

**No. M(Haj)/1183/09/2015**  
**Government of India**  
**Ministry of External Affairs**  
**(Haj Division)**

New Delhi February 13, 2015

**OFFICE MEMORANDUM**

Ministry of External Affairs invites applications from male Muslim officers working in Central /State Government / 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-2015**. The period of deputation will be approximately 02-03 months.

2. The eligibility criteria and other terms & conditions can be accessed at Annexure A on the website of this Ministry ([www.mea.gov.in](http://www.mea.gov.in)) and on the website of Haj Committee of India ([www.hajcommittee.com](http://www.hajcommittee.com)).

3. Applicants are advised to fill-up their application online which is available on website: <http://hajmea.nic.in/haj> A copy of the online application (along with six passport size coloured photographs with white background), duly approved by their respective competent authority be forwarded to the following address:

Office of Joint Secretary (Haj),  
Ministry of External Affairs,  
Room No. 2023, Jawaharlal Nehru Bhawan,  
Maulana Azad Road  
New Delhi-110011

4. Selection of deputationists will be done on the basis of length of their service, experience and desirable qualifications. They should have working knowledge of data entry, including proficient use of MS-Word, Excel, E-mail and Internet. Knowledge of Arabic and Indian regional languages would be preferred. He should preferably have experience of crowd control and mass movement. He should have knowledge of accounts and administration. Due consideration will be given to those candidates who have worked/working in Police & Para military services. Ministry's decision on selection of suitable candidates shall be final.

5. The selected candidates should apply for official passport at their nearest Regional Passport Offices (RPOs) immediately after receipt of selection letter. Haj Division will not entertain any request for arranging Official Passports. Details of RPOs are available at website: <http://passport.gov.in/>. The selected candidates need to fill-up visa form also which is available at Annexure "B" of online application.

6. The last date for filling online application is **March 11, 2015** and the last date for receipt of hard copy of the application in the Ministry is **April 09, 2015**. **Applications received after the due date will not be considered.**

  
(Deputy Secretary to the Government of India)

Email: [dirhaj@mea.gov.in](mailto:dirhaj@mea.gov.in)

Tel: 011 23388220

1. All Ministries/ Departments of the Government of India
2. Chief Secretaries of all States and Union Territories
3. Copy to PB/PC/PD/PF Sections, MEA, New Delhi
4. Health Secretaries of All States & Union Territories
5. Secretary, Railway Board, Rail Bhawan, New Delhi
6. P&AO, CCOA, MEA, New Delhi

**Copy for information to:**

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

**ANNEXURE "A"**  
**Administrative Personnel**

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

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**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 -2015.**

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All applicants are requested to ensure that the Hard copy of online filled application duly approved by the competent authority, should be sent to the Haj Division of M.E.A. 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.

**A. Applications will not be considered on account of the following:-**

- Hard copy of online filled application forms sent without the approval of the competent authority and after the due date.
- Applications not filled online/ incomplete/ advance copy / handwritten, not forwarded through proper channel.
- Officer in the rank of Director & above or lower rank like L.D.C and below.
- Applicants deputed to CGI, Jeddah during Haj-2013 and Haj-2014.
- Applicants deputed to CGI, Jeddah for **three or more times**.



**B. Eligibility Criteria:**

**For Coordinators:** Deputy Secretary to the Govt. of India or equivalent in the Grade Pay of Rs. 7600/- (Pay Band-3) are eligible. Officers completing five years of service as Under Secretary to Govt. of India in the Grade Pay of Rs. 6600/- or equivalent are also eligible for the Coordinator post.

**For Assistant Haj Officers:** The applicant should be holding a post of Under Secretary or Section Officer of Central Government or equivalent in the Pay scale of Rs. 15600-39100 with Grade Pay of Rs. 6600/- (service as Under Secretary at GP 6600/- must be less than five years.) and in the case of Section Officer with Grade Pay of Rs. 5400/- & Rs. 4800/- in the Pay scale of Rs. 9300-34800 (Pay Band 2).

**For Haj Assistants:** The applicant should be holding a post of Assistant (at least two years in Govt. Service) and UDC (at least five years of service as UDC) of the Central Government or equivalent, however, preference will be given to the officers of Assistant level of Central Govt. or equivalent in the Pay Scale of Rs. 9300-34800 (Pay Band 2) with Grade Pay Rs.4600/- & Rs.4200/-. The applicants having pay scale of Rs.5200-20200 with Grade Pay Rs 2400/- can also apply for the post. No application with less than Grade Pay of Rs. 2400/- will be considered.

. Applicant should not be less than 25 years and more than 50 years of age as on 01<sup>st</sup> July, 2015 (Applicant must attach Matriculation Certificate in support of DOB).

. Applicant should be medically fit and produce a Certificate to this effect from a **Government Hospital**. Certificate issuing authority will be held responsible if information furnished by the applicant is found false or incorrect.

**C. Due weightage will be given to:**

- Proficiency in regional languages.
- Thorough knowledge of accounts.
- Experience in public relations, administrative, Police & Para military services.
- Knowledge of Arabic.
- Experience in crowd control and mass movement.
- Data Entry and working knowledge of computer including proficient use of MS-Word, Excel, E-mail & internet, LAN and WAN from NIC or persons holding "O" level certificate from department of Electronics. Candidates should attach required proficiency certificate to the application. Cadre Controlling Authority must furnish a certificate in this regard.

