

OUT TODAY  
DATE BOUND  
MOST URGENT

03242

10 FEB 2014

No.122(GOI)-HIII(5)-2014  
CHANDIGARH ADMINISTRATION  
HOME DEPARTMENT

Chandigarh, Dated the

To

i) The Director Principal,  
Govt. Medical College & Hospital,  
Sector-32, Chandigarh.

ii) The Director Health Services,  
Chandigarh Administration.

Subject:- Temporary deputation to consulate General of India, Jeddah,  
Saudi Arabia, as Coordinators, Assistant Haj officer and Haj  
Assistant for Haj-2014 – Regarding.

\*\*\*\*

Please find enclosed herewith a copy of Letter No.  
M(Haj)/1183/03/2014, dated 15.01.2014 received from the Deputy Secretary  
to the Government of India, Ministry of External Affairs, (Haj Cell), New Delhi.  
on the subject noted above for sending the applications, if any to this  
Administration, immediately, without any further delay.

Superintendent Home-III,  
for Home Secretary,  
Chandigarh Administration

**GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH**

(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph: 0172-2665253-59, Fax: 0172-2608488)

**(ESTABLISHMENT BRANCH-IV)**

08808-1 09

Endst. No. GMCH-E-IV-EA-1(24/2)-2014/

3 MAR 2014

Dated, Chandigarh the

A copy alongwith its enclosures is forwarded to the followings for information & necessary action :

1. The Office Supdt. (Est.-I,II,III, HA-I & HA-II)
2. The Computer Programmer, GMCH, Chandigarh. He is requested to **"e-circulate"** the same among all the HODs/Br. Incharges of this Institute with a request that interested applicants may submit their applications on prescribed form within 03 days to their concerned Establishment Branches to enable them to proceed further in the matter.

*A. S. Mehta* 23.14  
Superintendent (Est.-IV)  
*q.*

No. M (Hajj)/1183/03/2014  
Government of India  
Ministry of External Affairs  
(Hajj Cell)

HOME-III PPA  
Diary No. 122  
Dated 30/1

New Delhi, January 15, 2014

OFFICE MEMORANDUM

The undersigned is directed to state that the Ministry of External Affairs hereby invites applications from Muslim doctors and paramedical staff (Officers from Central or State Government/PSUs/Autonomous bodies) for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia, to render medical assistance as Doctors and Paramedics (Allopathic) for Hajj - 2014. The period of deputation will be 2-3 months.

2. The eligibility criteria and other terms and conditions are at Annexure "A". Applications from eligible candidates must be routed through proper channel.

3. The prescribed application form is at Annexure "B".

4. Applicants are required to send six passport size photographs with white background along with their application. Copies of passport form and visa form are given at Annexure 'C' and 'D' for use by selected candidates.

5. The selected candidates should apply for official passports to their concerned Regional Passport Offices (RPO). Details of RPOs are available at website: <http://passport.gov.in/>

6. The details can be accessed on the website of this Ministry ([www.mea.gov.in](http://www.mea.gov.in)) and Hajj Committee of India ([www.hajjcommittee.com](http://www.hajjcommittee.com)).

7. The selection of candidates will be done on the basis of length of their service and experience and desirable qualifications such as, knowledge of regional languages, experience in public relations, etc. Ministry's decision on selection of suitable candidates shall be final.

8. Applications, duly forwarded by Directorate of Health Services of the concerned State may be sent at following address: Hajj Cell, Ministry of External Affairs, ISIL Building, Bhagwandas Road, New Delhi-01. (The Cadre Controlling Authority may please ensure that a separate certificate duly signed is attached to each application verifying the information given in column 5, 6, 7, & 10 of the application).

9. The last date for receipt of applications in the Ministry is March 14, 2014. Health Departments of all State Governments are requested to ensure that the applications are received in the Ministry on or before the last date. Applications received after the due date will not be considered.

(Deputy Secretary to the Government of India)  
Email: [dirhaj@mea.gov.in](mailto:dirhaj@mea.gov.in)



**ANNEXURE "A"**  
**Medical Mission**

**Ministry of External Affairs**  
**(Hajj Cell)**

**Eligibility Criteria and Terms and Conditions for Temporary Deputation of  
Doctors and Para-medical staff to Consulate General of India, Jeddah,  
Saudi Arabia for Hajj – 2014**

**NOTE:** All applications should be sent through Directorate of Health Services of the concerned State. Applications sent directly will be rejected. Attention of 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.

**A) CATEGORY "NEED NOT APPLY"**

- Doctors holding senior posts or working as Professors/Readers, Medical Superintendents/Deputy Medical Superintendents etc. need not apply. Anesthetists, Microbiologists also need not apply. Unani, Ayurveda and Homeopathic doctors also need not apply.
- Auxiliary Nurses/Midwives need not apply.
- Applicants who have been deputed thrice or more in the past are not eligible. This condition does not apply to Doctors and female Pharmacists.

**B) Eligibility Conditions:**

**For Doctors:**

- The applicant should be presently serving in a Central or State Government /PSUs/Autonomous bodies and should have a minimum of three years' experience as Medical Officer. However, in case the number of applicants having minimum 3 years of experience is not sufficient, then applicants with a minimum of 2 years experience may also be considered. Preference will be given to Doctors working as Medical Officers.
- **Only Allopathic Doctors** : General Practitioners (Minimum qualification MBBS), Specialists, Physicians, Surgeons, Orthopedics, Gynecologists, ENT Surgeon, TB & Chest, Psychiatrist, Pathologists, Ophthalmologists, Pediatricians, Dermatologists, Dentists and Cardiologists need apply.
- The applicants should not be more than **55 years** of age as on **01.07.2014** (Applicant must attach Matriculation Certificate in support of DOB).



#### **For Paramedics:**

- Applicant should be in possession of Degree/Diploma in Nursing/ECG/La Technician. The applicant should be presently serving in a Central or State Government/PSUs/Autonomous bodies and should have a minimum five years' service.
- Pharmacists should be in possession of B. Pharma Degree/Diploma.
- The applicant should not be more than **55** years of age as on **01.07.20:** (Applicant must attach Matriculation Certificate in support of DOB).
- The applicant must be physically fit and able to withstand the harsh climate and living conditions and the long duty hours in Saudi Arabia.
- The applicant should hold a permanent post in his/her cadre.

#### **C) Desirable Qualifications:**

- Due weightage will be given to applicants having knowledge of Arabic and regional languages.
- Due weightage will also be given to the specialists such as Cardiologists, Gynecologists, ENT Specialists and Physicians. However, Professors, Directors of Hospitals and persons holding senior positions, need not apply. Anesthetists, Microbiologists also need not apply.

#### **D) Pay & Allowances:**

- During the deputation period, Basic Pay, HRA & CCA and Foreign Allowance as admissible to India-based staff of equivalent rank in CGI, Jeddah will be paid by CGI, Jeddah.
- No Daily Allowance would be admissible for the period of deputation at CGI, Jeddah.
- Economy class air ticket to and from Jeddah would be provided to the deputationists.
- The selected candidates will be entitled to normal baggage allowance of 25 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. No joining/preparation time is admissible on return from deputation.
- No conveyance allowance would be paid for completing various formalities in Delhi.
- Expenditure on account of to and from 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.



#### **E) Deployment and Duties of the Deputationists:**

- The deputationists will be deployed by Consulate General of India, Jeddah at various Branch offices in Makkah and Madinah, Haj Terminal at Jeddah Camps at Mina & Arafat, etc to render medical assistance to Indian pilgrims.
- They would function under the day-to-day direction and overall supervision of the Consul General of India, Jeddah.
- The selected deputationists will be deemed to be on 24 hours duty during the entire period of deputation. They will be allocated tasks for specific duration depending on exigencies.

#### **F) General Conditions:**

- If the selected candidate does not report in Hajj Cell within time stipulated by the Ministry, the next candidate in the waiting list would be given chance without serving any notice to the non-reporting candidate.
- If any information given by the candidate is found wrong at any stage, the candidate will be banned for ever. The department concerned shall be asked to appropriate disciplinary action against the candidate.
- The selected officials will not be allowed to take any of their family members, including spouse, even at their own cost.
- **The selected doctors and paramedics must carry their own Stethoscopes and White Aprons.**
- The deputationists 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 civilian clothes.
- The services of the deputationists will be at the disposal of the Consulate General of India, Jeddah during their deputation.
- 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/her deputation.
- It may be noted that deputationists are deemed to be on 24 hours duty without any weekly off and therefore they are expected to work for extra long hours especially during the core Haj Period. No repeat No extra remuneration or compensation will be payable except the normal admissible Foreign Allowance.

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**MEDICAL MISSION**  
**ONLY THROUGH PROPER CHANNEL**

**Ministry of External Affairs**  
**(Hajj Cell)**

Prescribed Application Form for Temporary Deputation to Saudi Arabia in Indian Medical Mission for Hajj -2014. Applications should be sent through proper channel along-with the enclosed Certificate duly signed. Applications sent directly without the certificate from the Cadre Controlling Authority, will be rejected. Applications should be typed or handwritten in Block letters Only. All columns need to be filled completely. Incomplete application will be rejected.

Sl. No.			Affix Lat Photo
1	Name		
2	Father's Name		
3 (a)	Designation		
(b)	Official Address (including Phone No.)		
4 (a)	Post presently held		
(b)	Temp/Permanent		
5 (a)	Date of Birth (attach Matriculation certificate, duly attested)		
(b)	Age as on 01.07.2014		
6	Pay scale & present basic pay		
7	Date of joining the Service		
8	Professional Qualifications		
9	Specialization in the field of		
10	Details of all previous deputations to CGI, Jeddah in Indian Medical Mission-with name of the post and number of posting		

-4-

11	Languages Known (other than Arabic) READ (R) WRITE (W) SPEAK (S) (Please tick)	(1)			(2)			(3)			(4)		
		R	W	S	R	W	S	R	W	S	R	W	S
12	Mother tongue												
13	Knowledge of Arabic												
14	Permanent home address												
15	Present/Mailing address												
16	Contact Details	(Off) (Res) Fax Mobile											
17	E-mail id (Applicant must have a valid email id)												
18	Name of nearest Passport Office												
19	Any other information												

#### Certificate

☐ I hereby certify that the information given above is complete and true. I have carefully read the terms & conditions and undertake to abide by them during my deputation to Consul General of India, Jeddah (Saudi Arabia).

I also certify that I do not suffer from any heart ailment, hypertension, diabetes and asthma.

I undertake that I shall not accept any remuneration from pilgrims for the service rendered to them.

☐ I also undertake that during the period of deputation, I shall not perform Hajj pilgrimage.

Date .....

Signature of the applicant



**Caution:**

- i) Any information regarding number of earlier deputations and Date of Birth suppressed or falsely given will render the applicant liable to disciplinary action besides rejection of application.
- ii) Incomplete application is liable to be rejected.
- iii) The applicant shall be liable to disciplinary action under the relevant provisions of (CCA)/ Conduct Rules if information in Col. 4 to 10 is found incorrect.
- iv) Necessary entries regarding deputation should be made in the Service Book of the concerned official.
- v) Attention of 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 applicants who violate the above-mentioned clause.

(Enclosure to Annexure

**CERTIFICATE TO BE FURNISHED BY THE CADRE CONTROLLING  
AUTHORITY ON ITS LETTER-HEAD IN THE PRESCRIBE FORMAT (IN BLO  
LETTERS ONLY)**

Certified that as per entries made in the Service book  
Dr./Mr./Ms. \_\_\_\_\_

His/Her date of Birth is \_\_\_\_\_. His/Her designati  
is \_\_\_\_\_. He/She join  
Government /PSU/Autonomous body service on \_\_\_\_\_.  
He/She is permanent / temporary officer in the pay scale of Rs \_\_\_\_\_

and has been on deputation to Saudi Arabia; in the year:-

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

More than thrice/Never.

He/She is eligible for short term deputation as \_\_\_\_\_  
to Consulate General of India, Jeddah. No disciplinary action is pending against  
him/her.

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

With Seal \_\_\_\_\_

Tel. No. (with STD code) \_\_\_\_\_

Fax No. (with STD code) \_\_\_\_\_

E-mail address \_\_\_\_\_

(The Controlling authority will be held responsible if the information  
furnished is found incorrect.)



1915

## Effective from 1 July 2007

Paste your unsigned recent colour photograph (size: 3.5 X 3.5 cm, not in uniform) & attach another photograph duly attested at the back.

Signature \_\_\_\_\_ Signature \_\_\_\_\_

(Thumb Impression in case of child below 5 years (Left in case of a male and right in case of a female))  
All entries should be in Block letters written with black ball point pen. Only one application is required with two photographs. Child above 5 years of age or above is required to sign. It is mandatory to fill each item. Incomplete form will be rejected summarily.

1. Name of applicant as should appear in the Passport (Initials/Shri/Smt/Late etc are not allowed.)

[illegible][illegible]

\* Surname and Name must be indicated in separate rows. In case the applicant does not want to specify surname separately, then please strike out the surname row and write name in normal order against the given name row.

(Please attach photocopy of the applicant/forwarding officer's Identity Card)

2. Gender

3. Date of Birth: DD MM YYYY

Male Female

--	--	--	--	--

Place of Birth: Village / Town

[illegible]

District, State / Country

[illegible]

5. Father's Name (First Name -Middle Name-Surname, in this order)(Initials/Shri/Smt./Late not allowed)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	5
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6. Mother's Name (First Name-Middle Name-Surname, in this order)(Initials/Shri/Smt./Late not allowed)

[illegible]

7. Name of Spouse (First Name-Middle Name- Surname, in this order)(Initials/Shri/Smt./Late not allowed)

[illegible]

8. Present Residential Address, including Street No. with PIN code


[illegible]

Page No.

Mobile No.

[illegible]

9. Permanent Address with PIN code (if the permanent address is same as the present address write "Same" only)

[illegible]

Passport No.

[illegible]

Date of Issue DD MM

Y Y Y Y

□ □   □ □   □ □ □ □

Place of Issue

[illegible]

43

Countries to be visited on official Duty	Countries to be transited	Purpose and duration of visit

1424

Place

(Signature of the applicant  
or parent in case of minor)

CERTIFICATE

12. (a) I hereby certify that Shri/Smt./Kumari

indicated in item 12 above, \_\_\_\_\_ is proceeding abroad on official duty as

(b) I hereby certify that, Shri/Smt./Kumari

Help of \_\_\_\_\_ is Wife/ Son/ Daughter/Parent/Domestic  
duty as indicated in item 12 above. \_\_\_\_\_ who is going abroad on official

13. Are you working in PSU/Autonomous Bodies (Yes) / (No)

Strike out whichever is not applicable

4. Pay scale & grade pay of the officer is Rs.

This is a scan of a blank page from a document. The paper has a slightly off-white or cream color. There are some very faint, dark specks scattered across the surface, which appear to be dust or minor imperfections in the paper or the scanning process. No text, lines, or other markings are present on the page.

[Signature of Head of Office]

**instructions:-**

1. All entries should be in Block letters written with black ball point pen. Only one application is required with two photographs. Child above 5 years of age or above is required to sign. It is mandatory to fill each item. Incomplete form will not be accepted.
2. Please enclose original safe custody Certificate of Valid Ordinary Passport (if held) from your office. If Diplomatic/official passport previously held by the applicant was kept in the safe custody of the Ministry of External Affairs, the original certificate should be enclosed.
3. Official/Diplomatic/Ordinary passport which is around 10 years old or more (from the date of issue) must be submitted with the application for cancellation.
4. Official retiring in less than six months from the date of application, is required to give an undertaking from his/her office that he/she will surrender dip/official passport to his/her office immediately after return.



صورة  
٢٥٥٥

Full name:		تاريخ الميلاد:	
Mother's name:		مكان الميلاد:	
Date of birth:		Previous nationality:	
Date of birth:		Present nationality:	
Previous nationality:		Marital Status:	
Female <input type="checkbox"/> ذكر <input type="checkbox"/>		Religion:	
Place of issue:		Profession:	
Qualification:		Home address and telephone No.:	
Business address and telephone No.:		معلومات الشركة (المهنة) ورقم الهاتف:	
Purpose of travel:		الغاية من السفر:	
Work <input type="checkbox"/> Transit <input type="checkbox"/> Visit <input type="checkbox"/> Umrah <input type="checkbox"/> Pilgrimage <input type="checkbox"/> Hajj <input type="checkbox"/> Diplomacy <input type="checkbox"/>		رقم الجواز:	
Place of issue:		تاريخ الميلاد:	
Date passport issued:		Date of passport's expiry:	
Duration of stay in the Kingdom:		Date of arrival:	
Date of arrival:		Date of departure:	
Mode of payment: ( ) Cash ( ) Cheque No. ( )		Date of departure:	
Destination:		Carrier's name:	
Dependents travelling in the same passport:		إثباتات نقص أفراد العائلة (المضافون) على نفس جواز السفر:	
Relationship	Date of Birth	الجنس	الاسم بالكامل Full name
Name and address of company or individual in the kingdom:			
I, the undersigned hereby certify that all the information I have provided are correct.			
Signature: تاريخ: Name: الاسم:			
Not valid for use only:			
Authorization: تاريخ: رقم الإذن الممنوع عليه في إعطاء التأشيرة:			
Valid for: Duration: المدة: المدة:			
Type: المدة: المدة:			