

पूर्व मध्य रेल  
(निर्माण संगठन)

कार्यालय,  
मुख्य प्रशासनिक अधिकारी/निर्माण  
पूमरे/महेन्द्रघाट, पटना  
दिनांक 10.12.2019

सं०: ईसीआर/सीएओ/कॉन/ई/कल्याण/विविध/19

- सभी मुई/निर्माण/महेन्द्रघाट, पटना ( NE, C, Plg., N, SE, NW, S, GB, NC )
- विसमुलेधि/निर्माण/ महेन्द्रघाट, पटना
- मुसिदूई/निर्माण/उत्तर एवं दक्षिण/महेन्द्रघाट, पटना
- मुविई/निर्माण/ महेन्द्रघाट, पटना
- उप मुई/निर्माण/उत्तर, दक्षिण, टी.एस, डिजाईन, सामान्य, आरओबी, पीएम, सर्वे ।
- उपमुई/निर्माण/ दानापुर, राजगीर, मुगलसराय, बरकाकाना, धनबाद- I, रेणुकुट, चोपन, सिंगरौली, हजारीबाग- I, II, गंगान्निज/मुंगेर/पटना, मुजफ्फरपुर, हाजीपुर- I, II, नरकटियागंज, समस्तीपुर- I, II, III, IV, बेतिया.
- उप मुसिदूई/निर्माण /दानापुर, धनबाद, चोपन, समस्तीपुर, समस्तीपुर- I

विषय :- हज 2019 हेतु अस्थायी प्रतिनियुक्ति के संबंध में ।

संदर्भ :- महाप्रबंधक(कार्मिक) का पत्र सं०: ईसीआर/औ.सं.एवं क./हज/2019पार्ट-I दि:03.12.2019

संदर्भित विषय के आलोक में हज 2019 हेतु अस्थायी प्रतिनियुक्ति के संबंध में महाप्रबंधक (कार्मिक), हाजीपुर के पत्र दि:03.12.2019 द्वारा इस कार्यालय में प्राप्त हुई है।

महाप्रबंधक (कार्मिक), हाजीपुर के पत्र की छायाप्रति इस पत्र के साथ संलग्न कर सूचनाएं एवं आवश्यक कारवाई हेतु प्रेषित की जा रही है।

अतः उक्त के आलोक में इच्छुक कर्मचारी अपना आवेदन on line भरकर आवेदन की Hard copy तीन प्रतियों में संलग्नकों सहित अपने नियंत्रक अधिकारी से अग्रसारित कराकर इस कार्यालय में दि:19.12.2019 तक प्रेषित करें ताकि अग्रतर कारवाई हेतु महाप्रबंधक (कार्मिक), हाजीपुर को भेजा सकें।

संलग्नक : यथोपरि।

( आलोक श्रीवास्तव )

वरिष्ठ कार्मिक अधिकारी/निर्माण/II  
कृते मुख्य प्रशासनिक अधिकारी, निर्माण

प्रतिलिपि :-

- सचिव/CAO/Con/ South को CAO/Con/ South महोदय के सादर सूचनार्थ ।
- सचिव/CAO/Con/ North को CAO/Con/ North महोदय के सादर सूचनार्थ ।
- CA to SPO/Con/II/MHX- E-mail to all concerned.

कृते मुख्य प्रशासनिक अधिकारी/निर्माण

पूर्व मध्य रेल

कार्यालय  
महाप्रबंधक(कार्मिक)  
हाजीपुर

सं० ईसीआर/आईआरडब्ल्यू/हज/2019/पार्ट-।

दिनांक: 03.12.2019

सभी विभागाध्यक्ष  
पूर्व मध्य रेल, हाजीपुर।

मुख्य प्रशासनिक अधिकारी/निर्माण/द० एवं उ०/पूमरे/महेन्द्र/पटना।

मंडल रेल प्रबंधक, पूमरे, दानापुर, धनबाद, मुगलसराय, समस्तीपुर एवं सोनपुर।

मुख्य कारखाना प्रबंधक, पूमरे/पीडी/मुगलसराय,  
यांत्रिक कारखाना/समस्तीपुर एवं सीआरडब्ल्यू-हरनौत।

विषय:- हज 2019 हेतु अस्थायी प्रतिनियुक्ति के संबंध में।

संदर्भ:- Rly. Bd's letter no. E(NG)I-2019/DP/35 Dated- 03.12.2019

संदर्भित पत्र द्वारा हज- 2020 में हज यात्रियों की सहायता के लिए coordinationr, Assistant Haj officer एवं Haj Assistants की प्रतिनियुक्ति के लिए योग्य पुरुष/महिला मुस्लिम कर्मचारियों से Online आवेदन website-www.haj.nic.in/deputation आमंत्रित किया गया है।

कृपया संदर्भित पत्र में वर्णित निर्धारित योग्यता एवं शर्तें पूरी करने वाले पूर्व मध्य रेल के योग्य एवं इच्छुक कर्मचारियों को दिनांक: 20.12.2019 तक On line आवेदन (website-www.haj.nic.in/deputation ) करने हेतु निर्देशित किया जाए।

Online आवेदन की प्रक्रिया निर्धारित तिथि तक पूरी करने के पश्चात उक्त आवेदन की Hard copy तीन प्रतियों में संलग्नकों सहित सक्षम अधिकारी के अनुमोदनोपरान्त अद्योहस्ताक्षरी के कार्यालय (सिध्द तौर पर आई.आर.अनुभाग) में दिनांक: 23.12.2019 तक भेजने की व्यवस्था करें ताकि अग्रेतर कार्यवाई हेतु इसे सक्षम अधिकारी के समक्ष प्रस्तुत किया सके। निर्धारित तिथि: 23.12.2019 के उपरान्त प्राप्त आवेदन पर कोई विचार नहीं किया जायेगा।

संलग्नक : कृपया पूमरे के अधिकृत website-www.ecr.indianrailways.gov.in/personnel/ Download से डाउनलोड कर संलग्नक प्राप्त किया जा सकता है।

(ए के झा)

सलाहकार/कार्मिक  
कृते महाप्रबंधक/कार्मिक, हाजीपुर

प्रतिलिपि : सकाधि/एमपीपी/हाजीपुर कृपया संलग्नकों सहित  
पूमरे के वेबसाइट पर अपलोड करने की व्यवस्था करें।

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कृते

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05/12/19

कृते महाप्रबंधक/कार्मिक, हाजीपुर



GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

No.E(NG)I-2019/DP/35

New Delhi dated 03.12.2019

The General Managers (P)  
All Indian Railways &  
Production Units.

The Chief Managing Directors,  
All Public Sector Undertakings of Ministry  
of Railways,  
RLDA & CRIS etc.

Sub:- Temporary deputation of Coordinators  
(Admin)/Assistant Haj Officer/Haj Assistants to  
Consulate General of India, Jeddah, Saudi Arabia  
for Haj 2020 -- regarding.

Please find enclosed a copy of Ministry of Minority Affairs (Haj Division)'s O.M. No. 16/06/2019-Haj-MoMA dated 20.11.2019 on the above subject and recommend the names of suitable and willing male and Female Muslim Permanent Railway employees to be considered for deputation on temporary duty to Consulate General of India, Jeddah for rendering assistance to Haj Pilgrims as Coordinators, Assistant Haj Officers & Haj Assistants for Haj-2020. Necessary particulars of the recommended employees may be sent to this office latest by 27.12.2019 positively. It may be ensured that names of those employees who fulfill the eligibility conditions as in Annexure 'A' should only be sent within the prescribed time in one lot.

Hindi version will follow.

  
(M.K. MEENA)  
Deputy Director Estt.(N)  
Railway Board

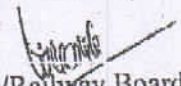
DA: As above (6 pages).

New Delhi dated 03.12.2019

No.E(NG)I-2019/DP/35

Copy to:

1. The General Secretary, All Indian Railwaymen's Federation, Room No.253,  
Rail Bhavan, New Delhi.
2. The General Secretary, National Federation of Indian Railwaymen, Room No.256-E,  
Rail Bhavan, New Delhi.

  
for Secretary/Railway Board.

Copy to: ERB-IV, E(O)II and Security (E)



S.No. 1

16/06/2019-Haj-MoMA  
भारत सरकार  
Government of India  
अल्पसंख्यक कार्य मंत्रालय  
Ministry of Minority Affairs  
(Haj Division)

West Block-VIII, Wing-II, 1<sup>st</sup> Floor,  
Sector-1, R.K. Puram, New Delhi-110066.  
Date: 20.11.2019

OFFICE MEMORANDUM

Subject: Temporary deputation of Coordinators (Admin) /Assistant Haj Officers / Haj Assistants to Consulate General of India Jeddah Saudi Arabia for Haj 2020 - regarding.

Ministry of Minority Affairs invites applications from **Male and Female Muslim Permanent Employees** working in Central Government/ State Governments/ UTs' Administration/ PSUs/ Autonomous bodies for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia, to render assistance to Haj pilgrims as Coordinators(Admin), Assistant Haj Officers (AHO) and Haj Assistants (HA) for Haj-2020. In case of the post of Female HA/ Female AHO, the applications are invited from permanent Female Employees of Police/ Para Military/ Defense Forces only. 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 tentatively from June, 2020 to August, 2020.

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](http://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-II),  
Haj Division,  
Ministry of Minority Affairs,  
West Block-VIII, Wing-II, 1<sup>st</sup> Floor,  
Sector-1, R.K. Puram,  
New Delhi-110066.

3. Interview for selection of candidates would be conducted by the Ministry of Minority Affairs. 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. Preference, however, will be given to those candidates who are working in Central Government, Police & Para military services or having experience in public administration. 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 from the Ministry. Haj Division will not entertain any request for arranging Official Passports. Details of RPOs are available at website: <http://passportindia.gov.in/>.

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5. The last date for filling-in online application is 20<sup>th</sup> December, 2019. The last date for receipt of hard copies of online filled applications along with requisite enclosures is 05<sup>th</sup> January 2020.

(Md. Nadeem)

Under Secretary to the Government of India  
Tel: 011 26160031

To:

1. Chief Secretaries of all States and Union Territories.
2. Hon'ble Supreme Court/all High Courts in States/UTs.
3. Secretaries/ Principal Secretaries of Department looking after Minority Welfare in the States/ UTs.
4. C&AG, Pocket 9, Deen Dayal Upadhyaya Marg, New Delhi, Delhi-110124.
5. UPSC, Dholpur House, Shahjahan Road, New Delhi, Delhi-110069.
6. Election Commission, Nirvachan Sadan Ashoka Road, New Delhi, Delhi-110001.
7. Ministry of Railways, Room No. 256-A, Rail Bhavan, Raisina Road, New Delhi, Delhi-110001.
8. Ministry of Home Affairs, Janpath Road, North Block Central Secretariat, New Delhi, Delhi 110001- with request to disseminate this OM to all concerned officials and Police forces under their administrative control (CRPF/ CISF/ SSB/ ITBP/ BSF/ NSG/ Assam Rifles).
9. Ministry of Defence, South Block, Central Secretariat, New Delhi, Delhi-110001- with request to disseminate this OM to all forces under their administrative control.
10. Ministry of Petroleum, Shastri Bhawan, New Delhi, Delhi-110001- with request to disseminate this OM to all concerned officials and PSUs under their administrative control.
11. Department of Financial Services, Ministry of Finance, 3<sup>rd</sup> Floor, Jeevan Deep Building, Sansad Marg, New Delhi-110001- with request to disseminate this OM to all concerned officials and PSUs under their administrative control.
12. Department of Public Enterprises, Lodi Estate, CGO Complex, Lodi Colony, New Delhi, Delhi 110003- with request to disseminate this OM to all concerned officials and PSUs under their administrative control.
13. All attached/ subordinate/ autonomous bodies and PSU under MoMA.
14. Haj Committee of India, Mumbai with a request to upload the circular on the website of HCoI for wider circulation.
15. All State Haj Committees.
16. Technical Director, NIC, MoMA with a request to upload the circular on the website of the Ministry and Haj Division.
17. Ministries/ Departments of the Government of India (other than mentioned above) - with request to disseminate this OM to all concerned officials and PSUs under their administrative control.



GOVERNMENT OF INDIA  
Ministry of Minority Affairs  
(Haj Division)

**Eligibility Criteria and other Terms & Conditions for Temporary Deputation of Coordinator(Admin)/ Assistant Haj Officer/ Haj Assistant to Consulate General of India, Jeddah, Saudi Arabia for Haj-2020.**

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 his/her interests in respect of matters pertaining to his/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](http://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) 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.
  - (iv) Latest Salary Slip.
- (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 30 years and more than 55 years of age as on 01.01. 2020.
  - (iii) Applicants deputed to CGI, Jeddah during Haj-2018 or Haj-2019 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(Admin)/Assistant Haj Officer/ Haj Assistant" on top of the envelope should be sent to the following address:

Under Secretary (Haj-II),  
Haj Division,  
Ministry of Minority Affairs,  
West Block-VIII, Wing-II, 1<sup>st</sup> Floor,  
Sector-1, R.K. Puram,  
New Delhi-110066.

2. **Eligibility Criteria:** The Permanent employees of the Central Government/ State Governments/ Union Territory Administration/ Public Sector Undertakings/ Autonomous Bodies having the following eligibility criteria may apply. *The officers of the State Government Departments/ UTs' 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 7<sup>th</sup> CPC or Grade Pay as per 6<sup>th</sup> CPC, without which their applications will not be considered.*

**For Coordinator(Admin):**

- (i) Deputy Secretary of Central Government with 4 years of service or less in the grade or equivalent in the Level 12 in pay matrix as per 7<sup>th</sup> Central Pay Commission (CPC) or Grade Pay of Rs. 7,600/- as per 6<sup>th</sup> 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 7<sup>th</sup> Central Pay Commission (CPC) or Grade Pay of Rs. 6,600/- as per 6<sup>th</sup> CPC are eligible.
- (iii) Officers in the rank of Deputy Secretary with more than 4 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 7<sup>th</sup> CPC or Grade Pay of Rs. 6600/- as per 6<sup>th</sup> CPC.
- (ii) Section Officer of Central Government or equivalent in the Level 8/ Level 10 of pay matrix as per 7<sup>th</sup> CPC or Grade Pay of Rs. 4800/- (Pay Band-2) / Rs. 5,400/- (Pay Band-3) as per 6<sup>th</sup> 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 6<sup>th</sup> CPC (Level 8 or Level 9 in pay matrix as per 7<sup>th</sup> 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 7<sup>th</sup> CPC or Grade Pay of Rs. 4,600/- as per 6<sup>th</sup> CPC.
- (ii) Employees/Officials in the Central Government or equivalent in the pay matrix of Level 6, Level 5 & Level 4 as per 7<sup>th</sup> CPC **OR** in the Grade Pay of Rs.4200/-, Rs.2800/- & Rs.2400/- as per 6<sup>th</sup> CPC 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.
- 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.
- Please note, If any selected Female Deputationist is found pregnant at the time of departure to Jeddah for Haj Duties, she would not be allowed to proceed for Haj Deputation.
- If the number of eligible candidates from any state for any post is more than ten times of the vacancy for respective post in that particular state, then the candidates, to be called for interview, would be restricted to ten times of the vacancy by adopting certain criteria to be determined by the Competent Authority of this Ministry.