

## **FAQs**

**1. What are the various categories for Haj Deputation?**

There are two categories for Haj Deputation:- Administrative Staff and Medical Staff. Administrative Staff includes Coordinators, Assistant Haj Officers and Haj Assistants. Medical Staff includes Doctors, Pharmacists, Nurse, Lab Technician, X-Ray Technician and ECG Technician.

**2. What are the eligibility criteria for various posts?**

The eligibility criteria for different posts for temporary deputation to CGI, Jeddah are mentioned in the Ministry of Minority Affairs Office Memorandum No. 06/10/2018-Haj dated 24.12.2018 on the website [www.haj.nic.in/deputation](http://www.haj.nic.in/deputation). Applicants must read the O.M. carefully before filling up the online application form.

**3. What is the last date for filling the application form?**

Last Date for filling up the online application form is 24.01.2019.

**4. What is the probable duration of temporary Haj Deputation?**

Around 2-3 Months. However, the official can be sent back to India before time if his performance is found to be below par.

**5. Are contractual/temporary employees eligible for temporary Haj Deputation?**

No, Only Muslim **PERMANENT** employees working in Central Government/State Governments/ UTs' Administration / PSUs/ Autonomous bodies are allowed.

**6. Are female candidates eligible to apply for the Haj Deputation?**

Yes. There are separate vacancies for male and female candidates in all categories. The selections are made against number of vacancies in each category (Male and Female).

**7. Can pregnant women go for Haj Deputation?**

No

**8. What is the selection process of the Administrative Staff?**

All the applications forwarded through proper channel are scrutinized as per the eligibility criteria for different posts. Interview is conducted for eligible candidates in 4 zones (North, South, East and West) of the country.

**9. When and where will the interview be held for Selection of the Administrative staff?**

Interview will be held tentatively during March to April, 2019 in four cities of four different zones (North, South, East and West).

**10. How will the schedule of interview be intimated to the applicant?**

The date of Interview will be intimated to the applicant through registered E-mail Id/ Mobile No. However, candidates are required to check website for information regarding schedule of interview zone-wise during mid February.

**11. What is the selection process for Doctors/Paramedical Staff?**

The selection of Doctors/Paramedical staff is done on the basis of details furnished by the applicant, requirement of CGI, Jeddah & state-wise quota subject to availability of eligible candidates within category. No interview is held for the post of Doctors / Paramedics.

**12. Are Homeopathic/ Unani/ Siddha/ Ayurvedic doctors eligible to apply for deputation?**

No, as per requisition of CGI, Jeddah, only allopathic doctors can be selected for temporary deputation to CGI, Jeddah.

**13. Are dentists eligible to apply for Haj Deputation?**

No, there is no demand of dentists for Haj Deputation.

**14. Which documents need to be enclosed at the time of forwarding the application?**

The candidate shall enclose hard copy of the following documents while forwarding the hard copy of their online application:

- I. Certificate to be furnished by Cadre Controlling Authority/ Relieving Authority
- II. Medical fitness certificate
- III. Forwarding letter
- IV. Date of Birth proof
- V. Latest Salary Slip
- VI. Certificates/proof of Educational Qualifications
- VII. Forwarding letter (to be enclosed by the concerned department/ forwarding authority) addressed to Haj Division, MoMA as per addressed mentioned in the OM dated 24.12.2018.

**15. When will the result of selection of Deputationists be declared?**

The results of selection of Deputationists will be declared tentatively in first week of May 2019, however the candidate is advised to check the website regularly for any update/changes.

**16. Who will pay the TA/DA for the onward/return journey from Saudi Arabia?**

All the conditions regarding payment of TA/DA will be clearly mentioned in the selection letter of the finally selected candidates.

**17. Whether additional photograph is required with hard copy of application?**

No, Candidate only need to affix 1 recent passport size photograph in the space provided in the hard copy of the application.

**18. Who will obtain PC, visa and Air Ticket in respect of selected candidates?**

Political Clearance in respect of Selected candidates will be obtained by the Ministry of Minority Affairs. After obtaining political clearance, the list would be sent to concerned RPOs (Regional Passport Office). All the selected candidates are required to apply for official passports and send their Official Passport, along with duly filled visa form for Saudi Arabia and 04 passport size photos (white background only) to Haj Division. Selected candidates also need to update their passport no. on the portal. Air Tickets in respect of Selected candidates will be arranged by the Ministry of Minority Affairs.

**19. What type of passport is required for Haj Deputationist to visit Saudi Arabia?**

Selected official/deputationist will travel on official (white) passport.

**20. How is the official passport made?**

The applicant is required to apply online for the official passport on the website [www.passportindia.gov.in](http://www.passportindia.gov.in) After getting the application verified from his relieving authority, he is required to visit the regional passport office for obtaining the official passport.

**21. Who will provide salary during the period of deputation?**

The salary will be paid from the funds provided by Ministry of Minority Affairs to CGI Jeddah for the period of deputation. No salary will be drawn from the employer in India during the deputation period after being relieved by the employer, till the candidate resumes his/her duties in India

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