

പതിനാലാം കേരള നിയമസഭ
പത്താം സമ്മേളനം

നക്ഷത്രചിഹ്നമിടാത്ത
നിയമസഭാ ചോദ്യം നം.5589

27-03-2018 ൽ മറുപടിയ്ക്ക്

ഹജ്ജ് തീർത്ഥാടനവുമായി ബന്ധപ്പെട്ട് വിദേശത്ത് ഡ്യൂട്ടി

ചോദ്യം
ശ്രീ. പി. സി. ജോർജ്ജ്

മറുപടി
ഡോ. കെ. ടി. ജലീൽ
(തദ്ദേശസ്വയംഭരണവും
ന്യൂനപക്ഷക്ഷേമവും വഖഫ്
ഹജ്ജ് തീർത്ഥാടനവും വകുപ്പ്
മന്ത്രി)

എ) ഹജ്ജ് തീർത്ഥാടനവുമായി ബന്ധപ്പെട്ട് വിദേശത്ത് ഡ്യൂട്ടിക്ക് പോകാൻ വേണ്ടി സർക്കാർ ജീവനക്കാർക്കായി ഇറക്കിയ ഉത്തരവുകളുടെ പകർപ്പുകൾ ലഭ്യമാക്കുമോ ;

ബി) പ്രസ്തുത തീർത്ഥാടനവുമായി ബന്ധപ്പെട്ട് സർക്കാർ ജീവനക്കാർക്കുള്ള കേന്ദ്ര ഗവൺമെന്റിന്റെ ഉത്തരവിന്റെ പകർപ്പ് കൂടി ലഭ്യമാക്കുമോ ;

എ) 2018 ലെ ഹജ്ജ് തീർത്ഥാടനവുമായി ബന്ധപ്പെട്ട് ഹജ്ജ് വോളണ്ടിയർമാരെ ഡെപ്യൂട്ടേഷൻ വ്യവസ്ഥയിൽ നിയമിക്കുന്നതിനുള്ള നടപടികൾ സ്വീകരിച്ചുവരികയാണ്. ഇതു സംബന്ധിച്ച് സർക്കാർ ഉത്തരവു പുറപ്പെടുവിച്ചിട്ടില്ല.

ബി) ഹജ്ജ് 2018 ന്, ഹജ്ജ് വേളയിൽ സൗദിയിൽ ഹജ്ജ് വോളണ്ടിയർ (ഖാദിമൽ ഹജ്ജാജ്) മാരെ ഡെപ്യൂട്ടേഷൻ വ്യവസ്ഥയിൽ നിയമിക്കുന്നതിനും, ഹജ്ജ് അസിസ്റ്റന്റ് / അസിസ്റ്റന്റ് ഹജ്ജ് ഓഫീസർ / കോ-ഓർഡിനേറ്റർ/ ഡോക്ടേർസ് / പാരാമെഡിക്കൽ സ്റ്റാഫ് (അലോപ്പതി) എന്നിവർക്ക് താൽക്കാലിക ഡെപ്യൂട്ടേഷൻ അനുവദിക്കുന്നതിനും, കേന്ദ്ര ഹജ്ജ് കമ്മിറ്റി / കേന്ദ്ര ന്യൂനപക്ഷകാര്യ വകുപ്പ് അപേക്ഷ ക്ഷണിച്ച സർക്കുലർ / ഓഫീസ് മെമ്മോറാണ്ടത്തിന്റെ പകർപ്പ് എന്നിവ യഥാക്രമം അനുബന്ധം I, II, III ആയി ചേർക്കുന്നു.

സി) ഹജ്ജ് തീർത്ഥാടനവുമായി ബന്ധപ്പെട്ട് കഴിഞ്ഞ അഞ്ച് വർഷം കേരളത്തിൽ നിന്നും ഡ്യൂട്ടിക്ക് പോയ ഉദ്യോഗസ്ഥരുടെ എണ്ണം എത്രയാണ്; വിശദമാക്കുമോ ?

സി) കേന്ദ്ര ഗവൺമെന്റിന്റെ സർക്കുലർ പ്രകാരം ഖാദിമൽ ഹജ്ജാജ് മാരെ (ഹജ്ജ് വോളണ്ടിയർ) അപേക്ഷ ക്ഷണിച്ച് ഇന്റർവ്യൂ നടത്തി തെരഞ്ഞെടുത്ത് സംസ്ഥാന സർക്കാരിന്റെ അംഗീകാരത്തോടെ കേന്ദ്ര ഹജ്ജ് കമ്മിറ്റിയ്ക്ക് സമർപ്പിക്കുന്നത് സംസ്ഥാന

ഹജ് കമ്മിറ്റിയാണ്. കഴിഞ്ഞ അഞ്ച് വർഷം പോയ ഖാദിമുൽ ഹജ്ജാജിന്റെ എണ്ണം ഇതോടൊപ്പം നൽകുന്നു.

വർഷം	ഹജ് വോളണ്ടിയർ മാരുടെ എണ്ണം
2013	27
2014	21
2015	20
2016	50
2017	57



സെക്ഷൻ ഓഫീസർ

Prasanna Kumar I

HAJ COMMITTEE OF INDIA

(Statutory body constituted under the Act of Parliament No.35 of 2002)
Ministry of Minority Affairs, Government of India.

Bait-ul-Hujjaj (Haj House),
7-A, M.R.A. Marg,
(Palton Road),
Mumbai – 400 001.

Date: 05 March, 2018.

REF. HC-18/01/2018/4655

CIRCULAR

HAJ – 2018
14

Subject : Selection of Khadim-ul-Hujjaj (KuH) for Haj – 2018

Khadim-ul-Hujjaj (KuH) play a very important and supportive role in aid of Haj pilgrims at various stages of Haj pilgrimage. KuH are selected and deputed from all State / U.Ts in terms of norms of Haj Committee of India (HCoI) duly approved by Ministry of Minority Affairs (MoMA). KuH will be selected in the ratio of 1 KuH for 200 pilgrims so that a KuH travels in each flight and take care of the pilgrims throughout the pilgrimage. Beginning this year, female candidates can also be applied as KuH. The female KuH will be selected subject to maximum limit of 2% of total number of KuHs. While in Kingdom of Saudi Arabia (KSA), the KuH have to assist the Consulate General of India, Jeddah (CGI) in looking after the welfare of Haj pilgrims in an organized manner. To serve the pilgrims effectively, it is necessary that full quota of KuH is utilized. To support the SHCs, 50% of the expenditure on the KuH shall be borne by HCoI and the rest 50% shall be borne by respective State/UT Haj Committees (SHCs).

2. Norms for selection of KuH are detailed below:-

- (a) Candidates desirous to be selected as KuH have to fill-up the application online which will be available on website: www.hajcommittee.gov.in from 06.03.2018. A hard copy of the online filled in application form, in original along with requisite enclosures have to be sent to their respective SHCs by **24th March, 2018**. Any application sent to HCoI directly by the applicants will not be considered and will be summarily rejected.
- (b) Male / Female applicants of age 25-58 years as on 01.07.2018 are eligible. The age limit is relaxed in case of serving officials of SHCs.
- (c) Applicants, who have already performed either Haj or Umrah, will only be eligible. They should have good knowledge of Haj related activities.
- (d) Preference shall be given to applicants having knowledge of Arabic language.

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- (e) Applicants must be active persons of sound health with experience of management of public functions. They have to submit medical certificate to this effect from a Government Hospital. Certificate issuing authority will be held responsible if information furnished is found to be false or incorrect.
- (f) It is compulsory for the selected KuH to attend the Training programme organized by HCoI for KuH, failing which, their selection will be cancelled.
- (g) Applicants must be employees of Government/ Public Sector Units/ Statutory bodies. Employees working on Temporary/ Part-time/ Seasonal/ Contractual/Ad-hoc basis are not eligible. Senior officers like Class A officers of Central or State Government or equivalent are also not eligible. Employees having field experience in departments like Police, Home-Guards, Forest, Revenue shall be given preference.
- (h) A no objection certificate (NOC) from the employer must be submitted by the applicants.
- (i) Not more than 15% of the total numbers of KuH are to be nominated from the employees of respective SHC and State Wakf Board.
- (j) For over-seeing the work of KuH of their respective States/U.Ts, the SHCs may depute their serving officials on the basis of following criteria :-

i)	States/U.Ts. having quota of upto 5000 Haj seats	ONE official
ii)	States/U.Ts. having quota of more than 5000 Haj seats	TWO officials
iii)	States/U.Ts. having quota of more than 15000 Haj seats	THREE officials

It may be noted that these officials will be counted against the quota of KuH of their respective SHC.

- (k) No family member can accompany a KuH on Haj pilgrimage.
- (l) No KuH should have any connection with any Saudi Tawafa Establishment (Moallim).
- (m) The KuH cannot accept any financial or other consideration from any pilgrim as they are expected to render free social service.
- (n) A person who has once served as a KuH and against whom there are adverse observations by the CGI shall not be eligible.
3. The role, duties and responsibilities of KuH are as follows:-
- (a) KuH have to travel with the pilgrims from the respective State/U.T. No KuH shall be allowed to travel separately. The pilgrims of the flight in which KuH will travel, shall be the responsibility of that KuH from boarding flight in India upto their return.

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- (b) KuH has to assist and guide the pilgrims during their journey and stay in KSA. Therefore, the KuH must update their knowledge and collect all relevant information relating to Haj pilgrimage. They have to identify and present themselves to the pilgrims at the embarkation point itself so that they can be contacted by the pilgrims in case of need.
- (c) KuH shall be under regular and overall supervision of the designated Assistant Haj Officer of the CGI.
- (d) The designated officials of SHCs deputed to over-see the work of KuH will work in co-ordination with the Consulate. These officials will be assigned suitable supervisory duties by the Consulate to effectively monitor the work of their respective KuH and to liaise with the CGI in KSA.
- (e) On arrival in Jeddah, the KuH shall report for duty in KuH Cell in Indian Haj Pilgrims Office (IHPO) in Makkah and Madinah and follow the instructions given there. KuH should discharge his/her duties under the supervision and direction of the CGI. He/She should report to the Consulate regularly and be generally available when his/her services are required.
- (f) Every KuH has to be in continuous and regular contact with the pilgrims assigned to him/her, whose names and other details should be entered in his/her Register.
- (g) If a pilgrim has a problem with his Moallim, KuH may, with due discretion, intervene in the matter to resolve the problem. In case any issue is not resolved, a written complaint may be obtained from the pilgrim with his full particulars, e.g. pilgrim's name with parentage, address in Makkah/Madinah, passport number, cover number etc. The matter should then be reported to the CGI for further action. In dealing with Moallims, one has to be cautious about using harsh language or applying strong pressure as it might add to difficulties of the pilgrims as a whole.
- (h) Before his/her return to India each KuH has to submit a report along with the Register of his/her pilgrims to CGI, on the difficulties faced by pilgrims in his/her charge and the services rendered by him/her.
- (i) The period of stay of KuH in K.S.A. shall be treated as duty period and necessary entries may be taken by their parent departments in their service records. No TA/DA will be admissible.
- (j) Details regarding duties of KuH may be got translated by SHC's in the regional language of the State concerned and a copy given to each of the selected KuH for study and guidance.

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4. Each SHC may nominate one KuH for every 200 pilgrims from the State/U.T with fair share to all districts in State. SHCs should send a panel of nominated applicants, strictly in accordance with the norms along with their applications complete with supporting documents to HCoI for scrutiny and approval. A few names may also be sent as waitlist who can be selected in case the nominated candidates are unable to proceed for some reason.


5. The Executive Officers should satisfy themselves that the nominated candidates fulfill all requirements and are available for deployment as KuH. Executive Officer of the respective SHC shall furnish a certificate along with the applications stating that all the applications have been checked properly and found in order in all respects and vouchsafing their good conduct as KuH. Last date for receipt of nominations duly recommended by State Haj Committees in the office of the Chief Executive Officer, Haj Committee of India, Haj House, 7-A, M.R.A. Marg, (Palton Road), Mumbai - 400 001) is **10th April, 2018**. It may kindly be noted that nominations received after the due date or nominations which are incomplete or received without supporting documents, will be summarily rejected.

6. The State Haj Committees should finalize the Selection of KuH in consultation and approval with the Haj Committee of India as HCoI is sharing 50% cost of KuH.

7. The State Haj Committees should strictly adhere to the timeline prescribed. Haj Committee of India shall directly select the KuH, if any State Haj Committee fails to nominate their KuH within the prescribed due date.


(Dr. Maqsood Ahmed Khan)
Chief Executive Officer

1. Executive Officer of all State/UT Haj Committees.
2. Chairman and all Members. HCoI for kind information.
3. Under Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi.
4. CGI, Jeddah, K.S.A.
5. Computer Section, HCoI for putting on Website of HCoI.


Section Officer

Biswas - II

No.6/9/2017-Haj
भारत सरकार
Government of India
अल्पसंख्यक कार्य मंत्रालय
Ministry of Minority Affairs
(Haj Division)

तीसरा तल, आई एस आई एस, 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: 01.01.2018

OFFICE MEMORANDUM

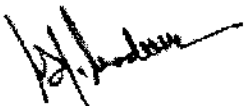
Subject: Temporary deputation of Coordinator/Assistant Haj Officer/ Haj Assistant to Consulate General of India, Jeddah, Saudi Arabia for Haj 2018 - regarding.

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-2018**. 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.

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:

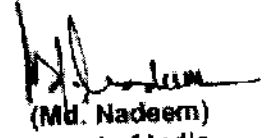
Under Secretary (Haj-II),
Haj Division,
Ministry of Minority Affairs,
3rd Floor, Indian Society of International Law
V. K Krishna Menon Bhawan,
9, Bhagwan Das Road
New Delhi-110001

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 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. 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 this OM, while sending their official passport after selection.

5. The last date for filling-in online application is 31st January, 2018. The last date for receipt of hard copies of online filled applications along with requisite enclosures is 15th February, 2018.



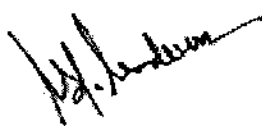
(Md. Nadeem)

Under Secretary to the Government of India

Tel: 011 23386327

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.
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, 3rd 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.



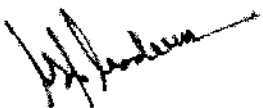
GOVERNMENT OF INDIA
Ministry of Minority Affairs
(Haj Division)

Eligibility Criteria and other Terms & Conditions for Temporary Deputation of Coordinator/ Assistant Haj Officer/ Haj Assistant to Consulate General of India, Jeddah, Saudi Arabia for Haj-2018.

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 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:
- 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.**
 - Duly self attested Matriculation/SSC certificate or any other documents in support of Date of Birth.
 - 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:**
- 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.
 - Applicant should not be less than 25 years and more than 50 years of age as on 01.07. 2018.
 - Applicants deputed to CGI, Jeddah during Haj-2016 or Haj-2017 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-II),
Haj Division,
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:

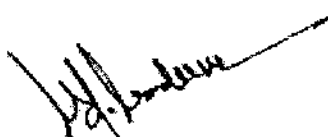
- (i) Deputy Secretary of Central Government with 4 years of service or less in the grade or equivalent in the Level 12 in pay matrix as per 7th Central Pay Commission (CPC) or Grade Pay of Rs. 7,600/- as per 6th CPC.
- (ii) Under Secretary of Central Government completing 5 years of service in the grade or equivalent in the Level 11 in pay matrix as per 7th Central Pay Commission (CPC) or Grade Pay of Rs. 6,800/- as per 6th 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 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.
- (ii) Employees/Officials in the Central Government or equivalent in the pay matrix of Level 6, Level 5 & Level 4 as per 7th CPC OR in the Grade Pay of Rs. 4200/-, Rs. 2800/- & Rs. 2400/- as per 6th CPC are eligible.



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

3. Desirable Qualifications:

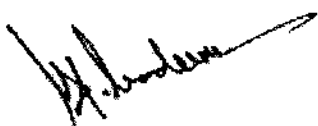
- Proficiency in regional languages.
- Knowledge of Arabic language.
- Knowledge of Accounts.
- Experience in Crowd Control and Disaster management.
- Experience in Public Relations, Administrative, Police & Para Military Services.
- Courses in Data Entry, Computer including proficiency in MS-Word, Excel, 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.

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Section Officer

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No.8/10/2017-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: 01.01.2018

OFFICE MEMORANDUM

Subject: Temporary deputation of Doctors/ Paramedics to Consulate General of India, Jeddah, Saudi Arabia for Haj 2018 - 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-2018. 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.

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-II),
Haj Division,
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 experience, specialization 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

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selected candidates need to fill -up the visa form also which is available at Annexure 'B' of this OM while sending their passport after selection.

5. The last date for filling-in online application is 31st January, 2018. The last date for receipt of hard copies of online filled applications along with requisite enclosures is 15th February, 2018.



(Md. Nadeem)

Under Secretary to the Government of India
Tel: 011 23386327

To:

1. Chief Secretaries of all States and Union Territories.
2. Secretaries/ Principal Secretaries, Health Department of all States and Union Territories- with a request to disseminate this OM to all Government Hospitals under its administrative control.
3. Secretaries/ Principal Secretaries of Department looking after Minority Welfare of all States/UTs.
4. Ministry of Health & Family Welfare, Maulana Azad Road, New Delhi, Delhi 110011-with a request to disseminate this OM to all Government Hospitals under its administrative control.
5. Ministry of Defence, South Block, Central Secretariat, New Delhi, Delhi 110011- with a request to disseminate this OM to all Government Hospitals under its administrative control
6. Ministry of Railways, Room No. 256-A, Rail Bhavan, Raisina Road, New Delhi, Delhi 110001- with a request to disseminate this OM to all Government Hospitals under its administrative control.
7. All attached/ subordinate/ autonomous bodies and PSU under MoMA.
8. Haj Committee of India, Mumbai with a request to upload the circular on the website of HCoI for wider circulation.
9. All State Haj Committees.
10. Technical Director, NIC, MoMA with a request to upload the circular on the website of the Ministry and Haj Division.
11. Ministries/ Departments of the Government of India (other than mentioned above).



Section Officer