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भारत सरकार/GOVERNMENT OF INDIA

रक्षा मंत्रालय/MINISTRY OF DEFENCE

प्रधान लेखा नियंत्रक (फै.) का कार्यालय/OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (FYS)

प्रशासन/ADMIN - I अनुभाग/SECTION

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Website : www.pcafys.nic.in

FAX No. : (033) 2248-0991

Important Circular

No. 688/AN-I/D/HAJ/2017-18

Dated : 17.01.2018

To

1. All the CFA(Fys)
2. All the Group Officers, M.O., Local
3. All sections, M.O, Local
4. The CDA RTC (ER) Kolkata

Subject : Deputation to Saudi Arabia for Haj Duty - 2018.

Reference : HQrs Office, Delhi Cantt. No. AN/IX/9104/HAJ/2018 dated 11.01.2018 circulated through website.

Ministry of Minority Affairs (Haj Cell) vide Office Memorandum No. 6/9/2017-Haj dated 01.01.2018 for Deputation to Saudi Arabia for Haj Duty - 2018 has been received by the HQrs Office and HQrs office vide their letter cited under reference has invited applications from male Muslim Officers viz. AAOs/Sr. Adrs / Auditors for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia as Assistant Haj Officer and for Haj Assistants for Haj 2017.

2. Intending eligible Muslim officers/staff may submit their application online upto **22nd January 2018**. Hard copies of online filled in application form **in original** duly approved by the respective Competent Authority/Controllers along with requisite enclosures of willing officers/individuals may also be reached this office latest by **25th January, 2018**. The eligibility criteria and terms of conditions of the ibid deputation are depicted in Annexure 'A'. The same is also available on the websites : www.haj.nic.in/deputation.

3. The time schedule mentioned above may please be complied with strictly.
4. GO (AN) has seen.

Sr. Accounts Officer (AN)
Key

✓ Copy to :-

ERP Section, M.O, local : For uploading on the website.

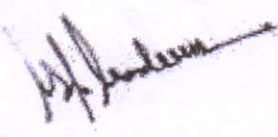
GOVERNMENT OF INDIA
Ministry of Minority Affairs
(Haj Division)

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-2018.

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 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: www.haj.nic.in/deputation.
- (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) Duly self attested Matriculation/SSC certificate or any other documents in support of Date of Birth.
 - (iii) 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. 2018.
 - (iii) Applicants deputed to CGI, Jeddah during Haj-2016 or Haj-2017 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 as Coordinator/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,
3rd Floor, Indian Society of International Law
V.K Krishna Menon Bhawan,
9, Bhagwan Das Road
New Delhi-110001

2. Eligibility Criteria: The Permanent employees of the Central Government/ State Governments/ Union Territory Administration/ Public Sector Undertakings/ Autonomous Bodies having the following eligible criteria may apply. *The officers of the State Government Departments/ Union Territory 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 Coordinators:

- (i) 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.
- (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.
- (ii) Section Officer of Central Government or equivalent in the Level 9/ 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.
- (iii) The Section Officer or equivalent with Grade Pay of Rs. 5,400/- & Rs. 4,800/- in the Pay Band 2 (Rs. 9,300-34,600) as per 6th CPC (Level 8 or Level 9 in pay matrix as per 7th CPC) are also 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.
- (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.

