

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 Muslim Doctors and Paramedical staff working in Central/ State Government/PSUs/Autonomous bodies for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia, to render medical assistance to Haj pilgrims as **Doctors and Paramedics (Allopathic) 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) and on the website of Haj Committee of India (www.hajcommittee.com).

3. Applicants are advised to fill their application online which is available on website: <http://hajmea.nic.in/haj> . A copy of the online application (alongwith 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. The selection of candidates will be done on the basis of length of their service, experience and desirable qualifications such as, knowledge of regional languages, Arabic, experience in public relations, etc. 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 their selection letter. Haj Division will not entertain any request for arranging Official Passports. Details of RPO's 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

Tel: 011 23388220

1. All Ministries/ Departments of the Government of India
2. Chief Secretaries of all States and Union Territories
3. Health Secretaries of all States & Union Territories
4. Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi
5. Director- General of Health Services, Nirman Bhawan, New Delhi
6. Secretary, Railway Board, Rail Bhawan, 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

Ministry of External Affairs

(Haj Division)

Eligibility Criteria and other Terms & Conditions for Temporary Deputation of Doctors and Para-medical staff to Consulate General of India, Jeddah, Saudi Arabia for Haj – 2015.

All applicants are requested to ensure that the hard copy of the online filled application duly approved by the competent authority should be sent to the Haj Division of Ministry of External Affairs. Attention of 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 those applicants who violate the above-mentioned clause.

- **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.
 - Applicants who have been deputed thrice or more in the past are not eligible.
- This condition does not apply with Doctors and female Pharmacists.**

A) Eligibility Criteria for Doctors:

- The applicant should be presently serving in Central or State Government /PSUs/Autonomous bodies and should have a minimum of three year's experience as Medical Officer. However, in case the number of applicants having minimum 3 years of experience is not sufficient, then applicants with a minimum of 2 years experience will also be considered. Preference will be given to Doctors working as Medical Officers.

- **Only Allopathic Doctors** : General Practitioners (Minimum qualification MBBS), Physicians, Surgeons, Orthopaedics, Gynaecologists, ENT Surgeon, TB & Chest specialist, Psychiatrist, Pathologists, Ophthalmologists, Pediatricians, Dermatologists, and Cardiologists can apply.
- The applicants should not be more than **55 years** of age as on **01.07.2015** (Applicant must attach Matriculation Certificate in support of DOB).
- Doctors holding senior posts or working as Professors/Readers, Medical Superintendents/Deputy Medical Superintendents Anaesthetists, Microbiologists, Unani, Ayurveda and Homeopathic doctors are not eligible to apply.

Eligibility Criteria for Paramedics:

- Applicant should have a Degree/Diploma in Nursing/ECG/Lab. Technician. The applicant should be presently serving in a Central or State Government/PSUs/Autonomous bodies and should have a minimum five years service.
- Pharmacists should have a B. Pharma Degree /Diploma.
- The applicant should not be more than **55** years of age as on **01.07.2015** (Applicant must attach Matriculation Certificate in support of DOB).
- The applicant must be physically fit, able to withstand the harsh climate and long duty hours in Saudi Arabia.
- The applicant should hold a permanent post in his/her cadre.
- Auxiliary Nurses/Midwives are not eligible to apply.

B) Desirable Qualifications for applicants for post of Doctors and Paramedics:

- Knowledge of Arabic and regional languages.
- Cardiologists, Gynaecologists, ENT Specialists and Physicians.

C) Pay & Allowances:

- During the deputation period, Basic Pay, HRA & CCA and Foreign Allowance as admissible to India- based staff of equivalent rank in CGI; Jeddah will be paid. HRA & CCA will however not be paid to those employees who are in possession of Government accommodation in any city in India.

