

File No. HCOI08-006900158/1/2024-HCOI  
**Government of India**  
**Ministry of Minority Affairs**  
**Haj Committee of India**  
Section: Orientation / Training Programme

Date: 13<sup>th</sup> January, 2025

**Haj – 2025**  
**26**

**CIRCULAR**

**Subject: Selection of Trainers for Haj–2025 (1446 Hijri)**

Reference is invited to this office Circulars No. 15, 19, 22 & 23 dated 03.12.2024, 16.12.2024, 30.12.2024 and 03.01.2025, respectively. The computer-based test (CBT) for the selection of Haj Trainers for Haj 2025 will be held as per the schedule below:

Name of Test	Haj Trainer
Date of Test	<b>19.01.2025</b>
Reporting / Entry Time at Centre	01:30 PM
Gate Closing Time of Centre	02:00 PM
Timing of Test	02:00 PM To 03:00 PM
Venue	As decided by State/UT Haj Committees (SHCs) and communicated to candidates through Admit Card

2. The test shall be conducted as per the syllabus and study materials provided vide Circular No. 23 dated 03.01.2025.
3. The test shall be conducted through the CBT portal (URL will be mentioned in Admit Card). A demo version of this portal will be available (on HCoI website) for practice with dummy questions from 13.01.2025 onwards.
4. The CBT portal and questions shall be made available by the Haj Committee of India and the remaining arrangements shall be made by the SHCs.
5. The SHCs shall ensure:
  - a. To make arrangements for test centres equipped with required number of computers with internet connectivity considering the number of candidates and feasibility. There may be more than one centre in a state, but not more than FOUR centres in any case.
  - b. To provide details of the test centres (including their name, complete address and capacity) by 14.01.2025, positively. In cases where there is more than one centre, the list of candidates assigned to each centre, should also be provided.

- c. To conduct trial run and ensure readiness and connectivity of the test centres one day before the test.
  - d. To conduct and monitor test at their respective centres as per the schedule.
  - e. To deploy 01 invigilator for each 30 candidates to ensure integrity and smooth conduct of the test.
  - f. To deploy police/security personnel at the test centres to handle any untoward situation.
  - g. To verify the identity of candidates using their Admit Card and ID Proof before allowing them to enter the test centre.
  - h. To collect Admit Card of each candidate before they leave test centre.**
6. The test questions shall be available in English, Hindi and Urdu languages. The candidates may attempt their test in any of these languages.
7. The candidates appearing in the test must adhere to the instructions given at **Annexure-I**.
8. The Haj Committee of India may conduct surprise inspection of the test through independent observers.

*A. Nazeem Ahmed*  
(Nazeem Ahmed A., IOFS)  
Chief Executive Officer

Encl: As stated above.

**INSTRUCTIONS FOR CANDIDATES**

1. Log in to CBT portal (URL will be mentioned in Admit Card) shall be through the same User ID & Password created for online application. Candidates should remember their user credentials.
2. No candidate would be allowed to enter the test centre, without the Admit Card.
3. Candidates must carry any one of the original and valid Photo Identification Proof issued by the government – PAN card/Driving License/Voter ID/12th Class Board Admit or Registration card/ Passport/ Aadhaar Card (With photograph)/ E-Aadhaar/ Ration Card/ Aadhaar Enrolment No. with Photo.
4. All candidates are required to download and carefully read the Instructions given in the Admit Card and strictly adhere to them.
5. The Admit Card shall be provisional, subject to satisfying the eligibility conditions as given in the relevant Circular(s).
6. The candidate must reach test centre as indicated against Reporting/Entry time.
7. No candidate shall be permitted to enter after the gate closing time.
8. No candidate shall be permitted to leave the examination room/hall before the end of the test.
9. On completion of the test, please wait for instructions from Invigilator and do not get up from your seat until advised.
10. The candidates will be permitted to move out one at a time only.
11. Candidates are advised to carry only the following items with them into the test centre:
  - a. Admit Card
  - b. ID Card
12. Candidates are NOT allowed to carry any personal belongings including electronic devices, mobile phone and any banned/ prohibited items to the test centre. Test officials will not be responsible for safe keep of personal belongings.
13. No candidate should adopt any unfair means or indulge in any unfair examination practices.
14. The test questions shall be available in English, Hindi and Urdu languages. The candidates may attempt their test in any of these languages.
15. There will 50 multiple-choice questions. Candidates are required to attempt all questions.
16. Each test question carries 2 marks for correct answer, with no negative marking.
17. No TA/DA shall be paid to candidates appearing in the test.
18. Candidates are advised to check updates on HCoI website regularly for latest updates and information.
19. **Candidates must hand over the Admit Card to Invigilator before leaving the test centre**