

ANNEXURE "B"
Administrative Personnel
ONLY THROUGH PROPER CHANNEL

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

Prescribed Application Form for Temporary Deputation to Saudi Arabia as Administrative personnel for Haj - 2007 applications accompanied with the enclosed certificate duly signed should be sent through proper channel. Applications sent directly or without the certificate from the Cadre Controlling Authority will be summarily rejected. Application should be typed or handwritten in Block letters.

**Affix your
latest
photograph**

1. Name.....
2. Father's name
3. Designation & Official Address (including last five years)
.....
.....
4. Gazetted/NonGazettedTemp/Permanent
5. Date of Birth.....Age as on 1.1.2008
6. Pay scale & present basic pay
7. Date of joining in Govt. Service.....
8. Educational Qualifications.....
9. Details of all previous deputations to CGI, Jeddah as AHO/HA
(i)(ii).....(iii).....
10. Knowledge of Accounts.....
11. Proficiency in Data Entry & Computer Programming.....
12. Mother tongue
13. Knowledge of regional languages.....
14. Knowledge of Arabic.....
15. Experience related to Haj

16. Present /Mailing address.....
.....
17. Telephone No (with STD code)
off).....(Res).....e-mail.....
Fax Mobile
18. Permanent address.....
19. Name of nearest Passport Office.....
20. Any other
information.....

- a. 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).
- b. I also certify that I do not suffer from any heart ailment, hypertension, diabetes and asthma.
- c. I undertake that I shall not accept any remuneration from pilgrims for the service rendered to them.
- d. 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. 5, 8 & 9 is found incorrect.
- iv) Necessary entries regarding deputation should be made in the Service Book of the concerned official.

(Enclosure to Annexure 'B')

CERTIFICATE TO BE FURNISHED BY THE CADRE CONTROLLING AUTHORITY

_____ Certified that as per entries made in the Service Book of Shri
_____ His Date of Birth is _____. His designation is _____
_____ He is **Permanent Gazetted/ Non Gazetted** officer in the pay
scale of Rs. _____ and has been on deputation to Saudi
Arabia **Never / Once / Twice / Thrice/ More than thrice.**

Signature _____

Name & Designation _____
With Seal.

(The Controlling authority signing the above certificate shall be held responsible if the above information is found incorrect.)