

प्रेषक,

कमिश्नर , वाणिज्य कर

उत्तर प्रदेश , लखनऊ ।

सेवा में,

- 1- समस्त जोनल एडीशनल कमिश्नर , वाणिज्य कर
उत्तर प्रदेश ।
- 2- अपर निदेशक (प्रशिक्षण) वाणिज्य कर
विभूति खण्ड गोमती नगर लखनऊ ।
- 3- समस्त अनुभाग अधिकारी / प्रभारी,
वाणिज्य कर मुख्यालय लखनऊ ।

(स्थापना अनुभाग)

लखनऊ :: दिनांक:: 17 02-2016

विषय :: हज 2016 के लिए कंसुलेट जनरल आफ इण्डिया, जेदाह,सऊदी अरब में असिस्टेण्ट हज आफिसर ,हज असिस्टेण्ट एवं को-आर्डिनेटर के पदों को अल्पकालीन अवधि हेतु प्रतिनियुक्ति के आधार पर भरे जाने के सम्बन्ध में ।

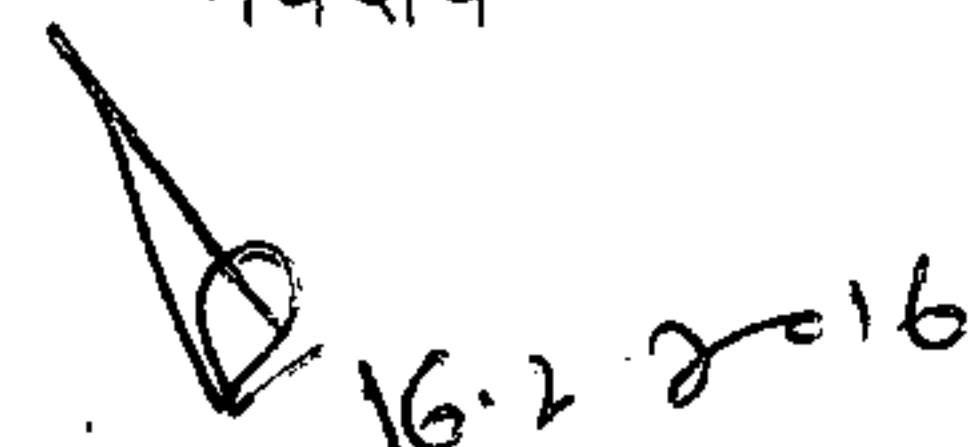
महोदय,

कृपया कार्मिक अनुभाग-4 के पत्र संख्या -1/1/2013-का-4-2016 दि० 05.02.2016 का अवलोकन करने का कष्ट करें (छायाप्रति संलग्न) जिसके द्वारा हज 2016 के लिए कंसुलेट जनरल आफ इण्डिया, जेदाह,सऊदी अरब में असिस्टेण्ट हज आफिसर, हज असिस्टेण्ट एवं को-आर्डिनेटर के पदों को अल्पकालीन अवधि हेतु प्रतिनियुक्ति के आधार पर भरे जाने के सम्बन्ध में पत्र प्राप्त हुआ है । जिसमें प्रश्नगत प्रतिनियुक्ति हेतु इच्छुक / पात्र मुस्लिम अधिकारियों के नामांकन प्रेषित करने की अपेक्षा की गयी है ।

उक्त के सम्बन्ध में अनुरोध करना है कि शासन के पत्र दिनांक 05.02.2016 की छायाप्रति संलग्न कर आपको इस आशय से प्रेषित की जा रही है कि अपने जोन में तैनात उल्लिखित अपेक्षित वर्ग के अधिकारियों को अपने स्तर से सूचित करने का कष्ट करें तथा दिनांक 23.02.2016 तक उसकी सूचना मुख्यालय प्रेषित करने का कष्ट करें । जिससे शासन को वस्तुस्थिति से अवगत कराया जा सके ।

संलग्नक : उक्त ।

भवदीय



(सुनील कुमार राय)

ज्वाइंट कमिश्नर (स्थापना)वाणिज्य कर,
उत्तर प्रदेश, लखनऊ ।

पृष्ठोंकन पत्र संख्या व दिनांक उक्त ।

प्रतिलिपि डिप्टी कमिश्नर (कम्प्यूटर) वाणिज्य कर, मुख्यालय लखनऊ को विभागीय वेबसाईट पद प्रदर्शित करने हेतु ।

ज्वाइंट कमिश्नर (स्थापना)वाणिज्य कर,
उत्तर प्रदेश, लखनऊ ।

प्रेषक,

राजीव कुमार,
प्रमुख सचिव,
उत्तर प्रदेश शासन।

सेवा में,

1. समस्त प्रमुख सचिव/सचिव,
उत्तर प्रदेश शासन।
- ✓ 2. समस्त विभागाध्यक्ष,
उत्तर प्रदेश।

कार्मिक अनुभाग-4

लखनऊ : दिनांक : 05 फरवरी, 2016

विषय:-हज 2016 के लिए कंसुलेट जनरल आफ इण्डिया जेदहाद, सउदी अरब में
"असिस्टेंट हज आफिसर्स, हज असिस्टेंट्स एवं को-आर्डिनेटर" के पदों को
अल्पकालीन अवधि हेतु प्रतिनियुक्ति के आधार पर भरा जाना।

एडि० कार्मि० (प्र०) महोदय,

J.D. (स्वापना)

उपर्युक्त विषयक, भारत सरकार, विदेश मंत्रालय (हज प्रभाग), नई दिल्ली के पत्र संख्या-एम(हज)/1183/2/2016, दिनांक 31.12.2015 की छायाप्रति संलग्न कर प्रेषित करते हुए, मुझे यह कहने का निदेश हुआ है कि कृपया प्रतिनियुक्ति हेतु इच्छुक/पात्र ऐसे अधिकारियों/कर्मचारियों, जो भारत सरकार द्वारा जारी उक्त कार्यालय ज्ञाप में अंकित निर्धारित शर्तों/अर्हताओं की पूर्ति करते हों, के आवेदन पत्र/नामांकन शीर्ष प्राथमिकता के आधार पर दिनांक 15.02.2016 तक भारत सरकार को प्रेषित करने का कष्ट करें। कृपया भारत सरकार को प्रेषित किये जाने वाले आवेदन पत्रों/नामांकन के संबंध में कार्मिक विभाग को भी अवगत कराने का कष्ट करें।

संलग्नक:-यथोपरि।

भवदीय,

(राजीव कुमार)
प्रमुख सचिव

संख्या-1/1/2013(1)-का-4-2016, तददिनांक।

प्रतिलिपि, अनु सचिव, भारत सरकार, विदेश मंत्रालय (हज प्रभाग), नई दिल्ली को उनके उपर्युक्त संदर्भित पत्र के संबंध में सूचनार्थ प्रेषित।

आज्ञा से,

(रघुनाथ सिंह परिहार)
संयुक्त सचिव

4031

09.2.16

10.2

10.2

जाचिक सामे बालक उभाए/काचिक
अल्प (१-५)

No. M (Haj)/1183/02/2016
Government of India
Ministry of External Affairs
(Haj Division)

New Delhi, December 31, 2015

OFFICE MEMORANDUM

(आलोक रजनी) - १०/१६
मुद्रा सचिव,
उ० प्र० शासन

Ministry of External 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-2016**. Employees working on Temporary/Part-time/Seasonal/Contractual/Ad-hoc basis are not eligible for deputation. The period of deputation will be approximately 02-03 months.

3/12/2016

J&P/का०

OR

2. The eligibility criteria and other terms & conditions are at Annexure-A on the websites: www.mea.gov.in, www.hajcommittee.gov.in and <http://hajmea.nic.in/haj>.

13-1-16

मुद्रा सचिव,
उ० प्र० शासन

3. Applicant should fill-up the application online which is available on website: <http://hajmea.nic.in/haj>. 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**" on top of the envelope should be sent to the following address:

Under Secretary (Haj),
Ministry of External Affairs,
Room No. 304,
Indian Society of International Law
V.K Krishna Menon Bhawan,
9, Bhagwan Das Road
New Delhi-110001

US/का०
Eul
(आलोक रजनी) - १०/१६
मुद्रा सचिव,
उ० प्र० शासन

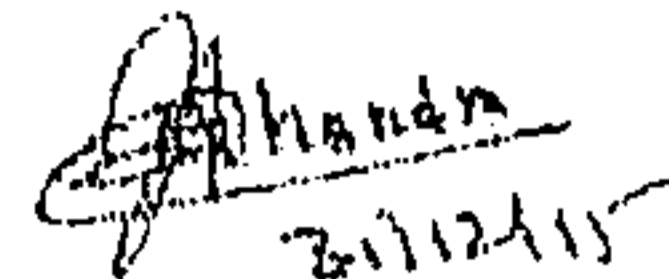
Interview for selection of candidates would be conducted by the Ministry of External Affairs, New Delhi. Date, time and venue of the interview shall be intimated to the eligible candidates in due course. No TA/DA or any other allowances for appearing in interview shall be paid by the Ministry of External Affairs. The selection of deputationists will be done on the basis of length of their service, experience, desirable qualifications and interview. 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.

श्री राजकुमार
14.1.16

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5. 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 online application.

6. The last date for filling-in online application is February 15, 2016. The last date for receipt of hard copies of online filled applications alongwith requisite enclosures is March 14, 2016.



(Harish Chandra)

Under Secretary to the Government of India

E-mail: ushaj@mea.gov.in

Tel: 011 23386327

To:

1. All Ministries/ Departments of the Government of India.
2. Chief Secretaries of all States and Union Territories.
3. Health Secretaries of all States and Union Territories.
4. PSUs/Autonomous bodies.
5. Haj Committee of India, Mumbai and all State Haj Committees.



Ministry of External 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 -2016.

Applicant should ensure that the hard copy of the online filled in application in original duly approved by the Competent Authority are sent to the Haj Division of the Ministry of External 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: <http://hajmea.nic.in/haj/>
- (b) A hard copy of online filled in application in original should be sent along with following enclosures:
- (i) 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.
 - (ii) Six passport size coloured photographs in white background.
 - (iii) Duly attested Matriculation/SSC certificate or any other documents in support of Date of Birth.
 - (iv) 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:
- (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 01.07. 2016.
- (iii) Applicants deputed to CGI, Jeddah during Haj-2014 and Haj-2015 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" on top of the envelope should be sent to the following address:

Under Secretary (Haj),
Ministry of External Affairs,
Room No. 304,
Indian Society of International Law
V.K Krishna Menon Bhawan,
9, Bhagwan Das Road
New Delhi-110001

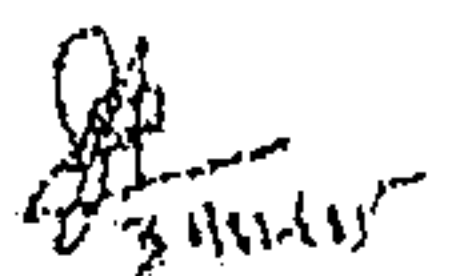
2. **Eligibility Criteria:** Employees working on Temporary/Part time/ Seasonal/ Contractual/Ad-hoc basis are not eligible for deputation.

Coordinators: Deputy Secretary to the Govt. of India or equivalent in the Grade Pay of Rs. 7,600/- (Pay Band-3) are eligible. Officers completing five years of service as Under Secretary to Govt. of India in the Grade Pay of Rs. 6,600/- or equivalent are also eligible for the post of Coordinator. **Officers in the rank of Director & above (drawing Grade Pay more than Rs.7,600/-) will not be considered.**

Assistant Haj Officers: The applicant should be holding a post of Under Secretary or Section Officer of Central Government or equivalent in the Pay scale of Rs. 15,600-39,100 with Grade Pay of Rs. 6,600/-(service as Under Secretary at Grade Pay Rs. 6,600/- must be less than five years.) and in the case of Section Officer with Grade Pay of Rs. 5,400/- & Rs. 4,800/- in the Pay scale of Rs. 9,300-34,800 (Pay Band 2).

Haj Assistants: The applicant should be holding a post of Assistant (at least two years in Govt. Service) and UDC (at least five years of service as UDC) of the Central Government or equivalent. Preference will be given to the officials of Assistant level of Central Govt. or equivalent in the Pay Scale of Rs. 9,300-34,800 (Pay Band 2) with Grade Pay Rs.4,600/- & Rs.4,200/-. The applicants having Pay Scale of Rs.5,200-20,200 with Grade Pay Rs. 2400/- can also apply for the post. **Officials in the rank of L.D.C & below or drawing Grade Pay less than Rs.2,400/- will not be considered.**

3. **Due weightage would be given to:**
- 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 to India-based staff of equivalent rank in Consulate General of India, Jeddah will be paid. 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. 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 External Affairs.
- Expenditure on account of salary, preparation time and accommodation in Saudi Arabia during the deputation period will be borne by the CGI, Jeddah.

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

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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 canceled. 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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Annexure - B

| | | |
|--|-----------------------|---|
|  | | مملكة العربية السعودية المملكة العربية السعودية KINGDOM OF SAUDI ARABIA CONSULAR SECTION |
| Passport Photo | | |
| Full name | الاسم الكامل | |
| Address | العنوان | |
| Date of birth | تاريخ الميلاد | Place of birth |
| Present nationality | جنسية الحالية | Place of nationality |
| Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male | الجنس | Place of issue |
| Serial | الرقم التسلسلي | Religion |
| Place of issue | مكان الإصدار | Authority |
| Expiry date and validity | تاريخ انتهاء الصلاحية | |

By whose relation and the relation No. عنوان الشخص (الزوجية) رقم

| | | | | | | | |
|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Presence of travel | تاريخ السفر | تاريخ السفر | تاريخ السفر | تاريخ السفر | تاريخ السفر | تاريخ السفر | تاريخ السفر |
| Place of issue | مكان الإصدار | تاريخ الإصدار | تاريخ الإصدار | تاريخ الإصدار | تاريخ الإصدار | تاريخ الإصدار | تاريخ الإصدار |
| Date of issue | تاريخ الإصدار | تاريخ الإصدار | تاريخ الإصدار | تاريخ الإصدار | تاريخ الإصدار | تاريخ الإصدار | تاريخ الإصدار |
| Authority | السلطة | السلطة | السلطة | السلطة | السلطة | السلطة | السلطة |
| Remarks | ملاحظات | | | | | | |

Dependents (only living in the same passport) الاعتمادات (فقط المقيمين في نفس جواز السفر)

| الاسم الكامل | تاريخ الميلاد | رقم الجواز | نوع الصلة |
|--------------|---------------|--------------|--------------|
| Full Name | Date of Birth | Passport No. | Relationship |
| | | | |
| | | | |
| | | | |

Name and address of company or individual by the applicant اسم وشعار الشركة أو اسم الشخص ومكانه بالملكة

The undersigned hereby certifies that all the information furnished hereon is true and correct and will abide by the laws of the Kingdom of Saudi Arabia أنا الموقع أدناه hereby certify أن جميع المعلومات المقدمة هنا صحيحة وسليمة وأنا ملتزم بقوانين المملكة العربية السعودية

Date: التاريخ

For official use only للاستعمال الرسمي فقط

Date: التاريخ

Visit: Work for الزيارة - العمل لمدة

Date: التاريخ

TAB COLLECTIBLE مجموعة

Head of consular section مدير القنصلية

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