

F. No. HAJ-16/2/2020-HAJ-MoMA

भारत सरकार

Government of India

अल्पसंख्यक कार्य मंत्रालय

Ministry of Minority Affairs

(Haj Division)



O/o SECRETARY TO GOVERNMENT
(Personnel)

Postal No.: 19.50.../Pers.

Received on: 21/10/2021

Despatched on:

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

Date: 13.10.2021

OFFICE MEMORANDUM

Subject: - Inviting of applications for the post of Assistant (Welfare) in the Consulate General of India, Jeddah (KSA) on deputation basis - regarding.

In continuation of this Ministry's letter dated 16.07.2021 (copy enclosed) on the above subject, the undersigned is further directed to say that all applicants having age **below 56 years**, on the date of closing of application i.e. 03.11.2021 are eligible to apply for the post of Assistant (Welfare), CGI, Jeddah.

2. It is further informed that all other eligibility criteria of the previous OM would remain the same. The through proper channel application **should reach the undersigned by 03.11.2021** for further consideration to the said post.

3. The applicants who have already applied for the post against this Ministry's OM dated 16.07.2021, need not apply again.

Enclosed:- As above.

(Md. Nadeem)

Under Secretary (Haj-II)
Email-ushaj2-mma@gov.in
Tell No. (011)-26160031

Copy to:-

- i. Secretary, Ministry of Health and Family Welfare, Govt. of India, Nirman Bhawan, New Delhi.
- ii. Chief Secretary / Administrator of all the States / Union Territories.
- iii. Secretary, Ministry of Defence, Government of India, New Delhi.
- iv. Secretary, Ministry of Home Affairs, Government of India, New Delhi.
- v. Secretary, Ministry of Railway, Rail Bhawan, New Delhi.
- vi. Medical Superintendent of all AIIMs, RML Hospital, Safdarjung Hospital, GB Pant Hospital, LNJP Hospital, Maulana Azad Medical College, Delhi, JN Medical College, Aligarh, PGI Lucknow and Chandigarh and all other Central/State/Autonomous Government Hospitals.

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भारत सरकार

Government of India

अल्पसंख्यक कार्य मंत्रालय

Ministry of Minority Affairs

(Haj Division)

Block VIII, Wing-II, 1st Floor Sector-1,

R.K.Puram, New Delhi, 110066

Date: 16.07.2021

OFFICE MEMORANDUM

Subject: - Inviting of applications for the post of Assistant (Welfare) in the Consulate General of India, Jeddah (KSA) on deputation basis - regarding.

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

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. The desirable requirements/qualifications for the said post are as under:-

- a. 8 to 10 years of experience of working as a Compounder / Pharmacist in a Government Hospital.
- b. Sound knowledge about medicines, medical equipment, clinical techniques/procedure (including the latest techniques), diseases, medical terminologies and other medical functions.
- c. Age & fitness: Applicant should be 30-45 years of age on the date of closing of application i.e. on 16.08.2021 and also having sound physical fitness.
- d. Language: Applicant should be comfortable in at least English and Hindi/Urdu languages. Knowledge of Arabic or any other Indian language is desirable.
- e. Knowledge of Government rules: Proper knowledge and experience of office procedures is required.
- f. IT skills: Knowledge of basic skills like Ms Office, internet, and web portals, etc
- g. Experience of Haj: Experience of short-term Haj deputation to Saudi Arabia or experience of performing Haj is desirable.

- h. Sound (written and verbal) communication skill , experience and confidence in public dealing and public speaking , good social skills and Good administrative/managerial skill.
- i. the applicant should be able to do laboratory work and maintain stores and stock registers.

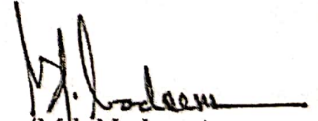
4. The terms and conditions of the service on deputation are given below:-

- 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.
- 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 Superintendents 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 16.08.2021 for further consideration to the said post. Candidates having more than three children and those who were earlier deputed as Assistant (Welfare) need not apply and they may not be recommended for the deputation. Recommending authority should ensure that the applicant fulfills 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. The Ministry of Minority Affairs reserves the right to select/reject any candidate, without assigning any reason. The decision of MoMA in the matter would be final and binding on all concerned.

Enclosed:- As above.



(Md. Nadeem)

Under Secretary (Haj-II)
Email-ushaj2-mma@gov.in
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