

HAJ COMMITTEE OF INDIA

(Statutory body of the Ministry of External Affairs)

Applications are invited from candidates, professing Islamic faith, for engagement in Group "C" & Group "D" categories of staff on Seasonal basis during Haj Season-2014

CRITERIA FOR ENGAGEMENT OF SEASONAL EMPLOYEES IN THE ESTABLISHMENT OF HAJ COMMITTEE OF INDIA DURING HAJ SEASON - 2014.

- (A) i) (a) For recruitment in Seasonal Group "C" category, minimum qualification is Graduate or equivalent with knowledge of Computer (MS word, MS Excel & Photoshop), Hindi and English, in the age group of 21-28 years (for fresh candidates). If sufficient number of candidates with prescribed qualification are not available, lower qualification may be considered and age may be relaxed upto 5 years.
- (b) Candidates who have worked as Seasonal Group "C" earlier with lower qualification will be allowed to continue but they must have knowledge of Computer.
- ii) (a) For recruitment in Seasonal Group "D" category, minimum qualification is S.S.C. with knowledge of Hindi and English, in the age group of 21-28 years (for fresh candidates) which may be relaxed upto 5 years, if sufficient number of candidates are not available .
- (b) For recruitment in Seasonal Group "D" (Sweeper) minimum qualification is Class VIII STD with sound health and ability of manual working including Sweeping.
- (B) For screening of fresh Seasonal Group "C" and Group "D" a Committee shall 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 seasonal staff shall be assigned as per policy.
- 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) For seniority of such seasonal Group "C", however, their service as Seasonal Group "D" will not be taken into account.
- (D) The following instructions may be noted by Seasonal Staff :-
- i) Live Seasonal Register for Group "C" and Group "D" is separately maintained reflecting Name, Father's Name, Date of Birth, Qualification, Mark of identification, Date of engagement in the category, Signature of candidate, Signature of recruiting authority.
- ii) A register is maintained reflecting year-wise man-days of the concerned employee duly signed by Competent Authority.
- iii) Unauthorized absence for more than 48 hours without information to the Deputy Chief Executive Officer (Admin) shall be treated as break in the seasonal period of service, unless there is valid reason acceptable to administration.
- iv) Seasonal Identity Card will be issued reflecting Name, Father's Name, Date of Birth, Date of engagement, Residential Address, Blood Group, Recent Photograph of the candidate and signature of the issuing authority with Designation.

Note:- ***Candidates Selected for engagement as Seasonal employee for Haj Season-2014 (old and fresh candidates) shall have to positively submit Police Clearance Certificate within 15 days after joining the duty as seasonal employees, otherwise they would be liable to be discontinued from services without any further intimation.***

Sd/-
Chief Executive Officer,
Haj Committee of India,
Haj House, 7-A, M.R.A. Marg,
(Palton Road),
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 – 2014.
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 **17th April, 2014 (Thursday) 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, 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**.
12. Applications duly filled in with attested copies of certificates in support of age, qualifications and experience to be submitted by or before **29th March, 2014**. Applications received after due date (for whatsoever reason) shall not be entertained.
13. Completion age of 28 Years candidates will 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