South Eastern Railway

No.SER/P-ADA/Ch.OS(P)/409/Haj Assistant/2019 Adra, Dt.16.12.2019

To
The All Branch Officers,
S.E.Railway/ Adra

Sub: Temporary deputation for Coordinator (Admin)/ Assistant Haj Officer/ Haj Assistant to Consulate General of India, Jeddah, Saudi Arabia for Haj 2020- regarding.
Ref: (i) CPO/GRC's letter No.SER/P-HQ/Rulling/867/2019 Dtd.06.12.2019
(ii) Dy. Director Estt.(N)/ Rly.BD's letter No. E(NG)I-2019/DP/35 Dtd.03.12.2019
(iii) Ministry of Minority Affairs (Haj Division)'s O.M.No.16/06/2019-Haj-MoMA Dtd.20.11.2019

Please visit web page www.ser.indianrailways.gov.in for CPO/GRC's letter No. SER/P-HQ/Rulling/867/2019 Dtd.06.12.2019 together with Dy. Director Estt.(N)/ Rly.BD's letter No. E(NG)I-2019/DP/35 Dtd.03.12.2019 and Ministry of Minority Affairs (Haj Division)'s O.M.No. 16/06/2019-Haj-MoMA Dtd.20.11.2019 along with Annexure-A, which are self-explanatory.

You are requested to give wide publicity and the names of eligible willing staff may please be forwarded to this office within **20.12.2019** for onwards transmission.

In this regards, Sr.DSC/Adra, Sr.DFM/Adra & Sr.DMM/Adra are requested to send the options of the willing eligible candidates under their control directly to the HOD after obtaining the approval of the Divisional Competent Authority.

Asstt. Personnel Officer
For Sr.Divl. Personnel Officer
S.E.Railway/ Adra

Copy to :i) OS to DRM Secretariat for information and upload the notification in Rly. Website.
ii) OS/Admn. for wide publicity amongst the staff of Personnel Branch
iii)Notice Board.

09.12.19
DRM/RI
2765.

प. मं. कार्मिक अधि./द. पू. रेलवे, आद्रा
सं./No. R/10673
दिनांक/Date 11.12.19
CRD Section, Sr.DPO/S.E.Rly/Adra

SOUTH EASTERN RAILWAY

Office of the
Pr. Chief Personnel Officer
11, Garden Reach Road
Kolkata - 700 043

No.SER/P-HQ/Ruling/867/2019

Dated : 06.12.2019

To
The All PHODs & HODs at GRC & KOL
The DRM(P)s-KGP,CKP,ADA,RNC
The CWM/KGP-W/hop
The Dy.CE(W)/SNY, Dy.CMM/KGP
The WPO/KGP-W,APO(W/S)/Sini, APO(S)/KGP
The Dy.CPO/SPO/APO's at GRC & Kolkata
South Eastern Railway

Sub:- Temporary deputation of Co-ordinators (Admin)/Asstt. Haj Officer/Haj Assistants to consulate General of India, Jeddah,Saudi Arebia for Haj 2020-regarding.

On the above subject matter, a Xerox copy of Rly.Bd's letter No. E(NG)I-2019/DP/35 dated 03.12.2019, alongwith a copy of Ministry of Home Affairs(Haj Division)'s office memorandum no. 16.06.2019-Haj-MOMA dated 20.11.2019 are sent herewith for information & early necessary action at your end.please.

Enclo: As above

06/12/19

(S.K.Pramanik)
Asstt.Personnel Officer (Court/R)
for Pr.Chief Personnel Officer

Sr.DPO
11/12/19

10.12.19

Chas/P

R
16/12/19

RB-2148
SER — 05/12/19

(11)

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.E(NG)I-2019/DP/35 New Delhi dated 03.12.2019

The General Managers (P)
All Indian Railways &
Production Units.

The Chief Managing Directors,
All Public Sector Undertakings of Ministry of Railways,
RLDA & CRIS etc.

Sub:- Temporary deputation of 3 Coordinators (Admin)/Assistant Haj Officer/Haj Assistants to Consulate General of India, Jeddah, Saudi Arabia for Haj 2020 – regarding.

Please find enclosed a copy of Ministry of Minority Affairs (Haj Division)'s O.M. No. 16/06/2019-Haj-MoMA dated 20.11.2019 on the above subject and recommend the names of suitable and willing male and Female Muslim Permanent Railway employees to be considered for deputation on temporary duty to Consulate General of India, Jeddah for rendering assistance to Haj Pilgrims as Coordinators, Assistant Haj Officers & Haj Assistants for Haj-2020. Necessary particulars of the recommended employees may be sent to **this office** latest by **27.12.2019 positively. It may be ensured that names of those employees who fulfill the eligibility conditions as in Annexure'A' should only be sent within the prescribed time in one lot.**

Hindi version will follow.

(M.K. MEENA)
Deputy Director Estt.(N)
Railway Board

AP o/c
Ruling

DA: As above (6 pages).

No.E(NG)I-2019/DP/35 New Delhi dated 03.12.2019

Copy to:

1. The General Secretary, All Indian Railwaymen's Federation, Room No.253, Rail Bhavan, New Delhi.
2. The General Secretary, National Federation of Indian Railwaymen, Room No.256-E, Rail Bhavan, New Delhi.

for Secretary/Railway Board.

Copy to: ERB-IV, E(O)II and Security (E)

16/06/2019-Haj-MoMA

भारत सरकार
Government of India
अल्पसंख्यक कार्य मंत्रालय
Ministry of Minority Affairs
(Haj Division)

West Block-VIII, Wing-II, 1st Floor,
Sector-1, R.K. Puram, New Delhi-110066.
Date: 20.11.2019

OFFICE MEMORANDUM

Subject: Temporary deputation of Coordinators (Admin) /Assistant Haj Officers / Haj Assistants to Consulate General of India Jeddah Saudi Arabia for Haj 2020 - regarding.

Ministry of Minority Affairs invites applications from **Male and Female Muslim Permanent Employees** working in Central Government/ State Governments/ UTs' Administration/ PSUs/ Autonomous bodies for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia to render assistance to Haj pilgrims as Coordinators(Admin), Assistant Haj Officers (AHO) and Haj Assistants (HA) for Haj-2020. In case of the post of Female HA/ Female AHO, the applications are invited from permanent Female Employees of Police/ Para Military/ Defense Forces only. Employees working on Temporary/Part-time /Seasonal/Contractual/Ad-hoc basis are not eligible for said deputation. The period of deputation will be approximately 02-03 months tentatively from June, 2020 to August, 2020.

2. The eligibility criteria and other terms & conditions are at Annexure-A. Applicant should fill-up the application online which is available on website: www.haj.nic.in/deputation. 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 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
West Block-VIII, Wing-II, 1st Floor,
Sector-1, R.K. Puram,
New Delhi-110066.

3. Interview for selection of candidates would be conducted by the Ministry of Minority Affairs. 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 Minority Affairs. The selection of deputationists will be done on the basis of experience, desirable qualifications and personal interview. Preference, however, will be given to those candidates who are working in Central Government, Police & Para military services or having experience in public administration. Ministry's decision regarding selection of candidates shall be final. No correspondence, in this regard, will be considered from any applicant.

4. The selected candidates should apply for an official passport at their nearest Regional Passport Offices (RPOs) immediately on receipt of the selection letter from the Ministry. Haj Division will not entertain any request for arranging Official Passports. Details of RPOs are available at website: http://passportindia.gov.in/.

5 The last date for filling-in online application is 20th December, 2019. The last date for receipt of hard copies of online filled applications along with requisite enclosures is 05th January 2020.

(Md. Nadeem)
Under Secretary to the Government of India
Tel: 011 26160031

To:

1. Chief Secretaries of all States and Union Territories.
2. Hon'ble Supreme Court/all High Courts in States/UTs.
3. Secretaries/ Principal Secretaries of Department looking after Minority Welfare in the States/ UTs.
4. C&AG, Pocket 9, Deen Dayal Upadhyaya Marg, New Delhi, Delhi-110124.
5. UPSC, Dholpur House, Shahjahan Road, New Delhi, Delhi-110069.
6. Election Commission, Nirvachan Sadan Ashoka Road, New Delhi, Delhi-110001.
7. Ministry of Railways, Room No. 256-A, Rail Bhavan, Raisina Road, New Delhi, Delhi-110001.
8. Ministry of Home Affairs, Janpath Road, North Block Central Secretariat New Delhi, Delhi 110001- with request to disseminate this OM to all concerned officials and Police forces under their administrative control (CRPF/ CISF/ SSB/ ITBP/ BSF/ NSG/ Assam Rifles).
9. Ministry of Defence, South Block, Central Secretariat, New Delhi, Delhi-110001- with request to disseminate this OM to all forces under their administrative control.
10. Ministry of Petroleum, Shastri Bhawan, New Delhi, Delhi-110001- with request to disseminate this OM to all concerned officials and PSUs under their administrative control.
11. Department of Financial Services, Ministry of Finance, 3rd Floor, Jeeven Deep Building, Sansad Marg, New Delhi-110001- with request to disseminate this OM to all concerned officials and PSUs under their administrative control.
12. Department of Public Enterprises, Lodi Estate, CGO Complex, Lodi Colony, New Delhi, Delhi 110003- with request to disseminate this OM to all concerned officials and PSUs under their administrative control.
13. All attached/ subordinate/ autonomous bodies and PSU under MoMA.
14. Haj Committee of India, Mumbai with a request to upload the circular on the website of HCoI for wider circulation.
15. All State Haj Committees.
16. Technical Director, NIC, MoMA with a request to upload the circular on the website of the Ministry and Haj Division.
17. Ministries/ Departments of the Government of India(other than mentioned above) - with request to disseminate this OM to all concerned officials and PSUs under their administrative control.

ANNEXURE "A"
Administrative Personnel

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-2020.

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/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.

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 in the prescribed format appended to the application form along with a letter forwarding the application from the Competent Authority. Applications 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.

(iv) Latest Salary Slip.

(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 30 years and more than 55 years of age as on 01.01. 2020.**

(iii) Applicants deputed to CGI, Jeddah during Haj-2018 or Haj-2019 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(Admin)/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,
West Block-VIII, Wing-II, 1st Floor,
Sector-1, R.K. Puram,
New Delhi-110066.

2. **Eligibility Criteria:** The Permanent employees of the Central Government/ State Governments/ Union Territory Administration/ Public Sector Undertakings/ Autonomous Bodies having the following **eligibility** criteria may apply. *The officers of the State Government Departments/ UTs' 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 Coordinator(Admin):

(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 8/ 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. 4,600/- & Rs. 4,800/- in the Pay Band 2 (Rs. 9,300-34,800) 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.

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

3. Desirable Qualifications:

- 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 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.
- 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. from CGI, 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 Minority Affairs.
- 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. 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 on exigencies. No extra remuneration or compensation will be payable to them except the normal admissible Foreign Allowance.

- To assist pilgrims at their Maktabs 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 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.

- 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 penal recovery of the Government money spent on his deputation.

- Please note, if any selected Female Deputationist is found pregnant before departure to Jeddah for Haj Duties, she would not be allowed to proceed on Deputation.

- If the number of eligible candidates from any state for any post is more than 3 times of the vacancy for respective post in that particular state, the candidates to be called for interview would be restricted to 3 times of the vacancy by adopting certain criteria to be determined by the Competent Authority of this Ministry.