

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/295 DATED:27/03/2023

TEMPORARY DEPUTATION OF COORDINATORS(ADMIN)/ASSISTANT HAJ OFFICERS/HAJ ASSISTANTS TO CONSULATE GENERAL OF INDIA, JEDDAH, SAUDI ARABIA FOR HAJ-2023 : REGARDING (.) MINISTRY OF MINORITY AFFAIRS HAS INVITED APPLICATIONS FROM **MALE AND FEMALE PERMANENT EMPLOYEES (MUSLIM COMMUNITY)** FOR TEMPORARY DEPUTATION TO CONSULATE GENERAL OF INDIA, JEDDAH, SAUDI ARABIA, TO RENDER ASSISTANCE TO HAJ PILGRIMS FOR HAJ-2023 (.) THE PERIOD OF DEPUTATION WILL BE APPROXIMATELY 02-03 MONTHS TENTATIVELY FROM MAY, 2023 TO JULY, 2023 (.) APPLICANT SHOULD FILL-UP THE ONLINE APPLICATION 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:-

ELIGIBILITY CRITERIA:- THE PERMANENT EMPLOYEES OF CENTRAL ARMED POLICE FORCES HAVING THE FOLLOWING **ELIGIBILITY** CRITERIA MAY APPLY. INDIAN POLICE OFFICER(IPS) CAN ALSO APPLY FOR THE POST OF COORDINATOR. THE GENERAL AND SPECIFIC ELIGIBILITY CRITERIA ARE AS UNDER ;

(A) GENERAL CONDITIONS :

- (i) APPLICANT SHOULD NOT BE LESS THAN 25 YEARS AND MORE THAN 50 YEARS OF AGE AS ON 01.01.2023 & IN GOOD PHYSICAL AND MENTAL HEALTH, **WITH A PROVEN TRACK RECORD OF GOOD SERVICE.**
- (ii) APPLICANTS DEPUTED TO CGI, JEDDAH DURING HAJ-2022 OR DEPUTED TO CGI, JEDDAH FOR TWO OR MORE TIMES WILL NOT BE CONSIDERED.

(B) SPECIFIC CONDITIONS :

- (i) **COORDINATOR :-** THE APPLICANT MUST BE GROUP 'A' OFFICER IN THE LEVEL 12 UNDER 7TH CENTRAL PAY COMMISSION (CPC). OFFICERS OF THE INDIAN POLICE SERVICE (IPS) SERVING CAN ALSO APPLY FOR THE POST OF COORDINATOR. (COMMANDANT IN CISF)
- (ii) **ASSISTANT HAJ OFFICERS:-** THE APPLICANT MUST BE GROUP 'A'/'B' OFFICIAL IN THE PAY LEVEL 8 TO 11 AS PER 7TH CPC. (DY.COMDT, ASSTT. COMDT. & INSPECTOR (WITH MACP IN CISF)
- (iii) **HAJ ASSISTANT :-** THE APPLICANT MUST BE GROUP 'B'/'C' (NON-GAZETTED) OFFICIAL IN THE LEVEL 4 TO 7 AS PER 7TH CPC. (INSPECTOR, SUB-INSPECTOR, ASSTT. SUB-INSPECTOR, HEAD CONSTABLE & CONSTABLE (WITH MACP).

(C) DESIRABLE QUALIFICATIONS :

- (i) GOOD ADMINISTRATIVE AND COMMUNICATION SKILLS.
- (ii) WORKING KNOWLEDGE WITH PROFICIENCY IN MS-WORD, EXCEL, E-MAIL, INTERNET.
- (iii) EXPERIENCE IN CROWD CONTROL AND DISASTER MANAGEMENT.
- (iv) KNOWLEDGE OF ARBIC LANGUAGE.

NOTE :- IF ANY DOCUMENTS AVAILABLE IN THE SUPPORT OF DESIRABLE QUALIFICATION MAY BE ATTACHED WITH THE APPLICATION.

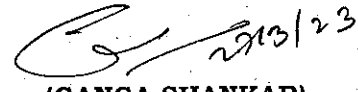
NOMINATION FOR THE SAID DEPUTATION ARE CALLED FOR FROM SECTORS AND HARD COPY OF THE ONLINE FILLED IN APPLICATION FORM (IN ORIGINAL) ALONGWITH REQUISITE ENCLOSURES IN RESPECT OF THE **WILLING AND ELIGIBLE MUSLIM MALE AND FEMALE OFFICERS/PERSONNEL, HAVING PUNISHMENT FREE SERVICE RECORD (WITH A PROVEN TRACK RECORD OF GOOD SERVICE)**, 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 06.04.2023 REPEAT BY 06.04.2023** 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 Appt. CISF	Education in 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) (2018 to 2022)	Free from any punishment during entire service and no 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	Remarks, if any
(10)	(11)	(12)	(13)	(14)	(15)

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 06.04.2023 for consideration, Please.
3. AIG(Tech),FHQrs :- With a request to upload the communication on CISF Website, please

ANNEXURE "A"

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-2023.

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 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) 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.
- (c) 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 Cadre Controlling Authority will not be considered by the Ministry.

2. Eligibility Criteria: - The Permanent employees of the Central Armed Police Forces having the following **eligibility** criteria may apply. Indian Police Officer (IPS) can also apply for the post of Coordinator. The General and Specific eligibility criteria are as under;

(a) General Conditions

- i. **Applicant should not be less than 25 years and more than 50 years of age as on 01.01. 2023 & in good physical and mental health, with a proven track record of good service.**
- ii. Applicants deputed to CGI, Jeddah during Haj-2022 or deputed to CGI, Jeddah for **two or more times** will not be considered.

(b) Specific Conditions:

(i) Coordinator:-The applicant must be Group A officers in the Level 12 under 7th Central Pay Commission (CPC). Officers of the Indian Police Service (IPS) serving can also apply for the post of Coordinator.

(ii) Assistant Haj Officers:- The applicant must be Group A / B officials in the pay Level 8 to 11 as per 7th CPC.

(iii) Haj Assistans: The applicant must be Group B / C (Non-Gazetted) officials in the Level 4 to 7 as per 7th CPC.

3. Desirable Qualifications:-

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

Note:- If any documents available in the support of desirable qualifications 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 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.
- ii. No Daily Allowance would be admissible for the period of deputation at CGI , Jeddah.
- iii. Economy class air ticket to & fro Jeddah 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 may be regulated by grant of leave by their parent office on their return from deputation.
- vi. No joining/preparation time is admissible on return from deputation i.e. from CGI, Jeddah.
- vii. No conveyance allowance shall be paid for completing various formalities in Delhi.
- viii. 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. General Conditions:

- i. 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.
- ii. If any information furnished by the candidate is found false 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.
- iii. The selected candidates will not be allowed to take any of their family members, including spouse, even at their own cost.
- iv. The selected candidates are not allowed to interact with the media. Violation of this condition will result in immediate recall and disciplinary action.
- v. The deputationists should always be in civil clothes.
- vi. 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 their deputation.
- vii. 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.



Medical Screening & Fitness Certificate for Haj Deputationists for Haj-2023

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×3.5 cm)

Medical Examination	
General Physical Examination	
Pallor	
Icterus	
Pulse Rate	
Respiratory Rate	
Blood Pressure	
Current Pregnancy (for female Applicants)- Yes/No	

History of previous illness		
1. COPD(Asthma/Bronchitis/Emphysem a)	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 hereby certify that he/she is mentally and physically fit to travel and perform Haj duty in Saudi Arabia.

Name of Doctor (In BLOCK Letter):-

Government Hospital Address :-

Signature of Doctor with Stamp

Signature/Thumb impression of Applicant

