

HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of Minority Affairs)

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

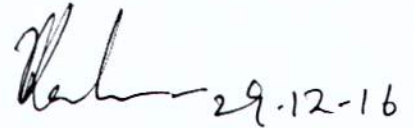
Ref.No. HC-02/245/2016

Dated: 29th December, 2016.

Recruitment 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, terms & conditions and job descriptions are available on the website <http://hajcommittee.gov.in>. Applications must reach the office of the undersigned with full Bio-Data and Testimonials by 31st January, 2017.



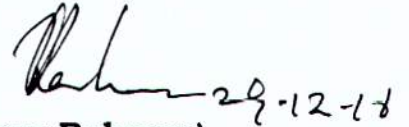
Chief Executive Officer.

**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, HRA, personal staff, CGHS, medical reimbursement, leave travel, provident fund, gratuity etc. is admissible. However, single occupant accommodation will be provided within the premises of Haj House.
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.
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. **Job Description:-**
 - Trainees' selection/conducting tests, lectures etc.,
 - To supervise assistance, guidance, training and coaching provided to students appearing for IAS Prelim & Main examination and other allied competitive Civil Services Examinations conducted by the Union/State Public Service Commission. Development of personal qualities and attitudes among the students.
 - Promote and assist in development of library facilities, study material, computer/internet facilities etc.
 - To muster technical and know how supports for conduct of coaching and lectures by professional faculties/agency.
 - Supervise and monitor activities of students staying in Haj House premises.
 - Any other work/activities assigned by Chief Executive Officer.



8. No TA/DA shall be admissible for joining the assignment or on its completion.
9. The Director shall not claim any benefit / compensation/ absorption/ regularization of service with this office.
10. Free 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.
11. 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. No extra remuneration is fixed for such exigent situations.
12. 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.

PROFORMAAPPLICATION 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.	Father's Name				
3.	Post applied for				
4.	Date of Birth & Nationality				
5.	Contact Number	Residence	: _____		
		Mobile	: _____		
6.	E-mail address				
7.	Permanent Residential Address with Pincode				
8.	Address for correspondence with Pincode				
9.	Educational Qualifications (Attach attested copies of testimonials)				
10.	Date of entry into service (including service & batch)				
11.	Date of Retirement				
12.	Office address at the time of retirement				
13.	Office 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
15.	Languages Known				
	Sr.No.	Language	Read	Write	Speak
16.	Contact Details of person who could be contacted in case of emergency, if any.	Name _____			
		Address _____			
		Phone _____		Mobile _____	

I hereby declare that, the information furnished above is true and correct to the best of my knowledge and belief. Further, I hereby declare that no criminal / vigilance case is pending / contemplated against me and I have never been punished or any disciplinary action has been taken by in any court of law / the organization I have been working/have worked.

Date :

Place :

Signature of the candidate.

Enclosures with the Application Form

1. Birth Certificate photocopy
2. Photocopies of Degrees & Mark Sheets, experience/publication etc.