

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-02/242/2016

Dated: 19.09.2017

Re-advertisement for the post of Deputy Chief Executive Officer (Accounts)

Applications are invited for the post of Deputy Chief Executive Officer (Accounts) in the pay scale of Rs.15600-39100/- (PB3) + 6600 (GP) as per 6th Central Pay Commission (Level 11 in the Pay Matrix as per 7th Central Pay Commission) from Muslim Officers working in administrative capacity in pay scale of Rs.15600-39100/- + 5400 (GP) as per 6th Central Pay Commission (Level 10 in the Pay Matrix as per 7th Central Pay Commission) or above in Central Government / State Government / Public Sector Undertakings / Autonomous Bodies, for posting on deputation. The qualifications and experience required for the post are given in the notice for recruitment of Deputy Chief Executive Officer (Accounts) in Haj Committee of India, Mumbai, available on website <http://hajcommittee.gov.in>. Applications must reach the office of the undersigned by 30th October, 2017 through proper channel only with all required documents.

Note: Candidates who have already applied against the earlier advertisements dated 07.03.2017/10.04.2017/16.05.2017/19.07.2017 need not apply again.



Chief Executive Officer.

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-02/242/2016

Dated: 19.09.2017.

NOTICE FOR

RECRUITMENT OF DEPUTY CHIEF EXECUTIVE OFFICER (ACCOUNTS) IN HAJ COMMITTEE OF INDIA, MUMBAI.

1. Haj Committee of India, Mumbai, is a statutory body of Ministry of Minority Affairs. Its office is located in Mumbai.
2. One post of Deputy Chief Executive Officer (Accounts) in the Haj Committee of India, Mumbai, in pay scale of Rs.15600-39100/- (PB3) + 6600 (GP) as per 6th Central Pay Commission (Level 11 in the Pay Matrix as per 7th Central Pay Commission) is to be filled on deputation basis.
3. Haj Committee of India, Mumbai, invites applications from Indian Muslim Officers working in Central Government / State Government / Public Sector Undertakings / Autonomous Bodies, holding analogous post on regular basis or with 5 years' experience in a supervisory capacity in the pay scale of Rs.15600-39100/- + 5400 (GP) as per 6th Central Pay Commission (Level 10 in the Pay Matrix as per 7th Central Pay Commission) 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 on deputation for a period of 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 handling Finance and Accounts.
- ii) Knowledge of Government rules and regulations.
- iii) Knowledge of computer operations.

Handwritten signature and date: 19/9/17

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 and 55 years as on 30.10.2017. 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 or Pay Level in his parent cadre. Otherwise, higher Grade Pay or Level 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 the Chief Executive Officer, who 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 Standing Committee (Finance) of Haj Committee of India;
- iii) Maintaining the accounts of the Committee;
- iv) Handling and supervising financial transactions;
- v) Ensuring proper internal controls;
- vi) Preparation of Budget of the Committee;
- vii) Over-seeing Internal & External Audits and taking remedial measures;
- viii) Matters relating to Foreign Exchange and remittances in Indian Currency;
- ix) Refunds to Haj Pilgrims, Staff Pay & Allowances etc.
- x) Insurance of Haj Pilgrims and related matters;
- xi) Coordination with agencies like the Ministries, State Haj Committees, Banks, Airlines, Airports Authority of India, Customs, Immigration, Consulate General of India at Jeddah, Non-Governmental Organizations and other agencies in matters relating to Accounts/Finance;
- xii) Any other work assigned by the Chief Executive Officer from time to time.

Handwritten signature and date: 12/10/17

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 **30.10.2017** 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 (ACCOUNTS), 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 Minority 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.



(Dr. Maqsood Ahmed Khan)
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 Minority Affairs)

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

Application for the post of Deputy Chief Executive Officer (Accounts), 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 30.10.2017 _____
5. Designation
(Present post held & official address) _____

6. Date of joining Govt. Service _____ Date of Retirement _____
7. Present Pay Scale with
Grade Pay (as per 6th CPC)/
Pay Level in the Pay Matrix (as per 7th CPC) _____
8. Educational Qualifications _____
9. Experience in Accounts/Finance _____
10. Position held since entry into service:-

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

11. Languages Known

Sr.No.	Language	Read	Write	Speak

12. Mother tongue _____
13. Permanent address with Pincode _____

14. Address for correspondence _____
with Pincode _____

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.