

HAJ COMMITTEE OF INDIA

(Constituted under the Act of Parliament No.35 of 2002)

Ref.No.HC-01/05/2013/206

Date:- 04/12/2013

Situation Vacant for the post of Deputy Chief Executive Officer (Accounts).

Applications are invited for the post of Deputy Chief Executive Officer (Accounts) in pay scale Rs.15,600-39,100 + 6,600 (GP) from Muslim Officers working in administrative capacity in pay scale Rs.15,000-39,100 + 5,400 (G.P.) or above in Central / State Governments, age 40-55 years, for posting on deputation. The essential qualifications for the post are B.Com. / M.Com. or equivalent with atleast 10 years relevant experience in responsible capacity, knowledge of Accounts, Computer Operation, English, Urdu and Hindi. Applications should reach the office of the undersigned by **15.01.2014** through proper channel with ACRs of last 5 years. Other information is available on Haj Committee of India website www.hajcommittee.com



(Ataur Rahman) 4.12.13

Chief Executive Officer,
Haj Committee of India,
Haj House, 7-A,
M.R.A. Marg, (Palton Road),
Mumbai - 400 001.

Haj Committee of India
(Constituted Under the Act of Parliament No.32 of 2002)

Haj House,
7-A, M.R.A. Marg,
(Palton Road),
Mumbai - 400 001.

Ref.No.HC-01/05/2013/207

Date:- 04/12/2013

OFFICE MEMORANDUM

**Sub: Appointment of Deputy Chief Executive Officer (Accounts),
Haj Committee of India, Mumbai.**

1. Haj Committee of India, Mumbai, is a statutory body under the Administrative Control of Ministry of External Affairs. Its office is located in Mumbai.
2. One post of Deputy Chief Executive Officer(Accounts) in the Haj Committee of India, Mumbai, in pay scale Rs.15,600-39,100 + 6,600 (GP) is vacant.
3. Haj Committee of India, Mumbai, invites applications from Muslim Officers of Central / State Governments working in administrative capacity in pay scale Rs.15,000-39,100 + 5,400 (G.P.) or above to fill up this post. Applications should be submitted through proper channel. Applications received directly will not be entertained.
4. The post is to be filled up on deputation for three years initially.
5. The eligibility criteria for the post are as under:-

I) QUALIFICATIONS:-

A) EDUCATIONAL:-

- i) B. Com/ M.Com or equivalent from any recognized University.
- ii) Knowledge of English, Urdu and Hindi languages.

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B) EXPERIENCE :-

- i) Minimum 10 years' relevant experience.
- ii) Knowledge of computer operations.

II) AGE:-

The applicant should be between 40-55 years as on 01.01.2014. Relaxation in age may be considered in deserving cases.

III) SCALE OF PAY :-

The selected officer will be entitled to draw deputation allowance if the officer is drawing the same Grade Pay in his parent cadre. Otherwise higher Grade Pay will be admissible without deputation allowance. Other allowances shall be as admissible to Central Government Officers of equivalent rank stationed in Mumbai.

IV) JOB DESCRIPTION :-

To assist the Chief Executive Officer, who functions as Ex-Officio Secretary to the Committee, in the following areas:-

- i) Maintaining the accounts of the Committee.
- ii) Handling and supervising financial transactions.
- iii) Ensuring proper internal controls.
- iv) Estimation of Annual Budget.
- v) Coordination with Banks, Insurance Companies, the Ministry, State Haj Committees, Consulate General of India, Jeddah and other agencies in matters relating to accounts/finance.
- vi) Any other work assigned by the Chief Executive Officer, time to time.

V) GENERAL GUIDELINES :-

- i) The applications of suitable candidates may be forwarded by the Cadre Controlling Authority along with character rolls for the last five years latest by **15.01.2014** to following address:-

**The Chief Executive Officer,
Haj Committee of India,
Haj House, 7-A,
M.R.A. Marg, (Palton Road),
Mumbai-400 001.**

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- ii) The envelope should be superscripted in bold letters as follows:-
"APPLICATION FOR THE POST OF DEPUTY CHIEF EXECUTIVE OFFICER (ACCOUNTS), HAJ COMMITTEE OF INDIA, MUMBAI".
- iii) A certificate may be furnished about the integrity of the officer by the Cadre Controlling Authority.
- iv) Qualifications and experience may be certified by the Cadre Controlling Authority.
- v) Ministry of External Affairs / Haj Committee of India reserve the right to select any candidate.



4.12.13

(Ataur Rahman)
Chief Executive Officer,
Haj Committee of India,
Haj House,
7-A, M.R.A. Marg,
(Palton Road),
Mumbai-400 001.

HAJ COMMITTEE OF INDIA

(Constituted Under the Act of Parliament No.32 of 2002)

Haj House, 7-A, M.R.A. Marg,
(Palton Road), Mumbai - 400 001.

**Application for the post of Deputy Chief Executive Officer
(Accounts), Haj Committee of India, Mumbai on deputation basis**

(To be submitted through proper channel only)

Passport
Size
Photograph

1. Name of the Candidate _____
2. Father's Name _____
3. Date of Birth _____
4. Age as on 1.1.2014 _____
5. Designation
(Present post held & official address) _____

6. Date of joining Govt. Service _____
7. Present Pay Scale _____
8. Present Grade Pay _____
9. Educational Qualifications _____
10. Experience in Accounts /
Finance matters _____
11. Languages Known _____
12. Mother tongue _____

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13. Permanent address _____

14. Address for correspondence _____

15. Contact Particulars Office Tel. _____
 Residence Tel. _____
 Mobile No. _____
 E-mail address _____
16. Any other particulars relevant to this application _____

17. I hereby certify that the information given above is complete and true to the best of my knowledge and belief.

Date _____

Place _____

(Signature of the Applicant)

Remarks / Recommendation of the forwarding authority:

Certified that the entries made in the above application have been verified from the service records of the officer. Certified that the candidate shall be relieved immediately, in case he is selected for the deputation to Haj Committee of India, Mumbai.

Signature _____
(Designation/Seal of the forwarding authority)

- Encl: 1. Character rolls for the last five years,
2. Integrity Certificate.

Caution: Any information suppressed or falsely given will render the applicant liable to disciplinary action besides summary rejection of his application.