

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 serving in the office of Haj Committee of India during Haj Season 1438 (H) – 2017. I fully understand that I will be deputed as per requirement as and when arises and engagement on seasonal basis does not confer on me any right to claim permanent appointment in Haj Committee of India.

Date: _____

Signature of Applicant

Place: _____

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 arrangement for the additional work of **Haj Season – 2017**. The selection and engagement of candidate will be **PURELY ON TEMPORARY BASIS** and does not confer any right to claim permanent appointment in HCOI. Chief Executive Officer, HCOI reserves the right to terminate the services without assigning any reason.
2. Application Form duly filled in, along with attested copies of educational qualification, date of birth and experience to be submitted by or before **1st March, 2017**. Applications received after due date shall not be considered.
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 as on **01.03.2017** will not be considered. 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 as on **01.03.2017** will not be considered. Relaxation in age is considered for candidates worked during previous Haj Season.
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 in 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 wage basis.
8. The particulars furnished in the application form should be correct in all respect. If the candidate furnishes any false/incorrect information or material information suppressed, he will be disqualified/rejected and if detected after appointment, shall be liable for termination from the HCOI's services without any notice or assigning any reasons whatsoever. The candidate's seniority will also 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 along with Application Form. Fresh candidates should submit their PCC within 15 days of appointment as seasonal employee.
13. If the candidate is 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 any 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 2017 and shall abide by the terms and conditions mentioned above.

Date: _____

Signature of Applicant

HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of Minority Affairs)

CRITERIA FOR ENGAGEMENT OF SEASONAL EMPLOYEES IN THE ESTABLISHMENT OF HAJ COMMITTEE OF INDIA DURING HAJ SEASON – 2017.

- 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 will be considered for candidates worked during previous Haj Season.
- iii) Desirable qualification : 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) Desirable qualification : 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) Desirable qualification : Knowledge of English, Hindi and Urdu languages.
- V.** For screening of fresh Seasonal Clerks, Computer skill test will be conducted for those who qualify the written test.
- VI.** Old Seasonal Peon/Sweeper with Bachelor's Degree in any discipline and adequate knowledge of Computer may apply 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 register their attendance through Biometric Thumb Impression Machine. Reporting late on 3 days in a month will result in deduction of one day wages.
- IX.** Appointment will not be made of those candidates who have worked during previous Haj Season without submitting Police Clearance Certificate (PCC).
- X.** Fresh candidate selected for engagement as Seasonal employee for Haj Season-2017 shall have to submit Police Clearance Certificate (PCC), within 15 days after joining the service as a Seasonal employee, otherwise their candidature will be cancelled without any further intimation.
- XI.** Candidates selected will be posted in Mumbai, but can be posted / transferred in Liaison Office at New Delhi or any Embarkation Points in India anywhere to serve its need at the sole discretion of Chief Executive Officer, Haj Committee of India.
- XII.** Candidate shall have to adhere to the rules and regulations of HCOI.

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