

EMAIL MESSAGE

TO : ALL SECTOR IsG, CISF INCLUDING IG(NISA & TRG).
INFO : ADsG(APS, NORTH & SOUTH), CISF
FROM : DIRECTORATE GENERAL, CISF, NEW DELHI-03

NO.E-16015/DEPU. TO CGI JEDDAH(HAJ)/2018/PERS.II/154 DATED: 03/02/2022

TEMPORARY DEPUTATION OF COORDINATORS(ADMIN)/ASSISTANT HAJ OFFICERS/HAJ ASSISTANTS TO CONSULATE GENERAL OF INDIA, JEDDAH, SAUDI ARABIA FOR HAJ-2022 : REGARDING (.) MINISTRY OF MINORITY AFFAIRS HAS INVITED APPLICATIONS FROM **MALE AND FEMALE MUSLIM PERMANENT EMPLOYEES** FOR TEMPORARY DEPUTATION TO CONSULATE GENERAL OF INDIA, JEDDAH, SAUDI ARABIA, TO RENDER ASSISTANCE TO HAJ PILGRIMS FOR HAJ-2022 (.) THE PERIOD OF DEPUTATION WILL BE APPROXIMATELY 02-03 MONTHS TENTATIVELY FROM MID MAY, 2022 TO AUGUST,2022 (.) APPLICANT SHOULD FILL-UP THE APPLICATION ONLINE WHICH IS AVAILABLE ON WEBSITE: www.haj.nic.in/deputation (.) THE ELIGIBILITY CRITERIA AND OTHER TERMS & CONDITIONS FOR THE SAID DEPUTATION RECEIVED FROM MINISTRY OF MINORITY AFFAIRS(HAJ DIVISION) IS ENCLOSED AS PER ANNEXURE-"A" (.) THE ELIGIBILITY CRITERIA AND DESIRABLE QUALIFICATION FOR THE SAID DEPUTATION ARE AS UNDER:-

- > **APPLICANTS SHOULD NOT BE LESS THAN 25 YEARS AND MORE THAN 50 YEARS OF AGE AS ON 01.01.2022.**
- > **APPLICANTS DEPUTED TO CGI JEDDAH FOR THREE OR MORE TIMES IN PASE ARE NOT ELIGIBLE.**

(1) FOR COORDINATORS (ADMIN) :

- (i) THE APPLICANT SHOULD BE HOLDING THE POST OF DEPUTY SECRETARY OF CENTRAL GOVT. WITH 4 YEARS OF SERVICE OR LESS IN THE GRADE OR EQUIVALENT IN THE LEVEL 12 IN PAY MATRIX AS PER 7TH CPC OR GRADE PAY OF RS.7600/- AS PER 6TH CPC. (COMMANDANT IN CISF WITH 4 YEARS OR LESS SERVICE IN THE RANK OF COMMANDANT) OR
- (ii) UNDER SECRETARY OF CENTRAL GOVT. COMPLETING 5 YEARS SERVICE IN THE GRADE OR EQUIVALENT IN THE LEVEL 11 IN PAY MATRIX AS PER 7TH CPC OR GRADE PAY OF RS.6600/- AS PER 6TH CPC ARE ELIGIBLE.(DY.COMDT WITH 5 YEARS OF SERVICE AS DY.COMDT.)
- (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.**

(2) 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. (DY.COMMANDANT IN CISF WITH LESS THAN 5 YEARS SERVICE IN RANK OF DC), OR
- (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.5400/-(PAY BAND-3) AS PER 6TH CPC. [ACs AND INSPECTORS (ON GRANT OF MACP-RS.4800) IN CISF], OR
- (iii) OFFICER OF CENTRAL GOVERNMENT IN THE LEVEL-8 OR LEVEL-9 IN THE PAY MATRIX AS PER 7TH CPC OR GRADE PAY OF RS.4800/- & RS.5400/- IN THE PAY BAND 2 (RS.9300-34800) AS PER 6TH CPC ARE ELIGIBLE. (INSPECTORS ON GRANT OF MACP IN CISF)

(3) FOR HAJ ASSISTANTS:

- (i) THE APPLICANT SHOULD BE HOLDING A REGULAR POST OF ASSISTANT SECTION OFFICER/ASSISTANT IN CENTRAL GOVT. OR EQUIVALENT IN THE LEVEL 7 IN PAY MATRIX AS PER 7TH CPC OR GRADE PAY OF RS.4600/- AS PER 6TH CPC.[INSPECTOR AND SUB-INSPECTOR (ON GRANT OF MACP-RS.4600) IN CISF], OR
- (ii) EMPLOYEES/OFFICIALS IN CENTRAL GOVT. 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. [SI, ASI, HC AND CONSTABLE (ON GRANT OF MACP-RS.2400) IN CISF]

DESIRABLE QUALIFICATIONS :

- PROFICIENCY IN REGIONAL LANGUAGES.
- KNOWLEDGE OF ARABIC LANGUAGE.
- KNOWLEDGE OF ACCOUNTS.
- EXPERIENCE IN CROWD CONTROL & DISASTER MANAGEMENT.
- EXPERIENCE IN PUBLIC RELATIONS, ADMINISTRATIVE, POLICE & PARA MILITARY SERVICES.
- COURSE 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.

NOMINATION FOR THE SAID DEPUTATION ARE CALLED FOR FROM SECTORS AND HARD COPY OF THE ONLINE FILLED IN APPLICATION FORM (IN ORIGINAL) ALONGWITH REQUISITE ENCLOSURES IN RESPECT OF THE **WILLING AND ELIGIBLE MUSLIM MALE AND FEMALE OFFICERS/PERSONNEL** MAY BE OBTAINED FROM FIELD FORMATIONS AND FORWARDED **THROUGH SPEED POST/BY HAND DULY VERIFYING THE ELIGIBILITY CRITERIA PRESCRIBED FOR THE POSTS SO AS TO REACH THIS DIRECTORATE BY 24.02.2022 REPEAT BY 24.02.2022** ALONGWITH OTHER INFORMATION IN THE FOLLOWING FORMAT (.)

PROFORMA (IN EXCEL FORMAT-ARIEL 10)

S. No.	CISF No.	Rank	Name	PSL No. in the rank	Unit	Date of Birth	Date of Appt. in CISF	Education Qualification
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

ACR grading of last five (5) years: Outstanding, Very Good & Good only (at least 03 Very Good or above) (2017 to 2021)	Details of Major & Minor Punishment in entire service. Adverse/Advisory remarks for last five years	DE/Vig clearance	Medical category under SHAPE-I with date	Pay & level in pay matrix as per 7th CPC with date	Date from which holding the present rank	Remarks, if any
(10)	(11)	(12)	(13)	(14)	(15)	(16)

THE APPLICATION RECEIVED DIRECTLY OR RECEIVED AFTER DUE DATE WILL BE ENTERTAINED (.) MSG ENDS //



**(GANGA SHANKAR)
ASSISTANT INSPECTOR GENERAL(PERS)**

Internal :-

1. All AIsG, FHQrs :- For information with a request that the contents may be brought into the notice of all concerned under your control and applications of willing and eligible personnel be sent through AIG(Adm), please.
2. AIG(Adm), FHQrs :- For information with a request to send the hard copy of online application (original) with enclosures and other information in proforma in respect of eligible & willing personnel posted at FHQrs by 24.02.2022 for consideration, Please.
3. AIG(Tech),FHQrs :- With a request to upload the communication on CISF Website, please

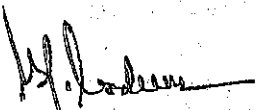
GOVERNMENT OF INDIA
Ministry of Minority Affairs
(Haj Division)

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-2022.

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.
- (b) A hard copy of online filled in application in original should be sent along with following enclosures:
- i. Cadre Controlling Authority Certificate, in original, in the prescribed format appended to the application form along with forwarding letter, 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, (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.
 - 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 25 years and more than 50 years of age as on 01.01. 2022.
- iii. Applicants deputed to CGI, Jeddah for three or more times in the past are not eligible.

(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, 1st Floor,
Sector-1, R.K. Puram,
New Delhi-110066.

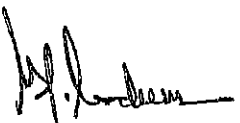
2. **Eligibility Criteria:** The Permanent employees of the Central Government/ State Governments/ Union Territory Administration/ Public Sector Undertakings/ Autonomous Bodies having the following eligibility criteria may apply. *The officers of the State Government Departments/ UTs' administration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

For Coordinator(Admin):-

- i. The applicant should be holding the post of 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, or
- 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. 6,600/- 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, or
- 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, or



- iii. Officer of Central Government or equivalent in the level-8 or Level-9 in the pay matrix as per 7th CPC or Grade Pay of Rs. 4,800/- & Rs. 5,400/- in the Pay Band 2 (Rs. 9,300-34,800) as per 6th CPC are 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, or
- 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:

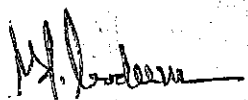
- Proficiency in regional languages.
- Knowledge of Arabic language.
- Knowledge of Accounts.
- Experience in Crowd Control and Disaster management.
- Experience in Public Relations, Administrative, Police & Para Military Services.
- Courses in Data Entry, Computer including proficiency in MS-Word, Excel,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

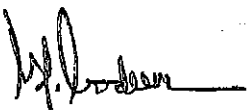
- Expenditure on account of to & fro air travel to Jeddah will be borne by the Ministry of Minority Affairs.
- Expenditure on account of salary, preparation time and accommodation in Saudi Arabia during the deputation period will be borne by the CGI, Jeddah from the budget of the Ministry of Minority Affairs.

5. Deployment and Duties of the Deputationists:

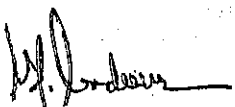
- The services of the deputationists will be at the disposal of the Consulate General of India (CGI), Jeddah during their deputation and they will be deployed by CGI, Jeddah, at various Branch offices in Makkah, Madinah, Haj terminal at Jeddah, camps at Mina and Arafat, etc. on functional basis to render 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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- 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.
 - In case interview is conducted for selection of deputationists, and 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.



Medical Screening & Fitness Certificate for Haj Deputationists for Haj-2022**Personal Particulars**

Applicant Name:

Gender: Male/Female:

Date of Birth:

Blood Group:

PHOTOGRAPH
Paste your recent
passport size colour
photograph having
WHITE
BACKGROUND(Size;
3.5cm X3.5 cm)

Medical Examinations	
General Physical Examination	
Pallor	
Icterus	
Pulse Rate	
Respiratory Rate	
Blood Pressure	
Current Pregnancy (for female Applicants)	

History of previous illness			
1. COFD(Asthma/Bronchitis/Emphysema)	Yes/No	6. Epilepsy	Yes/No
2. Diabetes Mellitus	Yes/No	7. Cerebrovascular Accident	Yes/No
3. Hypertension(BP)	Yes/No	8. Tuberculosis	Yes/No
4. Heart Disease	Yes/No	9. Renal Diseases	Yes/No
5. Mental illness	Yes/No	10. Major Surgeries	Yes/No
		11. History of Cancer	Yes/No

Remarks

Certification from the Doctor

I have carefully examined the person and certify that He/ She is mentally and physically fit/not fit to travel and perform Haj duty in Saudi Arabia.

Name of Doctor (In BLOCK Letter);

Signature of Doctor with Stamp
Hospital Address

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Signature/Thumb impression of Applicant

