

**ANNEXURE "A"**  
**Medical Mission**

**Ministry of External Affairs  
(Haj Cell)**

**Eligibility Criteria and Terms and Conditions for Temporary Deputation  
of Doctors and Para-medical staff to Consulate General of India,  
Jeddah, Saudi Arabia for Haj – 2013**

**NOTE:** All applications should be sent through Directorate of Health Services of the concerned State. Applications sent directly will be rejected. Attention of 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.

**A) CATEGORY "NEED NOT APPLY"**

- Doctors holding senior posts or working as Professors/Readers, Medical Superintendents/Deputy Medical Superintendents etc. need not apply. Anesthetists, Microbiologists also need not apply. Unani, Ayurveda and Homeopathic doctors also need not apply.
- Auxiliary Nurses/Midwives need not apply.
- Applicants who have been deputed thrice or more in the past are not eligible. This condition does not apply to Doctors and female Pharmacists.

**B) Eligibility Conditions:**

**For Doctors:**

- The applicant should be presently serving in a Central/State Government Hospital or dispensary and should have a minimum of three years' experience as Medical Officer. However, in case the number of applicants having minimum 3 years of experience is not sufficient, then applicants with a minimum of 2 years experience may also be considered. Preference will be given to Doctors working as Medical Officers.
- **Only Allopathic Doctors** : General Practitioners (Minimum qualification MBBS), Specialists, Physicians, Surgeons, Orthopedics, Gynecologists, ENT Surgeon, TB & Chest, Psychiatrist, Pathologists, Ophthalmologists, Pediatricians, Dermatologists, Dentists and Cardiologists need apply.
- The applicants should not be more than **55 years** of age as on **01.07.2013** (Applicant must attach Matriculation Certificate in support of DOB).

### **For Paramedics:**

- Applicant should be in possession of Degree/Diploma in Nursing/ECG/Lab. Technician. The applicant should be presently serving in a Central/State Government Hospital or dispensary and should have a minimum five years' service.
- Pharmacists should be in possession of B. Pharma Degree/Diploma.
- The applicant should not be more than **50** years of age as on **01.07.2013** (Applicant must attach Matriculation Certificate in support of DOB).
- The applicant must be physically fit and able to withstand the harsh climate and living conditions and the long duty hours in Saudi Arabia.
- The applicant should hold a permanent post in his/her cadre.

### **C) Desirable Qualifications:**

- Due weightage will be given to applicants having knowledge of Arabic and regional languages.
- Weightage will also be given to the specialists such as Cardiologists, Gynecologists, ENT Specialists and Physicians. However, Professors, Directors of Hospitals and persons holding senior positions, need not apply. Anesthetists, Microbiologists also need not apply.

### **D) Pay & Allowances:**

- During the deputation period, Basic Pay, HRA & CCA and Foreign Allowance as admissible to India- based staff of equivalent rank in CGI, Jeddah will be paid by CGI, Jeddah.
- No Daily Allowance would be admissible for the period of deputation at CGI, Jeddah.
- Economy class air ticket to and from 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. No joining/preparation time is admissible on return from deputation.
- No conveyance allowance would be paid for completing various formalities in Delhi.
- Expenditure on account of to and fro air travel to Jeddah will be borne by the Ministry of External Affairs.
- 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:**

- The deputationists will be deployed by Consulate General of India, Jeddah, at various Branch offices in Makkah and Madinah, Haj Terminal at Jeddah, Camps at Mina & Arafat, etc to render medical assistance to Indian Haj pilgrims.
- They would function under the day-to-day direction and overall supervision of the Consul General of India, Jeddah.
- 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:**

- If the selected candidate does not report in Haj Cell within time stipulated by the Ministry, the next candidate in the waiting list would be given chance without serving any notice to the non-reporting candidate.
- If any information given by the candidate is found wrong at any stage, the candidate will be banned for ever. The department concerned shall be asked to appropriate disciplinary action against the candidate.
- The selected officials will not be allowed to take any of their family members, including spouse, even at their own cost.
- **The selected doctors and paramedics must carry their own Stethoscopes and White Aprons.**
- The deputationists 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 civilian clothes.
- The services of the deputationists will be at the disposal of the Consulate General of India, Jeddah during their deputation.
- 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.
- 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 Haj Period. No repeat No extra remuneration or compensation will be payable except the normal admissible Foreign Allowance.

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## ANNEXURE "B"

**MEDICAL MISSION**  
**ONLY THROUGH PROPER CHANNEL**Ministry of External Affairs  
(Haj Cell)

Prescribed Application Form for Temporary Deputation to Saudi Arabia in the Indian Medical Mission for Haj -2013. Applications should be sent through proper channel along-with the enclosed Certificate duly signed. Applications sent directly or without the certificate from the Cadre Controlling Authority, will be rejected. Application should be typed or handwritten in Block letters. All columns need to be filled completely. Incomplete application will be rejected.

Sl. No.			Affix your latest Photograph
1	Name		
2	Father's Name		
3 (a)	Designation		
(b)	Official Address (including Phone No.)		
4 (a)	Post presently held		
(b)	Temp/Permanent		
5 (a)	Date of Birth (attach Matriculation certificate, duly attested)		
(b)	Age as on 01.07.2013		
6	Pay scale & present basic pay		
7	Date of joining the Govt. Service		
8	Professional Qualifications		
9	Specialization in the field of		
10	Details of all previous deputations to CGI, Jeddah in Indian Medical Mission		

11	Languages Known (other than Arabic) READ (R) WRITE (W) SPEAK (S) (Please tick)	(1)			(2)			(3)			(4)		
		R	W	S	R	W	S	R	W	S	R	W	S
12	Mother tongue												
13	Knowledge of Arabic												
14	Permanent home address												
15	Present/Mailing address												
16	Contact Details	(Off) (Res) Fax Mobile											
17	E-mail id (Applicant must have a valid email id)												
18	Name of nearest Passport Office												
19	Any other 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 Haj 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. 4 to 10 is found incorrect.
- iv) Necessary entries regarding deputation should be made in the Service Book of the concerned official.
- v) **Attention of 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 applicants who violate the above-mentioned clause.**

(Enclosure to Annexure 'B')

**CERTIFICATE TO BE FURNISHED BY THE CADRE CONTROLLING  
AUTHORITY ON ITS LETTER-HEAD IN THE PRESCRIBE FORMAT (IN  
BLOCK LETTERS ONLY)**

Certified that as per entries made in the Service book of  
Dr./Mr./Ms. \_\_\_\_\_.

His/Her date of Birth is \_\_\_\_\_. His/Her designation  
is \_\_\_\_\_.

He/She joined Government service on \_\_\_\_\_. He/She is  
permanent / temporary government officer in the pay scale of Rs \_\_\_\_\_  
\_\_\_\_\_.

And has been on deputation to Saudi Arabia: in the year:-

(1) (2) (3)

More than thrice/Never.

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

With Seal \_\_\_\_\_

Tel. No. (with STD code) \_\_\_\_\_

Fax No. (with STD code) \_\_\_\_\_

e-mail address \_\_\_\_\_

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