

Applications are invited from the candidates, professing Islamic faith, for the post of Fresh Seasonal Group "C" & Group "D" employee for engagement during peak Haj Season-2013

APPLICATION FORM

**Affix
attested
recent
Passport
Size Photo**

1. Post applied for: _____
{Seasonal Clerk (Computer Operator)/Seasonal Peon/Seasonal Sweeper}

2. Applicant Name: (Surname first) (IN ENGLISH CAPITAL LETTERS)
(LEAVE ONE SQUARE BLANK BETWEEN ANY TWO PARTS OF NAME)

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3. Father's Name:

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4. Address for correspondence: (IN ENGLISH CAPITAL LETTERS)

5. Contact No. (M) _____ (R) _____

6. Date of Birth: _____ 7. Age: _____ (Proof of age should be attached)

7. Educational Qualifications: (Attested copies of testimonials should be attached)

Exam Passed (SSC, HSC, Degree & onwards)	College/Institute/University	Year of Passing	% of Marks	Division / Grade

**9. Additional Qualification: (Computers knowledge)
(Attested copies of testimonials should be attached)**

Exam Passed	College/Institute/University	Year of Passing	% of Marks

**10. Work Experience (if any): _____
_____**

11. Have you worked in this office earlier? (If yes, give details and period of employment)

Haj Season	Period of Service		Nature of Work	Remarks
	From	To		

12. Languages known: _____

I declare that all the above information and particulars are correct and I will stand disqualified if any information is found to be incorrect at any stage.

Kindly consider me for engagement of the above-mentioned post in the office of Haj Committee of India during Haj Season 1434 (H) – 2013. I fully understand that engagement on seasonal basis does not confer on me any right to claim permanent appointment in Haj Committee of India.

Date: _____

Place: _____

Signature of Applicant

Note: Terms & Conditions over-leaf & Written Test for Fresh Seasonal to be held on 22nd April, 2013 (Monday) at Haj House, Mumbai-400 001.

TERMS & CONDITIONS

1. Candidates applying for any posts should ensure that he fulfills the eligibility criteria. The selection process will be **PURELY TEMPORARY**. The eligibility conditions shall be verified with reference to original documents only. This is time gap arrangements for Haj Season – 2013.
2. The Monthly Salary will be calculated on daily wages basis.
3. The candidates will have to appear for Written Test to be held on **22nd April, 2013 (Monday) at Haj House, 7-A, M.R.A. Marg, (Palton Road), Mumbai-400 001 at 10:00 a.m. sharp**. The list of selected aspirants will be prepared on the basis of his performance in Written Test. The list of selected candidates will be displayed on notice board.
4. Prescribed Qualification are minimum and mere possession of the same does not entitle the candidate to be called for Interview. The candidates will be short-listed commensurate with the number of requirement.
5. The candidates ensure that he fulfills the eligibility criteria regarding education qualification and age etc. & the particulars furnished in the application form are correct in all respect.
6. If any false / incorrect information furnished by the candidates is detected at any stage of selection process, his candidates are will not be considered.
7. If the candidate knowingly or willfully furnishes incorrect / false particulars or suppresses material information, he will be disqualified and if appointed, shall be liable for dismissal from the Haj Committee of India's services without any notice or assigning any reasons whatsoever.
8. The decision of the HCOI in all matters relating to selection shall be final.
9. The selection in HCOI is done strictly as per merit in a systematic way giving weight-age to Written Test.
10. Any request for change of address and enclosing supporting documents later on will not be entertained.
11. The medium of Written Test will be held in **English & Urdu**.
12. Applications duly filled in with attested copies of certificates in support of age, qualifications and experience to be submitted by or before **30th March, 2013**. Applications received after due date (for whatsoever reason) shall not be entertained.
13. Completion age of 28 Years candidates shall not be called for Written Test.
14. Candidate involved in any criminal or legal cases pending in the Court of Law need not apply.

Date: _____

Signature of Applicant

HAJ COMMITTEE OF INDIA

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

Applications are invited from the candidates, professing Islamic faith, for the post of Seasonal Group “C” & Group “D” employee for engagement during peak Haj Season-2013

CRITERIA FOR ENGAGEMENT OF SEASONAL EMPLOYEES IN THE ESTABLISHMENT OF HAJ COMMITTEE OF INDIA DURING HAJ SEASONS-2013.

- (A) i) (a) For recruitment in Seasonal Group “C” category, minimum qualification is enhanced to Graduate or equivalent with knowledge of Computer (MS word, MS Excel & Photoshop), Hindi, English in the age group of 21-28 years (for fresh faces). If not available, lower qualification may be considered and age may be relaxed upto 5 years with the approval of Chief Executive Officer.
- (b) Old Seasonal Group “C” should continue but will be asked to acquire knowledge of Computer within One year failing which their engagement will be discontinued till they acquire knowledge of Computer and the next Seasonal employees having knowledge of Computer will be considered.
- ii) (a) For recruitment in Seasonal Group “D” category, minimum qualification has been enhanced to S.S.C. from Class VIII STD with knowledge of Hindi, English in the age group of 21-28 years (for fresh faces) which may be relaxed upto 5 years with approval of Chief Executive Officer.
- (b) For recruitment in Seasonal Group “D” (Sweeper) minimum qualification is Class VIII STD with sound health and ability of Hard working including Sweeping.
- (c) Old Seasonal Group “D” should continue but they will be asked to enhance their educational qualification to S.S.C. or equivalent for their absorption against future vacancies in the organization.
- (d) No stress would be put on Seasonal Sweepers for acquiring higher qualification.
- (B) For screening of fresh Seasonal Group “C” and Group “D” a Committee of three Senior Officials including one Gazette Officer should be nominated who will test their ability to work on computer (for Group “C” only) after getting prescribed marks in the written examination.
- (C) i) Seniority of a Seasonal be assigned as per rule applicable to the Seasonal employee.
- ii) (a) Old Seasonal Group “D” with Degree in any discipline & adequate knowledge of Computer may make application for appointment in Group “C” category. There shall be no bar of age for them.
- (b) Seniority of their Seasonals will be assigned as per rule.

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- (C) To strengthen the system about properly maintaining the Seniority of the Seasonal Staff, it is necessary to implement the following:-
- i) Live Seasonal Register for Group "C" and Group "D" separately may be maintained reflecting Name, Father's Name, Date of Birth, Qualification, Marks of identification, Date of engagement in the category, signature of candidate, signature of recruiting authority.
 - ii) A register may also be maintained reflecting year wise man-days of the concerned employee duly signed by Competent Authority.
 - iii) Hence forth Unauthorized absence for more than 48 hours without information to the cadre controlling authority should be treated as break in the Seasonal period of service and no consideration will be made without valid reason.
 - iv) Seasonal Service Card may be issued reflecting Name, Father's Name, Date of Birth, Date of engagement, Residential Address, Blood Group, Recent (2) Photographs Signature of the candidate and signature of the issuing authority with Designation.
- (D) i) Present system of absorption of Seasonal Clerks into in the permanent cadre of LDC of Haj Committee of India is being discontinued.
- ii) New Set of rules will be issued in due course for this purpose.

Submitted for order please.

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