

# HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of External Affairs)

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

## **Re-advertisement for the post of Deputy Chief Executive Officer (Operation)**

Applications are invited for the post of Deputy Chief Executive Officer (Operation) in pay scale Rs.15600-39100 (PB3) + 6600 (GP) from Muslim Officers working in administrative capacity in pay scale of Rs.15600-39100 + 5400 (GP) or above in Central/State Governments, age 40-55 years, for posting on deputation. The qualifications and experience required for the post are given in the notice for recruitment of Deputy Chief Executive Officer (Operation) in Haj Committee of India, Mumbai, available on website <http://hajcommittee.gov.in>. Applications must reach the office of the undersigned by 20.05.2016 through proper channel only with all required documents.

Note: This vacancy is being readvertised due to insufficient response to earlier advertisements dated 13.02.2016/31.03.2016. Candidates who had applied against the said advertisements need not apply again.

  
**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-02/21/2016

Dated: 22.04.2016

## **NOTICE FOR RECRUITMENT OF DEPUTY CHIEF EXECUTIVE OFFICER (OPERATION) IN 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 Deputy Chief Executive Officer (Operation) in the Haj Committee of India, Mumbai, in pay scale of Rs.15600-39100 (PB3) + 6600 (GP) is to be filled on deputation basis.
3. Haj Committee of India, Mumbai, invites applications from suitable Indian Muslim Officers of Central/State Governments holding an analogous post on regular basis or with 5 years' administrative service/experience in pay scale of Rs.15600-39100 + 5400 (GP) or above. Applications should be submitted through proper channel only. Applications received directly or after closing date will not be entertained and shall be summarily rejected.
4. The post is to be filled up on deputation for three years.
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) Knowledge of English, Urdu and Hindi languages.
    - B) **EXPERIENCE:-**
      - i) Minimum 10 years' relevant experience of administration and public relations.
      - ii) Knowledge of Government rules and regulations, legal & RTI matters.
      - iii) Knowledge of computer operations.
    - C) **DESIRABLE:-**
      - i) Knowledge of other Indian languages and Arabic.
      - ii) Knowledge of Haj and Ziarat to Muslim holy places in India and abroad.

**II. AGE:-**

The applicant should be between 40-55 years as on 01.03.2016. Relaxation in age may be considered in deserving cases.

**III. SCALE OF PAY :-**

The selected Officer shall be entitled to draw deputation allowance if the officer is drawing the same Grade Pay in his parent cadre. Otherwise, higher Grade Pay will be admissible without deputation allowance. Other allowances shall be as admissible to Central Government Officers of equivalent rank stationed at Mumbai.

**IV. JOB DESCRIPTION :-**

To assist and provide general administrative support to the Chief Executive Officer, who also functions as Ex-Officio Secretary to the Committee, in the following areas :-

- i) Execution of the decisions of the Committee and implementation of its directions in the day-to-day performance of his duties;
- ii) Meetings of the Haj Committee of India;
- iii) Making logistics & supporting arrangements for Haj pilgrims from India to Saudi Arabia;
- iv) Coordination with agencies like the Ministries, State Haj Committees, Airlines, Airports Authority of India, Customs, Immigration, Consulate General of India, Royal Embassy/Consulate General of Saudi Arabia in Delhi/Mumbai, Non-Governmental Organizations for various purposes;
- v) Any other work assigned by the Chief Executive Officer from time to time.

**V. 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 20.05.2016 to following address:-

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

- ii) The envelope should be superscripted in bold letters as follows:-

**"APPLICATION FOR THE POST OF DEPUTY CHIEF EXECUTIVE OFFICER (OPERATION), HAJ COMMITTEE OF INDIA, MUMBAI".**

- iii) A certificate about the Integrity of the Officer is to be submitted by the Cadre Controlling Authority, recommending for appointment on deputation alongwith vigilance clearance in respect of applicant duly signed by authorised Officer.
- iv) Qualifications and experience submitted are to 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.

(Ataur Rahman)  
Chief Executive Officer,  
Haj Committee of India,  
Haj House, 7-A, M.R.A. Marg  
(Palton Road), 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 Deputy Chief Executive Officer (Operation), Haj Committee of India, Mumbai on deputation basis**

(To be submitted through proper channel only)

Passport  
Size  
Photograph

1. Name in full (in block letters) \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_ Gender: Male/Female
4. Age as on 01.03.2016 \_\_\_\_\_
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 Qualifications \_\_\_\_\_
9. Experience \_\_\_\_\_
10. Previous employment details:-

Sr. No.	Name and address of Employer	Post/designation held	From	To	Scale of Pay with Grade Pay	Nature of duties (in detail)

11. Languages Known

Sr.No.	Language	Read	Write	Speak

12. Mother tongue \_\_\_\_\_
13. Permanent address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Address for correspondence \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. Contact Particulars      Office Tel. \_\_\_\_\_  
   Residence Tel. \_\_\_\_\_  
   Mobile No. \_\_\_\_\_  
   E-mail address \_\_\_\_\_

16. Additional information, if any, which you would like to mention in support of your candidature \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. 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 Officer. 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.