

कार्यालय प्रधान महालेखाकार (ले व ह)-II, महाराष्ट्र, नागपुर

सं: एचआरएम-1/प्र.नि./हज-2025/22/369 B

दिनांक: 28/11/2024

परिपत्र

मुख्यालय द्वारा जारी किये गए पत्र सं: 1631-Staff(App)-1/01-2023/Vol.V दिनांक: 21/11/2024 (प्रति संलग्न) के अनुसार इस कार्यालय में कार्यरत ग्रुप ए, ग्रुप बी, ग्रुप सी अधिकारी/ कर्मचारी जो मुस्लिम धर्म के अनुयायी हैं और जो हज प्रतिनियुक्ति पर कार्य करने के लिए इच्छुक हैं तथा उपर्युक्त पत्र में दी गई शर्त पूरी करते हैं, वे अपना आवेदन www.haj.nic.in पर दिनांक 28/11/2024 तक ऑनलाइन करने के उपरांत उसकी एक प्रति दिनांक: 02/12/2024 तक एचआरएम-1 अनुभाग को आगे की कार्रवाई हेतु प्रस्तुत करें।

संलग्न: यथोपरी

वरिष्ठ लेखा अधिकारी/एचआरएम-1

प्रति:

- 1) वरिष्ठ लेखा अधिकारी/एल एस एल -I (नोरिज बोर्ड के लिये)
- ~~2) वरिष्ठ लेखा अधिकारी / EIS (वेबसाइट पर अपलोड हेतु)~~



No. 1631 - Staff(App)-I/01 -2023/Vol. V
 भारत के नियंत्रक-महालेखापरीक्षक का कार्यालय
 9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली-110 124
 OFFICE OF THE
 COMPTROLLER & AUDITOR GENERAL OF INDIA
 9, Deendayal Upadhyaya Marg, New Delhi - 110 124

दिनांक / DATE 21.11.2024

To

1. All Heads of the Department in the IA&AD
2. Director General (Headquarters)
3. Director General (Commercial-II)

Subject: Temporary deputation of Male and Female Muslim officials to Consulate General of India, Jeddah, Saudi Arabia for the post of Haj Officer and Haj Superintendent for Haj-2025-regarding.

Sir/Madam,

I am to state that Government of India, Ministry of Minority Affairs (Haj Division), New Delhi, vide O.M No. HAJ-16/4/2024-HAJ-MoMA dated 08.11.2024 (copy enclosed), has invited applications from Male and Female officials from the Muslim community for temporary deputation to the Consulate General of India, Jeddah, Saudi Arabia as Haj Officer and Haj Superintendent for Haj-2025. The eligible and willing officials may apply online on website www.haj.nic.in/deputation latest by 28.11.2024.

02. All the Cadre Controlling Authorities are requested to circulate the OM dated 08.11.2024 immediately amongst the eligible officials. The hard copy of online applications of willing and eligible male/female officials from the Muslim community alongwith the requisite documents outlined in OM, shall be forwarded directly to the "Under Secretary (Haj-II), Haj Division, Ministry of Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New delhi-110003" latest by 18.12.2024 after the approval of respective Cadre Controlling Authority, under intimation to this office.

03. In case the official is selected for the temporary deputation, he/she may be relieved directly by the Cadre Controlling Office under intimation to this office.

Encl: As above.

Yours faithfully,


 (Sumeet Kumar)
 Asstt. C&AG (N)-I

दूर भात / Phone : 23509600 3 फ़ैक्स / Fax : 91-11-23234014

www.cag.gov.in

Comp. No.: 144297
No. HAJ-16/4/2024-HAJ-MoMA
Government of India
Ministry of Minority Affairs
(Haj Division)

11th Floor, Pt. Deendayal Antyodaya Bhawan,
CCO Complex, Lodhi Road, New Delhi-110003.

Dated: 08.11.2024

OFFICE MEMORANDUM

Subject: Temporary deputation of Coordinators (Admin) / Haj Officers (HO) / Haj Superintendents (HS) to Consulate General of India, Jeddah, Saudi Arabia for Haj-2025 - regarding.

Ministry of Minority Affairs invites online applications from Male and Female officials from the Muslim community for temporary deputation for the post of Coordinators (Admin) / Haj Officers (HO) / Haj Superintendents (HS), to Consulate General of India, Jeddah, Kingdom of Saudi Arabia (KSA), to render assistance to Haj pilgrims in Haj-2025. The period of deputation will be approximately 02-03 months tentatively from May 2025 to July 2025.

2. The services of the deputationists will be placed at the disposal of the Consulate General of India (CGI), Jeddah, Ministry of External Affairs 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 requirement basis, to render assistance to Indian Haj pilgrims during Haj-2025. They will 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. The job involves assisting the pilgrims at the office of the local Maktabs, camps, during the pilgrimage, in their daily activities, in their grievances and also in performing their Haj rituals. The work would be administrative in nature and also involve coordination with local authorities, CGI, Jeddah and managing the Indian contingent of approx. 1,22,518 Indian pilgrims who will be undertaking the pilgrimage through Haj Committee of India (HCOI), in Haj-2025.

3. The age limit for the aforesaid temporary deputation posts is from 25 years to 45 years as on 01.01.2025. The minimum educational qualification is Graduation from any recognised university in India. The following category of officials are eligible to apply for said deputation for Haj-2025:

(i) **Coordinators (Admin):**-The applicants must be from All India Service/Central Civil Services in the Level 12 or 13 under 7th Central Pay Commission (CPC).

(ii) Haj Officers (HO):- The applicants must be permanent employees of the Central Government (Group 'A' / 'B' officials) including Central Armed Police Forces (CAPFs)/ Railway Protection Force (RPF)/ State Police Force in the pay Level 8 to 11 as per 7th CPC or equivalent in state government in case the applicant is from a State Police Force.

(iii) Haj Superintendent (HS): The applicants must be permanent employees of CAPFs / RPF / State Police Force (Group 'B' / 'C' officials) in the Level 4 to 7 as per 7th CPC or equivalent in state government.


4. The detailed eligibility criteria and other terms & conditions are at Annexure-A. Applicant should fill-up the online application which is available on website: deputation.haj.gov.in. Hard copy of duly filled application forms, in original, with the approval of the Competent Authority along with requisite enclosures and proper forwarding letter, marked on the envelope with "Application for Deputation to CGI, Jeddah as Coordinator (Admin.) / Haj Officers / Haj Superintendent" should be sent to "Under Secretary (Haj-II), Haj Division, Ministry of Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003".

5. The deputationists in respect of Coordinators (Admin), Haj Officers (HO) and Haj Superintendent (HS) will be selected by the Ministry and final names intimated to all applicants in due course. Preference will be given to CAPF officials in the selection of HOs and HS, if available and eligible. Ministry's decision regarding selection of candidates shall be final. No correspondence, in this regard, will be considered from any non-selected applicant.

6. 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/>.

7. The last date for filling up online application will be 28.11.2024. The hard copy of duly filled online application form, along with requisite enclosures must reach the office of Haj Division by 18.12.2024. The candidate is required to fill the online application on the Haj deputation portal (deputation.haj.gov.in) and also send the hard copy of the same through the proper channel to this Ministry.

8. This issues with the approval of the Competent Authority.


(Md. Nadeem)

Under Secretary to the Government of India
Tel: 011 24364278

1. All Ministries/Departments and their attached offices.
2. Secretary, DoPT, North Block, New Delhi.
3. Comptroller and Auditor General of India, Deen Dayal Upadhyay Marg, Pocket-9, New Delhi.
4. Election Commission / UPSC / Supreme Court / High Courts/Other Central Government Offices.
5. Chief Secretaries of all States and Union Territories
6. Director General, CRPF/ CISF/ SSB/ ITBP/ BSF/ NSG/ Assam Rifles and RPF.
7. Consulate General of India, Jeddah (KSA) - for information.
8. Haj Committee of India, Mumbai with a request to upload the circular on the website of HCoI for wider circulation.
9. Technical Director, NIC, MoMA with a request to upload the circular on the website of the Ministry and Haj Division.

ANNEXURE "A"

GOVERNMENT OF INDIA
Ministry of Minority Affairs
(Haj Division)

Eligibility Criteria and other Terms & Conditions for Temporary Deputation of Coordinator (Admin) / Haj Officers (HO) / Haj Superintendent (HS) to Consulate General of India, Jeddah, Saudi Arabia for Haj-2025.

Applicant should ensure that the prescribed hard copy of the duly filled online application in original with the approval of 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 towards 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 the applicant:

- (a) Applicant should fill-up application online which is available on website: deputation.haj.gov.in
- (b) Dully filled application form in original should be sent through proper channel along with forwarding letter and following documents:
- (i) Duly self-attested Matriculation/SSC certificate or any other documents in support of Date of Birth.
 - (ii) Medical fitness certificate, in original, (as per proforma attached in Annexure 'B') from a Government Hospital. 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.
 - (iii) Latest Salary Slip.
 - (iv) Certificate of Graduation or higher educational qualification from any recognised university in India.
- (c) Advance copy of the application/ handwritten 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.

2. Eligibility Criteria: - The General and Specific eligibility criteria are as under;

(a) General Conditions

- i. The applicant should not be less than 25 years and more than 45 years of age as on 01.01. 2025 and in good physical and mental health, with a proven track record of good service.
- ii. Applicants who have rendered their services as deputationists for Haj for more than three times will be automatically debarred from applying. Such candidates need not apply.
- iii. Minimum education qualification should be Graduation from any recognised university in India.

3. Desirable Qualifications:-

- i. Good administrative and communication skills.
- ii. Working knowledge with proficiency in MS-Word, Excel, e-mail and internet.
- iii. Experience in Crowd Control and Disaster management.
- iv. Knowledge of Arabic language.

Note:- If any documents are available in the support of desirable qualifications, they may be attached with the application.

4. Pay & Allowances:

- i. During the deputation period, Basic Pay, HRA and Foreign Allowance as admissible shall be paid as per Last Pay Certificate (LPC) issued by their parent office. HRA will however not be paid to those employees who are in possession of Government accommodation in any city in India.
- ii. No Daily Allowance would be admissible for the period of deputation at CGL Jeddah.
- iii. Economy class air ticket Jeddah (to & fro) would be provided to the deputationists. Expenditure on account of to & fro air travel to Jeddah will be borne by the Ministry of Minority Affairs.
- iv. Accommodation would be provided on sharing basis to the deputationists.
- v. 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. Any excess period beyond eight days