



**HEADQUARTERS OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAVAN:KOTLA ROAD:NEW DELHI-110002.
www.esic.nic.in**

No. A-37/14/1/2011-E.I

Dated: 23.03.2011

MEMORANDUM

Copy of Ministry of External Affairs (Haj Cell) vide O.M. No. M(Haj)-1183/2/2011 dated 22.02.2011 inviting application from Male Muslim officers/Officials for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia as Coordinators/ Assistant Haj Officers/ Haj Assistants for Haj-2011 is forwarded herewith with the request to download the same from our website and circulated to all concerned for information and immediate action.

The applications duly completed in all respects (in duplicate) alongwith Medical Certificate and Vigilance Clearance Certificate may kindly be forwarded so as to reach in this office by **29.03.2011 positively** to enable this office for onwards submission to Ministry of External Affairs by 30.03.2011. The applications received after 29.03.2011 will not be entertained.

The receipt of this Memo. may please be acknowledged.

Encl:- As above

**(V.K. SHARMA)
ASSISTANT DIRECTOR
For ADDITIONAL COMMISSIONER (P & A)**

To,

1. All the Regional Directors/ Directors / Joint Directors I/cs.
2. D(M)Delhi, D(M) Noida
3. The Medical Superintendents of all the ESI Hospitals/ ESI Model Hospitals.
4. The Joint Director, NTA, Dwarka/ Joint Director-V, Hqrs. Office.
5. All Additional Commissioner/ Joint Director Zonal Vigilance.
6. All Concerned Officers at Hqrs. Office.
7. Sh. Pranav Kumar, Assistant Director with the request to upload it on ESIC Web-site.
7. Guard File/ Spare Copy.

S.I. No 1CR

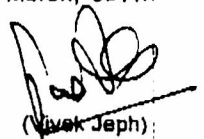
No. M(Haj)/1183/2/2011
Government of India
Ministry of External Affairs
(Haj Cell)

स्थापना क्रमांक-1
Estt. Br.-I
जावरी सं/Dy. No. 36-M
दिनांक/Date 23-2-2011

New Delhi, 22nd February, 2011**OFFICE MEMORANDUM**

The undersigned is directed to state that the Ministry of External Affairs hereby invites applications from male Muslim officers (Government employees only) for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia, as Coordinators, Assistant Haj Officer and Haj Assistant for Haj-2011. 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.
5. The selected candidates should apply for official passports to their concerned Regional Passport Office (RPO's). Details of RPO's are available on www.meaindia.nic.in
6. The details can be accessed on Ministry of External Affairs Website, www.meaindia.nic.in, under the head "In Focus" followed by "Haj".
7. The selection of deputationists will be done on the basis of their qualification, experience, knowledge of regional languages, experience in public relations, etc. Ministry's decision on selection of suitable candidates shall be final.
8. Applications, duly forwarded by the competent authority, may be sent at following address: Administrative Officer, Haj Cell, Ministry of External Affairs, Panch Mahal, Akbar Bhavan, Chanakyapuri, New Delhi-110021. (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 31st March, 2011. Applications received after the due date will not be considered.



(Vivek Jeph)
Under Secretary to the Government of India
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Fax (011) 26872203
E-mail: dirhaj@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/PC/PD/PF Sections, MEA, New Delhi.
4. P&AO, CCOA, MEA, New Delhi

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