai with a request to upload the circular on the website of HCol for wider circulation
8. All State Haj Committees.
9. Technical Director, NIC, MoMA with a request to upload the circular on the website of the Ministry and Haj Division.



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

Eligibility Criteria and other Terms & Conditions for Temporary Deputation of Doctors and Paramedics(Allopathic) to Consulate General of India, Jeddah, Saudi Arabia for Haj-2017.

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 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 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: 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 in the prescribed format appended to the application form along with a letter forwarding the application from the Competent Authority. Applications 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 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.

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- ii. Applicants deputed to CGI, Jeddah for three or more times in the past are not eligible (This condition does not apply to Doctors and Female Pharmacists).
- (d) A hard copy of the application form in original duly approved by the Competent Authority along with requisite enclosures marked with "Application for Deputation to CGI, Jeddah as Doctors/ Paramedics " on top of the envelope should be sent to the following address:

Under Secretary (Haj),
Ministry of Minority Affairs,
3rd Floor, Indian Society of International Law
V.K Krishna Menon Bhawan,
9, Bhagwan Das Road
New Delhi-11 0001

2. **Eligibility Criteria:** Employees working on Temporary/ Part time/ Seasonal/ Contractual/ Ad-hoc basis are not eligible for deputation.

Doctors:

- The applicant should be permanent and presently serving in a Central/State Government/UTs/PSUs /Autonomous bodies and should have minimum three years' experience as Medical Officer. The number of applicants having 2 years service will also be considered if sufficient numbers of applications are not received from applicants having minimum 3 years of experience.
- **Allopathic Doctors Only:** General Practitioners (Minimum qualification MBBS), specialists from the field of Orthopedics, General Surgery, Ophthalmology, ENT, General Medicine, Pulmonary Medicine, Radiology, Pediatrics, Anaesthesia, Psychiatry, Dermatology, Pathology, Community Medicine, Gynaecologists, TB & Chest, Cardiologists and Pediatricians.
- The applicant should not be more than 55 years of age as on 01.07.2017. (Applicant must attach Matriculation /SSC Certificate or any other documents in support of Date of Birth).
- Doctors holding senior posts including Professors/Readers, Medical Superintendents/ Deputy Medical Superintendents, Microbiologists, Unani, Ayurveda and Homeopathic Doctors need not apply.

Paramedics:

- Applicant should hold Degree/Diploma in Nursing/EGG/Lab. Technician. The applicant should be permanent and presently serving in a Central/State/UTs Government/PSUs/Autonomous bodies and should have minimum five year's experience.
- Pharmacists should hold B. Pharma Degree/Diploma.
- The applicant should not be more than 50 years of age as on 01.07.2017. (Applicant must attach Matriculation Certificate/SSC certificate or any other documents in support of Date of Birth).
- Auxiliary Nurses/Midwives are not eligible to apply.

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3. **Desirable Qualifications:**

- Due weight age will be given to applicants having knowledge of Arabic and regional languages.

Attachments (Optional) which may be attached with the application.

- Certificate of Arabic Language proficiency.

4. **Pay & Allowances:**

- During the period of deputation, 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. 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 provided by 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 for rendering appropriate medical services to the pilgrims at various Hospitals and Branch Dispensaries in Makkah, Madinah, Haj terminal at Jeddah, camps at Mina and Arafat, etc. on functional basis.
- 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.

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- Providing medical assistance to the pilgrims at their Maktabas and camps during the pilgrimage.
- Providing assistance and guidance to the pilgrims on health related issues in performing daily activities during the pilgrimage.

6. **General Conditions:**

- The applicant must be physically fit, able to withstand the harsh climate, tough living conditions and the long duty hours in Saudi Arabia.
- If the selected candidate **does not report** to the Ministry within the stipulated time, the next candidate (s) in the waiting list would be considered without serving any notice to the non-reporting candidate(s).
- 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 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.

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