



14. Languages known: \_\_\_\_\_

15. Work Experience (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Have you worked in this office earlier? Yes / No  
(If yes, give details and period of employment)

Haj Season	Period of Service		Nature of Work / Section in which worked	Remarks
	From	To		

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 on the above-mentioned post in the office of Haj Committee of India during Haj Season 1437 (H) – 2016. I fully understand that I will be engaged as per requirement as and when it arises and further 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**

## TERMS & CONDITIONS

1. Candidate applying for any post should ensure that he fulfills the eligibility criteria. The eligibility conditions shall be verified with reference to original documents only. This is time gap arrangements for the additional work of Haj Season – 2016. The selection and engagement of candidate will be **PURELY ON TEMPORARY BASIS** and does not confer any right to claim permanent appointment in HCOI. HCOI will have every right to terminate from the job, without assigning any reason.
2. Application Form duly filled in, alongwith attested copies of educational qualification, date of birth and experience to be submitted by or before **1<sup>st</sup> March, 2016**. Applications received after due date (for whatsoever reason) shall not be entertained.
3. Candidates applying for the post of Seasonal Clerk should be between the age of 21 to 28 years only. Applications of candidates less than 21 years or above 28 years (upto 01.03.2016) will not be entertained.

Whereas, candidates applying for the post of Seasonal – Peon/Sweeper/Driver should be between the age of 18 to 28 years only. Applications of candidates less than 18 years or above 28 years (upto 01.03.2016) will not be entertained.

4. Prescribed Qualification are minimum and mere possession of the same does not entitle the candidate for selection.
5. The candidates will have to appear for Written Test / Skill Test **at Haj House, 7-A, M.R.A. Marg, (Palton Road), Mumbai-400 001**. Date and Timing will be notified on the website. The merit list will be prepared on the basis of performance in Written Test / Skill Test. The list of selected candidates will be displayed on notice board. The candidates will be short-listed commensurate with the number of posts actually required.
6. No TA/DA/Accommodation etc. will be paid by HCOI for attending the Written / Skill Test.
7. The monthly salary will be calculated on daily wages basis.
8. The candidate should ensure that he fulfills the eligibility criteria regarding educational qualification and age etc. and the particulars furnished in the application form are correct in all respect. If any false/incorrect information is furnished by the candidate or material information is suppressed, he will be disqualified/rejected and if detected after appointment, shall be liable for dismissal from the HCOI's services without any notice or assigning any reasons whatsoever. The candidate's seniority will also be ceased from the seniority-list.
9. The decision of the HCOI in all matters relating to selection shall be final.
10. Any request for change of address and enclosing supporting documents later on will not be entertained.
11. Candidate involved in any criminal or legal cases pending in any Court of Law need not apply.
12. Candidates who have worked during previous Haj Season but did not submit their Police Clearance Certificate (PCC), shall have to submit their PCC alongwith Application Form. Fresh candidates should submit their PCC within 15 days of appointment as seasonal employee.
13. In case, found guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, misbehavior with senior's, absence from duty without prior permission of the competent authority, the services of such candidate shall be terminated without notice and shall also be prosecuted under the Law.

### UNDERTAKING BY THE APPLICANT

I, \_\_\_\_\_ do hereby declare that I have read the overleaf criteria for engagement of seasonal employee for Haj Season 2016 and shall abide by the terms and conditions mentioned above.

Date: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

# HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of External Affairs)

## CRITERIA FOR ENGAGEMENT OF SEASONAL EMPLOYEES IN THE ESTABLISHMENT OF HAJ COMMITTEE OF INDIA DURING HAJ SEASON - 2016.

- I. For recruitment in Seasonal Clerk :-
  - (a)
    - i) Essential Qualification: Minimum Graduation or equivalent from any recognized university, with computer knowledge (MS Word, Excel, Photoshop, CorelDraw, Tally etc.)
    - ii) Age : 21 to 28 years. Relaxation for candidates worked during previous Haj Season.
    - iii) Knowledge of English, Hindi and Urdu languages.
  - (b) Candidates who have worked as Seasonal Clerk earlier with lower qualification will be allowed to apply, but they must have knowledge of Computer.
- II. For recruitment in Seasonal Peon :-
  - i) Essential Qualification: Minimum SSC or equivalent.
  - ii) Age : 18 to 28 years. Relaxation for candidates worked during previous Haj Season.
  - iii) Knowledge of English, Hindi and Urdu languages.
- III. For recruitment in Seasonal Sweeper :-
  - i) Essential Qualification: Minimum VIII passed.
  - ii) Age : 18 to 28 years. Relaxation for candidates worked during previous Haj Season.
  - iii) Should be of sound health and ability of manual working including sweeping.
- IV. For recruitment in Seasonal Driver :-
  - i) Essential Qualification: Minimum SSC or equivalent.
  - ii) Age : 18 to 28 years. Relaxation for candidates worked during previous Haj Season.
  - iii) Knowledge of English, Hindi and Urdu languages.
- V. For screening of fresh Seasonal Clerks, a Committee shall be nominated who will test their ability to work on computer after getting prescribed marks in the written examination.
- VI. Old Seasonal Peon/Sweeper with Bachelor's Degree in any discipline and adequate knowledge of Computer may make application for appointment in Seasonal Clerk. There shall be no age bar for them. However, for seniority in Seasonal Clerk their previous man-days of Seasonal Peon/Sweeper will not be taken into account.
- VII. 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.
- VIII. Candidates appointed shall record their attendance through Biometric Thumb Impression Machine. Reporting late on 3 days' in a month will subject to deduction of one day wages.
- IX. Appointment will not be made of those candidates who have worked during previous Haj Season but did not submit Police Clearance Certificate (PCC).
- X. Fresh candidate selected for engagement as Seasonal employee for Haj Season-2016 shall have to positively submit Police Clearance Certificate (PCC), within 15 days after joining the duty as seasonal employee otherwise they would be liable to be discontinued from services without any further intimation.
- XI. Candidates selected will be posted in Mumbai. But if the HCOI feels need in Liaison Office at New Delhi or any Embarkation Points in India, shall be liable to be posted / transferred anywhere to serve its need at the sole discretion of the Committee.
- XII. Candidate shall require abiding by Committee's rules and regulations which are subjected to amendment from time to time.

Sd/-

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