

# HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of External Affairs)

Bait-ul-Hujjaj (Haj House), 7-A, M.R.A.Marg (Palton Road), Mumbai-400001.

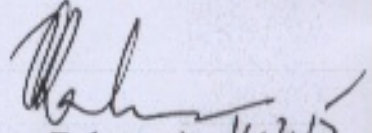
Ref.No.HC-02/09/2015

Dated: 16<sup>th</sup> March, 2015.

## **Situation Vacant for the post of Private Secretary**

Applications are invited for the post of Private Secretary in pay scale Rs.9300-34800 + 4200 (GP) from Muslim officials working in similar capacity in Central/State Governments for posting on deputation for 3 years. However, the Grade Pay of the candidate selected can continue, if he is already drawing Grade Pay of more than Rs.4200/-. Applicants must be Graduate, must have passed Shorthand & Typewriting examination at speed of 100 & 50 WPM respectively, have minimum 5 years' experience as Personal Assistant and knowledge of English, Urdu and Hindi. Applications should reach the office of the undersigned by 17.04.2015 through proper channel. For detailed information and application form logon to [www.hajcommittee.com](http://www.hajcommittee.com).

*(Those candidates who had applied against the advertisement for this post published on 18.02.2015 need not apply again).*

  
(Ataur Rahman) 16.3.15  
Chief Executive Officer.

# HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of External Affairs)

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

Ref.No.HC-02/09/2015

Dated: 16<sup>th</sup> March, 2015.

## OFFICE MEMORANDUM

### **Sub: Appointment of Private Secretary, Haj Committee of India, Mumbai.**

1. Haj Committee of India, Mumbai, is a statutory body of Ministry of External Affairs. Its office is located in Mumbai.
2. One post of Private Secretary in the Haj Committee of India, Mumbai, in pay scale of Rs.9300-34800 + 4200 (GP) is to be filled on deputation basis for three years. However, the candidate already drawing Grade Pay of more than Rs.4200/- shall be entitled to continue higher Grade Pay.
3. Haj Committee of India, Mumbai, invites applications from suitable Indian Muslim officials of Central/State Governments holding an analogous post on regular basis.
4. Applications should be submitted through proper channel only. Applications received directly or after closing date will not be entertained and shall be summarily rejected.
5. The eligibility criteria for the post are as under:-

#### **I. QUALIFICATIONS:-**

##### **A) EDUCATIONAL:-**

- i) A Bachelor's degree or equivalent from any recognized University.
- ii) Must have passed Shorthand & Typewriting examination at the speed of 100 & 50 WPM respectively.
- iii) Knowledge of English, Urdu and Hindi languages.

**B) EXPERIENCE:** Minimum 5 years' experience as Personal Assistant in Government/semi-Government/Private organization.

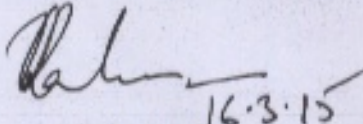
**C) DESIRABLE:** Knowledge of Arabic and Islamic history/culture.

**II. AGE:** The applicant should not be older than 55 years as on 01.03.2015.

**III. SCALE OF PAY:** The selected candidate shall be entitled to draw deputation allowance as per rules applicable. Other allowances shall be as admissible to Central Government officials of equivalent rank stationed at Mumbai.

**IV. GENERAL GUIDELINES :-**

- i) The applications of suitable candidates may be forwarded by the Cadre Controlling Authority along with complete ACR dossiers' / ACRs for the last five years, latest by 17.04.2015 to following address:-
- The Chief Executive Officer,  
Haj Committee of India,  
Haj House, 7-A (Palton Road),  
M.R.A. Marg,  
Mumbai-400 001.***
- ii) The envelope should be superscripted in bold letters as follows:-  
**"APPLICATION FOR THE POST OF PRIVATE SECRETARY, HAJ COMMITTEE OF INDIA, MUMBAI".**
- iii) A certificate is to be given about the Integrity of the applicant by the Cadre Controlling Authority, recommending for appointment on deputation alongwith vigilance clearance duly signed by an Officer of appropriate status.
- 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.
- vi) No correspondence will be entertained from the candidates for selection/interview/appointment. Canvassing in any form will disqualify a candidate.

  
16.3.15  
(Ataur Rahman)  
Chief Executive Officer,  
Haj Committee of India,  
Haj House, 7-A (Palton Road),  
M.R.A. Marg, Mumbai-400001.

# HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of External Affairs)

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

## **Application for the post of Private Secretary, Haj Committee of India, Mumbai on deputation basis**

(To be submitted through proper channel only)

Passport Size Photograph
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1. Name in full (in block letters) \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Gender: Male/Female
5. Designation  
(Present post held & official address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Date of joining Govt. Service \_\_\_\_\_ Date of Retirement \_\_\_\_\_
7. Present Pay Scale with Grade Pay \_\_\_\_\_
8. Educational and other Qualifications \_\_\_\_\_

9. Languages Known

Sr.No.	Language	Read	Write	Speak

10. Permanent address \_\_\_\_\_  
\_\_\_\_\_

11. Address for correspondence  
with contact details \_\_\_\_\_  
\_\_\_\_\_

12. Experience \_\_\_\_\_  
\_\_\_\_\_

I have carefully gone through the advertisement and do hereby declare that all the information given above is complete and true to the best of my knowledge and belief. I also declare that there is no disciplinary proceeding either contemplated or pending against me.

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 Official. Certified that the candidate has completed the mandatory cooling off period from his last deputation and he shall be relieved immediately, in case he is selected for deputation for above post.

Signature \_\_\_\_\_  
(Designation/Seal of the forwarding authority)

- Encl: 1. ACR dossiers' 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.