

Comp. No. 145157  
File No. HCOI28-006500349/1/2025-HCOI  
**Haj COMMITTEE OF INDIA**  
Ministry of Minority Affairs  
Government of India

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

**Date: February 06, 2025**

**Haj – 2025**

**30**

**CIRCULAR**

**Subject: Selection of State Haj Inspectors for Haj 2025**

As per paragraph 2(E-F) of HCOI Circular No. 20, dated 20.12.2024, the selection of State Haj Inspectors for Haj 2025 shall be conducted through a computer-based test (CBT) and an interview/personality test, followed by a physical fitness assessment. The CBT scheme is as follows:

CBT	Total 150 marks for 50 multiple choice questions (MCQs) <ul style="list-style-type: none"><li>• 50 marks for 25 fact-based MCQs of 2 marks each</li><li>• 100 marks for 25 situation/case scenario-based MCQs of 4 marks each</li><li>• No negative marking</li></ul>
Test Duration	120 minutes (2 hrs.)

2. The test shall be conducted on 09.02.2025 as per the schedule notified vide Circular No. 29 dated 01.02.2025. The test format and syllabus are enclosed as **Annexure-I**.
3. The Admit Card for the test shall be available at SHI application portal <https://www.hajcommittee.gov.in/khadim-login> from 07.02.2025 onwards which can be downloaded using the same User ID & Password created for online application. The candidates must adhere to the test instructions enclosed as **Annexure-II**.
4. All the eligible candidates shall appear in interview/personality test to be conducted by their respective State/UT Haj Committees as per the schedule to be notified by them.
5. The SHCs shall conduct and monitor test at their respective centres as per the provisions of Circular No. Circular No. 29 dated 01.02.2025.
6. The SCHs shall ensure deployment of sufficient invigilators and that they perform their duties as per their Role & Responsibilities defined at **Annexure-III**.

*A. Nazeem* *AG*  
(Nazeem Ahmed A., IOFS)  
Chief Executive Officer  
06/02/25

**Encl:** As stated above.

To:

1. Chairman & All Members, Haj Committee of India
2. The Joint Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi
3. The Executive Officer, All State / UT Haj Committees
4. The Deputy Chief Executive Officers & Superintendents, Haj Committee of India, Mumbai
5. PS / Secretariat Section, Haj Committee of India, Mumbai
6. All eligible candidates for State Haj Inspectors
7. In-charge, Computer Section, HCoI for uploading on the website of HCoI

## Annexure-I

### A. CBT Format

A.1. The computer-based test shall carry 150 marks with 50 multiple choice questions of two types: (a) 25 fact-based; and (b) 25 situation/case scenario-based. The test duration shall be 120 minutes.

A.2. Fact-based questions shall carry 50 marks, each having one right and three wrong choices, right choice carrying 2 marks and wrong choices having zero marks. No question shall have negative mark.

A.3. Situation/case scenario-based questions shall carry 100 marks. Each question shall have four choices, each carrying 1-4 marks based on appropriateness to the situation. The best choice shall carry 4 marks and the least preferred choice shall carry 1 mark. No question in this category shall have zero or negative mark.

### B. Syllabus for CBT

The test syllabus for State Haj Inspectors will mainly cover the following aspects:

#### B.1. Introduction to Haj & Islamic Practices

- Significance of Haj, rites, and rituals.
- Code of conduct for pilgrims

#### B.2. Responsibilities of Haj Inspectors

- **Safety & Security:** Ensuring pilgrim safety, crowd control, emergency procedures.
- **Logistics:** Transport, accommodation and essential services monitoring.

#### B.3. Health & Safety

- **First Aid & Medical Emergencies:** Basic first aid, common health issues, disease control.
- **Welfare:** Mental health support for pilgrims.

#### B.4. Technology & Communication

- **Technology Use:** GPS, digital tracking, online registration, and data management.
- **Digital Literacy:** Proficiency in using smartphones, Haj Suvidha App; Knowledge of MS Office tools: Word, Excel, and PowerPoint.
- **Communication Skills:** Effective interaction with pilgrims, emergency communication protocols.

#### B.5. Cultural Sensitivity & Pilgrim Interaction

- **Interpersonal Skills:** Empathy, conflict resolution, managing expectations.
- **Cultural Awareness:** Understanding diverse pilgrim needs.

#### B.6. Administrative Skills


- **Documentation:** Accurate reporting of incidents, health, and logistics.
- **Compliance:** Ensuring adherence to regulations and audits.

#### B.7. Professional Ethics & Integrity

- **Ethics:** Transparency, preventing corruption, and ensuring accountability.

#### B.8. Case Studies & Scenarios

- **Crisis Scenarios:** Managing illness outbreaks, crowd surges, emergencies (e.g., medical, logistical, or procedural)
- **Conflict Resolution:** Resolving pilgrim complaints and misunderstandings.

  
06/02/22

**Annexure-II**

**INSTRUCTIONS FOR CANDIDATES FOR CBT**

1. The test shall be conducted through the CBT portal (URL will be mentioned in Admit Card). Log in to CBT portal shall be through the same User ID & Password created for online application. Candidates must remember their user credentials and check them by logging in before reaching the test centre.
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. The Admit Card is provisional, subject to satisfying the eligibility conditions as given in the relevant Circular(s).
5. The candidate must reach test centre as indicated against reporting/entry time.
6. No candidate shall be permitted to enter the test centre after the gate closing time.
7. No candidate shall be permitted to leave the examination room/hall before the end of the test.
8. On completion of the test, please wait for instructions from Invigilator and do not get up from your seat until advised.
9. The candidates will be permitted to move out one at a time only.
10. Candidates are advised to carry only (i) Admit Card and (ii) ID Card into the test centre.
11. 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.
12. No candidate should adopt any unfair means or indulge in any unfair examination practices.
13. The test questions shall be available in English and Hindi languages. The candidates may attempt their test in either language.
14. No TA/DA shall be paid to candidates appearing in the test.
15. Candidates are advised to check HCoI website regularly for latest updates and information.
16. **Candidates must hand over the Admit Card to Invigilator before leaving the test centre.**

*AC*  
*04/01/22*

Annexure-III

**ROLE & RESPONSIBILITIES OF INVIGILATORS**

1. Ensure a calm and conducive environment to provide candidates with the best opportunity to succeed in their assessments.
2. Be punctual and report for exam duties as per the schedule communicated.
3. Regulate the entry and exit of candidates in the examination labs.
4. Ensure that candidates do not carry any unauthorised items into the examination premises.
5. Maintain a 100% foolproof invigilation process.
6. Ensure that the examination is conducted in strict compliance with the guidelines set forth by the Haj Committee of India.
7. Verify the identity of candidates using their Admit Card and ID Proof.
8. Ensure that candidates login to CBT portal using their own credentials well before actual start of the test.
9. Stay vigilant throughout the examination without causing any disruption to candidates.
10. Report any discrepancies or irregularities during the test directly to the examination officer or SHC official.
11. Ensure that no candidate engages in unfair means or examination malpractice.
12. Obtain candidate's signature on the attendance sheet and Admit Card in his presence and put his own signature in the designated place.
13. Ensure candidates adhere to the instructions detailed in **Annexure-II**.
14. **Collect the Admit Cards from candidates before they leave the test centre and hand them over to the examination officer or SHC official.**

  
06/04/20