

F. No. 04/14/2017- Haj  
भारत सरकार  
Government of India  
अल्पसंख्यक कार्य मंत्रालय  
Ministry of Minority Affairs  
(Haj Division)

3<sup>rd</sup> Floor, ISIL, V.K. Krishna Menon Bhawan,  
9 Bhagwan Das Road, New Delhi – 110 001  
Date: 13.11.2017

**OFFICE MEMORANDUM**

Subject: - Selection to the post of Assistant (Welfare) in the Consulate General of India, Jeddah on deputation basis - regarding.

The undersigned is directed to invite application in the prescribed format (copy enclosed) from regular permanent experienced male Muslim Compounder / Pharmacist of Central Government Hospitals, State Government Hospitals or Autonomous Hospitals (like AIIMS etc.) for the post of Assistant (Welfare) in the Consulate General of India, Jeddah on deputation basis for the period of two years. The official selected will be deployed in the dispensary attached to Indian Haj Office, Makkah.

2. The basic responsibilities of the Assistant (Welfare) at Indian Haj Office, Makkah are to prepare the medical indent for Haj Medical Mission, liaise with local Health Authorities in Makkah, Jeddah and Madina, attend to various administrative works related to Medical Wing, maintenance of stores, issuance of medical equipments and medicines during Haj and such related works as assigned by his supervisory officers.

3. In addition to having 8 to 10 years of experience of working as a Compounder / Pharmacist, the applicant should be able to do laboratory work and maintain stores and stock registers. He should be below the age of 56 years on the date of closing of application i.e. 15<sup>th</sup> December, 2017 and knowledge of Urdu language is desirable.

4. The terms and conditions of the service on deputation are given below;

- (a) Basic pay in the scale of pay attached to the grade in his parent department / office / Hospital in India.
- (b) Foreign Allowance as admissible to non-gazetted India-based official in CGI, Jeddah.
- (c) Free plainly furnished accommodation.
- (d) Travelling allowance by rail / air from place of duty in India to Jeddah and back by the entitled class by the approved route for self and entitled family members.


Contd/..

- (e) Benefits of Assisted Medical Attendance Scheme, Children Holiday Passage, Children Education Allowance, Outfit Allowance and Home Leave Fare etc. in accordance with existing rate as amended from time to time.
- (f) Transfer Grant as admissible under the rules.

5. All concerned authorities / Medical Superintendent are requested to disseminate this Office Memorandum to all the eligible candidates who may apply for the said post in the prescribed format (copy enclosed) and forward their application after certifying the employer certificate, **to reach the undersigned by 15<sup>th</sup> December, 2017** for further consideration to the said post. Candidates having more than three children need not be recommended for the deputation. **Recommending authority should ensure that the applicant fulfils the criteria i.e. age, work experience and number of children and supporting documents are enclosed.** Applications without the supporting documents will not be accepted.

6. Any dispute pertaining to this matter will be submitted strictly under the jurisdiction of the courts located at Union Territory of Delhi.

Enclosed:- As above.



(Md. Nadeem)

Under Secretary (Haj-II)  
Email-ushaj2-mma@gov.in  
Tell No. (011)-23386327

Copy to:-

- (i) Secretary, Ministry of Health, Govt. of India, Nirman Bhawan, New Delhi.
- (ii) Chief Secretary / Administrator to all the States / Union Territories
- (iii) Secretary, Ministry of Railway, Rail Bhawan, New Delhi.
- (iv) Medical Superintendent to all AIIMs, RML Hospital, Safdarjung Hospital, GB Pant Hospital, LNJP Hospital, Maulana Azad Medical Collage, Delhi and JN Medical Collage, Aligarh.
- (v) Copy for website of Haj Division, MoMA.

Copy for information to:-

- (i) PS to Minister of Minority Affairs, CGO Complex, ND.
- (ii) PS to Minister of State, Minority Affairs, CGO Complex, ND.
- (iii) PS to Secretary (MA), CGO Complex, ND.
- (iv) Consul General, Consulate General of India, Jeddah, Saudi Arabia.
- (v) CEO, Haj Committee of India, Mumbai.

**APPLICATION TO THE POST OF ASSISTANT (WELFARE), CGI, JEDDAH,  
SAUDI ARABIA**

Sl. No.	Details	To be filled by the applicant	Latest photograph to be pasted here
1	Name		
2	Father's Name		
3	Present Designation		
4	Date of Birth		
5	Basic Pay with PB /Levels (as per 6 <sup>th</sup> /7 <sup>th</sup> CPC or others)		
6	Experience to the post of Compounder/Pharmacist (In number of years)		
7	No. of Children		
8	Knowledge of Urdu		
9	Have performed the duty of Haj deputationist, if yes mention no. of times & year		
10	Educational qualifications		
11	Other Experience considered for the post		
12	Permanent Address		
13	Office Address		
14	E-mail id & Mobile no.		
15	Name of Office / Hospital		
16	Name & Designation of Controlling Authority with address, email & phone no.		
17	Name & Designation of Forwarding Authority with address, email & phone no.		
18	Any other information		

I .....do hereby certify that the information furnished above is correct and true to the best of my knowledge. In the event of my selection, I shall abide by the terms and conditions of services attached to the post in Saudi Arabia.

Place:-.....  
Date:- .....

(Signature)  
Name:-.....

**(Certificate to be furnished by the Employer/ Head of Office / Forwarding Authority)**

Certified that the information / details provided in the above application by the applicant are true and correct as per the facts available on records. He possesses educational qualifications and experience mentioned in vacancy circular. If selected, he will be relieved immediately.

2. It is also certified that:-

- (i) That there is no vigilance / disciplinary case or criminal case pending or contemplated against Mr. ....
- (ii) That his integrity is certified.
- (iii) That photocopies of his APARs dossiers for the last five years duly attested by Gazetted Officer of this Office/Hospital are enclosed.
- (iv) That no major Minor penalty has been imposed on him during last ten years **or** a list of major / minor penalties imposed on him during the last ten years is enclosed (as the case may be).
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this Office Memorandum.

Place: - .....

Signature:-.....

Date: - .....

Name & Designation: -.....

Email & Tel. No.:-.....

Office Seal:-.....