

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 JDAH(HAJ)/2018/PERS.II 1136 DATED:24/11/2023

TEMPORARY DEPUTATION OF COORDINATORS(ADMIN)/ASSISTANT HAJ OFFICERS/HAJ ASSISTANTS TO CONSULATE GENERAL OF INDIA, JEDDAH, SAUDI ARABIA FOR HAJ-2024 : REGARDING (.) MINISTRY OF MINORITY AFFAIRS HAS INVITED APPLICATIONS FROM **MALE AND FEMALE OFFICERS (MUSLIM COMMUNITY)** FOR TEMPORARY DEPUTATION TO CONSULATE GENERAL OF INDIA, JEDDAH, SAUDI ARABIA, TO RENDER ASSISTANCE TO HAJ PILGRIMS FOR HAJ-2024 (.) THE PERIOD OF DEPUTATION WILL BE APPROXIMATELY 02-03 MONTHS TENTATIVELY FROM MAY, 2024 TO JULY, 2024 (.) 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 EMPLOYEES HAVING THE FOLLOWING **ELIGIBILITY** CRITERIA MAY APPLY. OFFICERS FROM ALL INDIA SERVICES/ CENTRAL CIVIL SERVICES CAN ALSO APPLY FOR THE POST OF COORDINATOR (ADMN.). THE GENERAL AND SPECIFIC ELIGIBILITY CRITERIA ARE AS UNDER ;

(A) GENERAL CONDITIONS :

- (i) APPLICANT SHOULD NOT BE LESS THAN 25 YEARS AND MORE THAN 45 YEARS OF AGE AS ON 01.01.2024 & 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.

(B) SPECIFIC CONDITIONS :

- (i) **COORDINATOR (ADMN.):**- THE APPLICANT MUST BE FROM ALL INDIA SERVICE/CENTRAL CIVIL SERVICE IN THE LEVEL 12 OR 13 UNDER 7TH CENTRAL PAY COMMISSION (CPC). [SR.COMMANDANT & COMMANDANT IN CISF].
- (ii) **ASSISTANT HAJ OFFICERS:**- THE APPLICANT MUST BE GROUP 'A'/'B' OFFICIALS IN THE PAY LEVEL 8 TO 11 AS PER 7TH CPC OR EQUIVALENT IN STATE GOVERNMENT. [DY.COMDT, ASSTT. COMDT. & INSPECTOR (WITH MACP) IN CISF].
- (iii) **HAJ ASSISTANT** :- THE APPLICANT MUST BE GROUP 'B'/'C' (NON-GAZETTED) OFFICIALS IN THE LEVEL 4 TO 7 AS PER 7TH CPC OR EQUIVALENT IN STATE GOVERNMENT. [INSPECTOR, SUB-INSPECTOR, ASSTT. SUB-INSPECTOR, HEAD CONSTABLE & CONSTABLE (WITH MACP) IN CISF].

(C) 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 ARBIC LANGUAGE.

NOTE :- IF ANY DOCUMENTS AVAILABLE IN THE SUPPORT OF DESIRABLE QUALIFICATIONS, THEY 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 12.12.2023 REPEAT BY 12.12.2023 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 of Appt. in 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 matrix per CPC date	Remarks, if any as 7th with
(10)	(11)	(12)	(13)	(14)	(15)

THE APPLICATION RECEIVED DIRECTLY OR RECEIVED AFTER DUE DATE WILL NOT 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 12.12.2023 for consideration, Please.
3.	AIG(Tech),FHQrs	:-	With a request to upload the communication on CISF Website, please