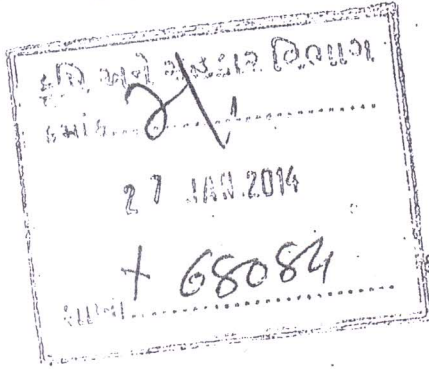


મી-૩



હજ કો.-ઓર્ડીનેટર/મદદનીશ હજ
અધિકારી તેમજ હજ મદદનીશ તરીકે
પ્રતિનિયુક્ત થી હંગામી કામગીરી બાબત...

ગુજરાત સરકાર
સામાન્ય વહીવટ વિભાગ,
ક્રમાંક: હજસ-૧૦-૨૦૧૪-ભા.સ.૨૬/હ.સ.
બ્લોક નં. ૮, ૮મો માળ
નવા સચિવાલય, ગાંધીનગર.
તા. ૨૨-૧-૨૦૧૪



પરિપત્ર

કેન્દ્ર સરકારનું વિદેશ મંત્રાલય (હજ સેલ) દર વર્ષે હજ યાત્રા દરમિયાન વિવિધ રાજ્યોમાંથી સાઉદી અરેબીયા ખાતેના Consulate General of India, Jeddah (K.S.A.) ને હજની કામગીરીમાં મદદરૂપ થવા હજ - કો.ઓર્ડીનેટર, મદદનીશ હજ અધિકારી તથા હજ મદદનીશ તરીકે બે થી ત્રણ માસ માટે હંગામી ધોરણે પ્રતિનિયુક્ત ધોરણે કામગીરી કરવા ઇચ્છતા ફક્ત મુસ્લિમ પુરુષ સરકારી અધિકારી/કર્મચારીઓને મોકલી આપવા રાજ્ય સરકારે પાસેથી અરજીઓ મેળવે છે.

ભારત સરકારના વિદેશ મંત્રાલય (હજસેલ) નો તા.૧૫-૧-૨૦૧૪નો Memorandum No.M(Haj)/1183/2/2014, આ સાથે સામેલ રાખેલ છે. જે ધ્યાને લઈ ઉક્ત ભારત સરકારના આ Memorandum મુજબ નિયત કરાયેલ ધોરણો/શરતોની ચકાસણી કરી તે વિગતોના રેકર્ડના આધારે રાજ્ય સરકાર હસ્તકના તમામ વિભાગો/કચેરીઓ/જાહેર સાહસો /સ્વાયત્ત સંસ્થાઓના અધિકારી/કર્મચારીઓ અરજી કરવા માંગતા હોય તેમણે તેમની અરજીઓ કચેરી /વિભાગ મારફતે તા.૨૮-૨-૨૦૧૪ સુધીમાં બિનચૂક મોકલી આપવાની રહેશે.

નિયત કરેલ તારીખ બાદ મળેલ અરજીઓ પરત્વે કોઈ કાર્યવાહી કરવામાં આવશે નહીં અને દફતરે કરવામાં આવશે.

ગુજરાત રાજ્ય હજ સમિતિને મળેલ આવી તમામ અરજીઓ હજ સમિતિ દ્વારા સંકલિત કરી સામાન્ય વહીવટ વિભાગની અનુમતિ મેળવી ભારત સરકારને નિયત સમયમર્યાદામાં મોકલવામાં આવશે. સંબંધિત કોઇપણ વિભાગો/કચેરીઓ/જાહેર સાહસો /સ્વાયત્ત સંસ્થાઓએ આવી અરજીઓ વિદેશ મંત્રાલય, ભારત સરકારને બારોબાર મોકલવી નહીં.

ઉપરાંત ભારત સરકાર દ્વારા ઉક્ત જગ્યાઓ માટે પ્રતિનિયુક્ત પર ફરજ બજાવવા જે અધિકારી/કર્મચારીની પસંદગી થાય તેમના કિસ્સામાં સંબંધિત અધિકારી/કર્મચારીને ફરજમુક્ત કરવા અંગેની

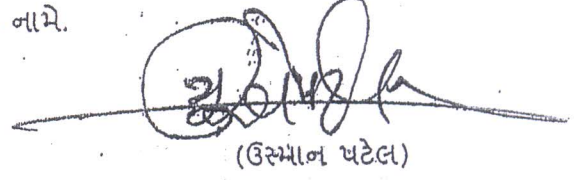
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૩૦/૧/૧૪
મી

upload on
website
6/2

A. 3.3
7/2/14

દરખાસ્ત જે તે વિભાગ દ્વારા ગુજરાત રાજ્ય હજ સમિતિને મોકલવાની રહેશે. હજ સમિતિ દ્વારા આ દરખાસ્તો સંકલિત કરી સામાન્ય વહીવટ વિભાગ દ્વારા રાજ્ય સરકારને રજૂ કરવામાં આવશે.

ગુજરાતના રાજ્યપાલશ્રીના હુકમથી અને તેમના નામે.



(ઉસ્માન પટેલ)

સચિવ,

ગુજરાત રાજ્ય હજ સમિતિ
સામાન્ય વહીવટ વિભાગ,

પ્રતિ

- માન. રાજ્યપાલશ્રીના અગ્રસચિવશ્રી, રાજભવન, ગાંધીનગર (પત્ર દ્વારા)
- રજીસ્ટ્રારશ્રી, નામ. ગુજરાત હાઇકોર્ટ, અમદાવાદ (પત્ર દ્વારા)
- સચિવશ્રી, ગુજરાત વિધાનસભા સચિવાલય, ગાંધીનગર (પત્ર દ્વારા)
- સચિવશ્રી, ગુજરાત જાહેર સેવા આયોગ, અમદાવાદ (પત્ર દ્વારા)
- સચિવશ્રી, ગુજરાત તકેદારી આયોગ, ગાંધીનગર (પત્ર દ્વારા)
- સચિવાલયના સર્વે વિભાગો
- સર્વે ખાતાના વડાઓની કચેરીઓ
- સર્વે જીલ્લા કલેક્ટરશ્રીઓ/જીલ્લા વિકાસ અધિકારીશ્રીઓ (પત્ર દ્વારા)
- સર્વે જાહેર સાહસો/સ્વાયત્ત સંસ્થાની કચેરીઓ
- સામાન્ય વહીવટ વિભાગ/ધ શાખા
- સચિવાલયના સર્વે વિભાગોએ ખોતાના હસ્તકના ખાતાના વડાઓની કચેરીઓને પરિપત્રિત કરવાની વિનંતી સહ.
- IWDMS/GSWAN ઉપર મુકવા વિનંતી સહ.
- સિલેક્ટ ફાઇલ.

ક્રમાંક:પરચ/૧૩૨૦૧૪/૧૮૮/મ.૩

કૃષિ અને સહકાર વિભાગ

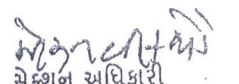
સચિવાલય, ગાંધીનગર

તા. ૦૪/૦૨/૨૦૧૪

પ્રતિ,

વિભાગ હેઠળના સર્વે ખાતાના વડા/ બોર્ડ/ કોર્પોરેશન/ કૃષિ યુનિવર્સિટીઓ
સેક્શન અધિકારીશ્રી, સર્વે શાખાઓ, કૃષિ અને સહકાર વિભાગ, સચિવાલય, ગાંધીનગર

ઉક્ત બાબતે જાણ તેમજ જરૂરી કાર્યવાહી સારું.



સેક્શન અધિકારી
કૃષિ અને સહકાર વિભાગ

No. M(Hajj)/183/2014
Government of India
Ministry of External Affairs
(Hajj Cell)

New Delhi, January 15, 2014

OFFICE MEMORANDUM

The undersigned is directed to state that the Ministry of External Affairs hereby invites applications from male Muslim officers (Central/State Government / PSU/ autonomous bodies only) for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia, as Coordinators, Assistant Hajj Officer and Hajj Assistant 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 also 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 Office (RPO's). Details of RPO's are available at website: <http://passport.gov.in/>.

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

7. Selection of deputationists will be done on the basis of length of their service, experience and desirable qualifications such as working knowledge of computer, knowledge of Arabic, knowledge of regional languages, crowd control, administration and accounts. Ministry's decision on selection of suitable candidates shall be final.

8. Applications, duly forwarded by the competent authority, may be sent at the following address: Administrative Officer, Hajj Cell, Ministry of External Affairs, ISI, V.K. Krishna Menon Bhawan, 9, Bhagwan Das Road, New Delhi. The forwarding Authority may please ensure that a separate certificate duly signed is attached to each application verifying the information given in columns 4, 5, 6, 7 & 8 of the application. The applications which are not forwarded by the competent authority by the due date will be summarily rejected. It may also be noted that incomplete applications shall not be accepted by the Ministry.

9. The last date for receipt of applications in the Ministry is March 14, 2014. Applications received after the due date will not be considered.

Deputy Secretary to the Government of India
E-mail: dha@mea.gov.in

1. All Ministries/ Departments of the Government of India.
2. Chief Secretaries of all States and Union territories.
3. Copy to PB/PO/PP/PF Sections, MEA, New Delhi.
4. PDAO, CCOA, MEA, New Delhi.

Copy for information to: 1. Embassy of India, Riyadh; 2. CGI, Jeddah; 3. DS (HSP) & US (PF) MEA, New Delhi; 4. CEO, HCOI, Mumbai and all State Hajj Committees for information and dissemination among concerned officials.

Ministry of External Affairs
(Hajj Cell).

Eligibility Criteria and Terms and Conditions for
Temporary Deputation as Coordinator/Assistant Hajj Officer/ Hajj Assistant to
Consulate General of India, Jeddah, Saudi Arabia
for Hajj - 2014.

A. Note:-

Attention of the applicants is also invited towards 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.

Prescribed Application Form for Temporary Deputation to Saudi Arabia as Administrative personnel for Hajj-2014 accompanied with the enclosed certificate duly signed should be sent through proper channel.

Applications should be typed or handwritten in Block letters.

All Columns need to be filled completely. Incomplete applications will be rejected.

If any information given by the applicant is found wrong at any stage, the candidate will be banned for ever. The department concerned shall be asked to take appropriate disciplinary action against the candidate.

If the selected candidate does not report to Hajj Cell within the stipulated time, the next candidate in the waiting list will be given chance without serving any notice to the non reporting candidate.

A. Applications will be summarily rejected on account of the following:-

- Advance copy of applications.
- Without proper channel.
- Officer in the rank of Director & above and L.D.C & lower.
- Haj deputationists during Hajj-2013, Hajj-2012.
- Haj deputationists for three or more times.

B. Eligibility Conditions:

- Only Central & State Government / PSUs/ autonomous bodies employees are eligible.

For Coordinators: Deputy Secretary to the Govt. of India or equivalent in Pay Band - 3 Grade Pay Rs. 7600/- are eligible. Officers completing five year service as Under Secretary to Govt. of India(Pay Band-3 Grade Pay Rs. 6600/-) or equivalent are also eligible.

For Assistant Hajj Officers: the applicant should be holding a post of Under Secretary/Section Officer of Central Government or equivalent in the Pay Band-3 of Rs. 15600-39100. with Grade Pay of Rs. 6600/- (serving at GP 6600/- must be less than five year service.) & Rs. 5400/- and in the Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 5400 & Rs. 4800/-.

For Hajj Assistants: the applicant should be holding a post of Assistant (at least two years in Govt. Service)/ UDC (at least five years of experience as UDC) of the Central Government or equivalent, however preference will be given to the officers of Assistant level of Central Govt. or equivalent in the Pay Band 2 Rs. 9300-34800 with Grade Pay Rs.4600/- , Rs.4200/- & not below in the pay band Rs.5200-20200 with Grade Pay Rs 2400/-.

Preference will be given to deputationists in the Administrative Contingent (Coordinators, Assistant Hajj Officers and Hajj Assistants) who are well versed in computer and have working knowledge of LAN and WAN from NIC or persons holding 'O' level certificate from the Department of Electronics. Candidates should attach required proficiency certificates/details of courses undergone/experience certificate. They should provide complete detail at the Sl. No. 11 of the application form. Cadre Controlling Authority must furnish a Certificate in this regard.

The applicant should not be less than 30 years and more than 50 years of age as on 01st July, 2014 (Applicant must attach Matriculation Certificate in support of DOB).

The applicant should be medically fit and produce a Certificate to this effect from a Government Hospital.

C. Due weightage will be given for:

- Regional languages.
- Accounts.
- Public relations (Administrative, Police & Para military services).
- Data Entry and Computer Programming.
- Knowledge of Arabic.

D. Pay & Allowances:

- ffl During the deputation period, Basic Pay and Foreign Allowance as admissible to India-based staff in CGI, Jeddah of equivalent rank will be paid by CGI, Jeddah.
- fi No Daily Allowance would be admissible.
- ffl Economy class air ticket to and from Jeddah.
- ffl The selected candidates will be entitled to normal baggage allowance of 20 Kgs.
- ffl The officials selected will be entitled for eight days' preparation/joining time before departure. However, the parent department will be responsible for pay and allowances in case the candidate is not able to proceed to Saudi Arabia on account of any administrative exigency.
- fi No preparation time is admissible on return from deputation.

iii No conveyance allowance would be paid for completing various formalities in Delhi.

fi 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:

iii The deputationists will be deployed by Consulate General of India, Jeddah, at various Branch offices in Makkah and Madinah, Hajj Terminal at Jeddah, Camps at Mina & Arafat, etc.

The duties of the deputationists include:

i) To assist pilgrims at their Maktabas and camps during the pilgrimage. They would function under the day-to-day direction and overall supervision of the Consul General of India, Jeddah.

ii) To assist pilgrims in their daily activities and to attend to their grievances.

iii) To assist the pilgrims to perform their Hajj rituals.

iv) Any other assistance needed by pilgrims.

v) The selected deputationists will be deemed to be on 24 hours duty during the entire period of deputation. They will be allocated tasks for specified duration depending on exigencies.

F. General Conditions:

iii The selected officials will not be allowed to take any of their family members, including spouse, even at their own cost.

fi The deputationists are not allowed to interact with the media. Violation of this condition will result in immediate recall and disciplinary action.

iii The deputationists should always be in civilian clothes.

iii The services of the deputationists will be at the disposal of the Consulate General of India, Jeddah, during their deputation.

fi 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 Hajj Period. No Repeat No extra remuneration or compensation will be payable except the normal admissible Foreign Allowance.

iii 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.

| | | |
|----|--|---------------------------------|
| 17 | Permanent address home | |
| 18 | Contact Details | (Off) (Res) Fax Mobile |
| 19 | E-mail Id. (applicant must have a valid e-mail id) | |
| 20 | Name of nearest Passport Office | |
| 21 | Any other relevant 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 Consulate 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 his application.
- ii) Incomplete application is liable to be rejected.
- iii) The applicant shall be liable to disciplinary action under the relevant provisions of CCS (CCA)/ Conduct Rules if information in Col. 5, 6, 7, 8 9 & 11 is found incorrect.
- iv) Necessary entries regarding deputation should be made in the Service Book of the concerned official.

ANNEXURE "B"
Administrative Personnel
ONLY THROUGH PROPER CHANNEL

Ministry of External Affairs
(Hajj Cell)

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."

| | | | | | | | | | | | | | |
|--------|--|------------------------------|-----|-----|-----|---|---|---|---|---|---|---|---|
| S.No. | | Affix your latest Photograph | | | | | | | | | | | |
| 1 | Name | | | | | | | | | | | | |
| 2 | Father's Name | | | | | | | | | | | | |
| 3 | Designation, Full Official Address (including last five years) | | | | | | | | | | | | |
| 4 | Gazetted/Non-Gazetted | | | | | | | | | | | | |
| 5 (a) | Date of Birth (attach Matriculation Certificate, duty attested) | | | | | | | | | | | | |
| (b.) | Age as on 01 st July, 2014 | | | | | | | | | | | | |
| 6 (a.) | Pay Band | | | | | | | | | | | | |
| (b.) | Grad Pay | | | | | | | | | | | | |
| 7 | Date of joining the Service | | | | | | | | | | | | |
| 8 | Educational Qualification | | | | | | | | | | | | |
| 9 | Details of all previous deputations with <u>deputed post to CGI, Jeddah</u> | | | | | | | | | | | | |
| 10 | Knowledge of Accounts | | | | | | | | | | | | |
| 11 | Proficiency in Data Entry & Computer Programming | | | | | | | | | | | | |
| 12 | Mother Tongue | | | | | | | | | | | | |
| 13 | Language known (other than Arabic) READ (R), WRITE (W), SPEAK (S) (please tick) | (a) | (b) | (c) | (d) | | | | | | | | |
| | | R | W | S | R | W | S | R | W | S | R | W | S |
| | | | | | | | | | | | | | |
| 14 | Knowledge of Arabic | | | | | | | | | | | | |
| 15 | Experience related to Hajj | | | | | | | | | | | | |
| 16 | Present Address / mailing Address | | | | | | | | | | | | |

(Enclosure to Annexure 'B')

CERTIFICATE TO BE FURNISHED BY THE CADRE CONTROLLING AUTHORITY ON ITS
LETTER HEAD IN THE PRESCRIBED FORMAT (IN BLOCK LETTERS)

Certified that as per entries made in the Service Book of Shri

_____ his present designation is _____
_____ and his date of birth is _____

He joined Government Service on _____. He is a Temporary /
Permanent / Gazetted / Non Gazetted [tick appropriate] officer in the pay band*
Rs. _____ & Grade Pay of Rs. _____ and has
been on deputation to Saudi Arabia
(i) _____ (ii) _____ (iii) _____ (never / once / twice / thrice / more
than thrice) [tick appropriate]. He is eligible for short term deputation as Coordinators,
Assistant Hajj Officer / Hajj Assistant to Consulate General of India, Jeddah. No disciplinary
action is pending against him.

*(Cadre Controlling Authority **MUST** mention equivalent pay band of the candidate at par
with the Six pay Commission of Central Government employees.)

2. It is also certified that Shri _____
is also well versed in Computer.

Signature _____

Name & Designation with seal _____

Tel. No. (With STD code) _____

Tel. No. (With STD code) _____

Mobile Number _____

E-mail Address _____

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

જા.નં.નકૃયુ/રજી/અ-૩-૩/ ૨૬૬૭ /૨૦૧૪
નવસારી તા. ૧૩/૦૨/૨૦૧૪



કુલસચિવ
નવસારી કૃષિ યુનિવર્સિટી
નવસારી

નકલ સવિનય રવાના :-

નવસારી કૃષિ યુનિવર્સિટી, નવસારીના તમામ યુનિટ/ સબ યુનિટ અધિકારીશ્રીઓ તરફ જાણ તેમજ
અમલ થવા સારું.