

HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of External Affairs)

Ref.No: HC-02/350/2014

Dated: 27.09.2014

Situation Vacant for the post of Director, Civil Services, Coaching & Guidance Cell

Applications are invited for the post of Director, Civil Services, Coaching & Guidance Cell, Haj Committee of India. Preference will be given to retired persons having experience of working in senior grades of administrative services or retired senior grade officer having administrative experience or university professors having experience in the field of administration. Applicants must have basic knowledge of Islamic shariyat/culture and should be observing Islamic values and norms.

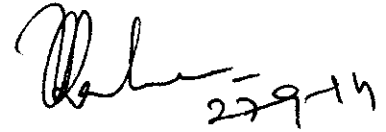
Application Format and further T&C are on the website www.hajcommittee.com. All the applications should be addressed to the Chief Executive Officer so as to reach the office of Haj Committee of India, Haj House, 7-A, M.R.A. Marg (Palton Road), Mumbai-400001 with full Bio-Data & Testimonials on or before 14th November, 2014.


(Ataur Rahman) 27-9-14
Chief Executive Officer.

TERMS AND CONDITIONS FOR APPOINTMENT OF
DIRECTOR, COACHING & GUIDANCE CELL IN
Haj COMMITTEE OF INDIA, Haj HOUSE, MUMBAI-400001.

1. The appointment of Director shall be purely on contractual basis, on consolidated monthly remuneration of Rs.30,000/- per month. No other allowance such as dearness allowance, residential telephone, transport facility, residential accommodation, personal staff, CGHS, medical reimbursement, leave travel, provident fund, gratuity etc. is admissible.
2. Retired persons with relevant experience of teaching/coaching/serving at senior level of Government will be preferred for selection.
3. The appointment shall be on full-time basis and the incumbent would not be permitted to take up any other assignment during the period of engagement.
4. The appointment will be for a period of two (2) years only, which can be extended for further one year.
5. The appointment is of a temporary nature and can be terminated at any time without assigning any reason.
6. The appointee shall be eligible for 8 days leave in a calendar year on pro-rata basis. No remuneration will be payable for any period of absence beyond 8 days in a year. Also unavailed leave in a calendar year cannot be carried forward to next calendar year.
7. Haj Committee of India will be free to terminate the services in case of absence of more than 15 days beyond the entitled leave in a calendar year.
8. Scope of work:-
 - Trainees' selection/conducting tests, lectures etc.,
 - To provide assistance, guidance, training and coaching to students for IAS Prelim & Main examination and other allied competitive Civil Services Examinations conducted by the Union/State Public Service Commission and also develop in them the necessary, personal qualities and attitudes.
 - Promote and assist the development of library facilities, study material, computer/internet facilities etc.
 - To muster technical and knowhow supports for conduct of coaching and lectures by professional faculties.
 - Supervise and monitor activities of students staying in Haj House premises.
 - Any other work/activity related to Haj Committee of India, assigned by competent authority.

9. No TA/DA shall be admissible for joining the assignment or on its completion.
10. The Director shall not claim any benefit / compensation/ absorption/ regularization of service with this office.
11. Accommodation will be provided in Haj House and the Director will have to reside on campus. Prior permission may be obtained before leaving the headquarter.
12. The Director will have to attend office six (6) days in a week from Monday to Saturday. However, in exigencies of work, he can even be asked to work on Sunday and other gazetted holidays.
13. The Director shall not publish any article or statement, deliver any lecture or make any communication to the press that concerns the Committee.



(Ataur Rahman)
Chief Executive Officer,
Haj Committee of India,
Haj House, Mumbai-400001.

PROFORMA**APPLICATION FOR APPOINTMENT AS DIRECTOR
(COACHING & GUIDANCE CELL) ON CONTRACT BASIS
IN THE HAJ COMMITTEE OF INDIA**Recent Passport
size photograph to
be pasted here.

1.	Name				
2.	Post applied for				
3.	Father's Name				
4.	Date of Birth & Nationality				
5.	Contact Number (Mobile)				
6.	E-mail address				
7.	Permanent Residential Address				
8.	Present Residential Address				
9.	Educational Qualifications				
10.	Date of entry into service (including service & batch)				
11.	Date of Retirement				
12.	Office address at the time of retirement				
13.	Phone & Fax Number with STD Code				
14.	Position held since entry into service				
	Designation & place of posting	Scale of pay	From	To	Nature of work performed

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Date:

Signature of the candidate.