

SOUTH WESTERN RAILWAY

Divisional Office,
Personnel Department,
Mysuru - 570 001.

No.Y/P.219/Hai Asst

Dated: 21.01.2019

All Branch Officers
All Supervisory Officials - Mysuru Division

Sub: Hai 2019 Deputation of Hai Assistant to consulate General of India-
Jeddah
Ref: PCPO/SWR letter No.SWR/P.219/Hai/HA/Vol.VII/30 dated 18.01.2019

A copy PCPO/SWR letter No. SWR/P.219/Hai/HA/Vol.VII/30 dated 18.01.2019 wherein volunteers have been called for Deputation of Hai Assistant to consulate General of India-Jeddah for the year-2019 (enclosed).

The employees who fulfill the conditions and who are willing may submit their applications with service details in the prescribed proforma enclosed through their controlling authority.

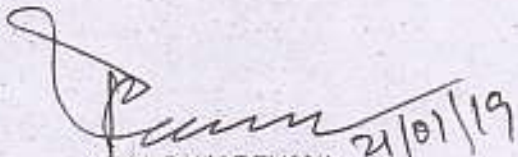
The last date for the candidates to submit their application to their Supervisory officials is **22.01.2019 [22nd January 2019]**.

The application received from the eligible volunteers may please be forwarded to this office, in one bunch in the enclosed prescribed format by the controlling officer along with OAR/Via Clearance on or before **22.01.2019**.

Applications received after the target date, will not be entertained under any circumstances.

If any employee is on sick/leave/training/deputation etc., intimation regarding this notification should be sent to personal address and their acknowledgement obtained and forwarded to this office. The responsibility of sending intimation to their personal address rests with the Supervisors/Controlling Officers.

Enc: PCPO/SWR letter,
Proforma


(S.M. SAHADEVAN)
DPO-I/MYS
for Sr.DPO/MYS

Copy to: CH.OS/Persnl.Br/MYS, ENGG/MYS, OPTG/MYS, S&T/MYS, COM/MYS
CH.OS/ELEC.Br/MYS, MECH/MYS
Ch.OS/IPAS Sec. Notice board, CS&WI/MYS
DS/SWR(MU)/MYS, DS/AISC&STREA/MYS, DS/AIOBCREA/MYS

SOUTH WESTERN RAILWAY

Headquarter Office
Personnel Department
Hubli - 580 020
Date: 18.01.2019

No.SWR/P.219/HAJ/HA/Vol.VII/30

All PHODs/CHODs/SWR/UBL
CAO/CN/BNC,
DRM/UBL, SBC & MYS,
CWM/UBLS & MYSS,
Sr.DPOs/UBL, SBC, MYS,
Dy.CPO/CN/BNC,
WPOs/UBLS, MYSS



Sub: Haj-2019- Deputation of Haj Assistant to consulate General of India-Jeddah.

Ref: Railway Board's letter No.E(NG)I-2018/DP/31 dtd.28.12.2018.

Please find enclosed a copy of Railway Board's letter with its enclosures i.e., Ministry of External Affairs' office memorandum No.6/10/2018-Haj, dtd:24.12.2018 inviting application from willing male Muslim Railways officials to be considered for deputation on temporary duty to Consulate General of India, Jeddah for assistance to Haj Pilgrims as Coordinators/Assistant Haj Officers & Haj Assistant for Haj-2019. Necessary particulars of the recommended employees may be sent to this office latest by 25.01.2019. It may kindly 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 duly approved by competent authority along with a copy of the online application, Vigilance/SPE clearance, DAR clearance & six passport size colour photographs with white background.

Please acknowledge the receipt.

Encl: As above.


(Nagalatha Guruprasad)
APO/Welfare
for Principal Chief Personnel Officer

(11)

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No.E(NG)I-2018/DP/31

New Delhi dated 28.12.2018

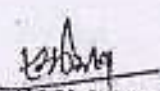
The General Managers (P)
All Indian Railways &
Production Units.

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

**Sub:- Temporary deputation of Coordinator/Assistant
Haj Officer/Haj Assistant to Consulate General of
India, Jeddah, Saudi Arabia for Haj 2019 -
regarding.**

Please find enclosed a copy of Ministry of Minority Affairs (Haj Division)'s O.M. No. 6/10/2018-Haj dated 24.12.2018 on the above subject and recommend the names of suitable and willing male and female Muslim Railway employees to be considered for deputation on temporary duty to Consulate General of India, Jeddah for assistance to Haj Pilgrims as Coordinators, Assistant Haj Officers & Haj Assistants for Haj-2019. The last date for filling in online application is 24th January, 2019. Necessary particulars of the recommended employees may be sent to this office latest by 31.01.2019 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.

DA: As above (6 pages).


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

New Delhi dated 28.12.2018

No.E(NG)I-2018/DP/31

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.

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


for Secretary Railway Board.

NATIONAL FEDERATION OF INDIAN RAILWAYMEN (N.F.I.R.)
3, Chelmsford Road, New Delhi

No. 11/28/2018

Dated: 01/01/2019

Copy together with the enclosures is forwarded to the General Secretaries of affiliated Unions of NFIR for information.

C/ Media Centre/NFIR.

st. 21

No.6/10/2018-Haj
भारत सरकार
Government of India
अल्पसंख्यक कार्य मंत्रालय
Ministry of Minority Affairs
(Haj Division)

तीसरा तल, आई एस आई एल, वी के कृष्णा मेनन भवन,
9 भगवान दास रोड, नई दिल्ली - 110 001
3rd Floor, ISIL, V.K. Krishna Menon Bhawan,
9 Bhagwan Das Road, New Delhi - 110 001
दिनांक / Date: 24.12.2018

OFFICE MEMORANDUM

Subject: Temporary deputation of Coordinator/Assistant Haj Officer/ Haj Assistant to Consulate General of India, Jeddah, Saudi Arabia for Haj 2019 - 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, Assistant Haj Officers and Haj Assistants for Haj-2019. 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.

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

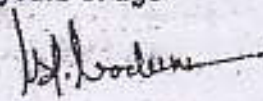
GOVERNMENT OF INDIA
Ministry of Minority Affairs
(Haj Division)

**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-2019.**

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.

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 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. 2019.



(iii) Applicants deputed to CGI, Jeddah during Haj-2017 or Haj-2018 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,
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 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 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. 5,400/- & 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.