

# HAJ COMMITTEE OF INDIA

(Statutory Body constituted under the Act of Parliament No.35 of 2002)

Ministry of Minority Affairs, Government of India.

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

Estt- 000900047/1/2025-HCOI

Date: 15.03.2025

## **ADVERTISEMENT FOR FILLING UP THE POST OF PRIVATE SECRETARY ON DEPUTATION BASIS**

Applications are invited for the post of Private Secretary in the Haj Committee of India, Mumbai, on a deputation basis in Level-6 of the pay matrix as per the 7th Central Pay Commission. The post is open to Central Government/State Government employees who meet the prescribed age, qualification, and experience criteria. The detailed recruitment notice is available on the Haj Committee of India website: <https://hajcommittee.gov.in>.

Applications, duly forwarded through the proper channel (with a forwarding letter from the competent authority/cadre controlling authority), must reach the undersigned **within 45 Days from the date of publication of this notice in Employment News**, along with all required documents.

Sd/-  
Chief Executive Officer  
Haj Committee of India

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Estt- 000900047/1/2025-HCOI

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## **RECRUITMENT NOTICE** **FILLING UP THE POST OF PRIVATE SECRETARY** **IN HAJ COMMITTEE OF INDIA, MUMBAI ON DEPUTATION BASIS**

1. The Haj Committee of India, Mumbai, is a statutory body under the administrative control of the Ministry of Minority Affairs, Government of India.
2. One post of Private Secretary is available in the Haj Committee of India, Mumbai, in Pay Level-6 of the Pay Matrix as per the 7th Central Pay Commission. The position is to be filled on a deputation basis for a tenure of three years, with any extension subject to applicable rules. Applicants currently drawing Pay/Grade Pay higher than Level-6 (₹4,200/- Grade Pay) shall be entitled to retain their existing higher Grade Pay.
3. The Haj Committee of India, Mumbai, invites applications from suitable Central/State Government officials holding an analogous post on regular basis.
4. Applications should be submitted through proper channel only. Applications received directly or after closing date shall not be entertained and will be summarily rejected.
5. The eligibility criteria for the post is as under:

### **I) QUALIFICATIONS:**

#### **A) EDUCATIONAL:**

- i) A Bachelor's Degree or equivalent from any recognized university.
- ii) Must have passed Shorthand & Typewriting examination at the speed of 100 & 50 WPM respectively.
- iii) Knowledge of English, Urdu & Hindi.

#### **B) EXPERIENCE:**

Minimum 5 years' experience as Personal Assistant in a government organization.

#### **C) DESIRABLE:**

Should have good computer competency and Knowledge of Arabic and Islamic history/culture.

### **II) AGE:**

The maximum age limit for appointment to this deputation post shall not exceed 50 years as of the closing date of applications. However, age relaxation may be considered by the Competent Authority for candidates with relevant experience.

## **6. PAY FIXATION/TERMS AND CONDITION OF DEPUTATION:**

The Pay fixation and other terms and conditions of deputation will be governed by extant guidelines of DoP&T. Other allowances shall be as admissible to Central Government Officers of equivalent rank posted at Mumbai.

## **7. ACCOMMODATION:**

Residential accommodation is available and shall be provided against HRA, as admissible under rules.

## **8. GENERAL GUIDELINES:**

- i. The applications of eligible candidates, along with complete ACR/APAR dossiers for the last five years, may be forwarded by their Cadre Controlling Authority to the 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 must be superscribed in bold letters as follows:

**"APPLICATION FOR THE POST OF PRIVATE SECRETARY, HAJ COMMITTEE OF INDIA, MUMBAI, ON DEPUTATION BASIS"**

- iii. A certificate of integrity for the applicant, along with vigilance clearance duly signed by the authorized officer, should be submitted by the Cadre Controlling Authority.
- iv. Qualifications and experience submitted are to be certified by the Cadre Controlling Authority.
- v. Nomination of eligible candidate may be forwarded in the prescribed profoma.
- vi. Ministry of Minority Affairs/Haj Committee of India reserves the right to select/reject any candidate, without assigning any reason.
- vii. No correspondence will be entertained from the candidates for selection/interview/appointment. Canvassing in any form will make the candidate liable for disqualification.
- viii. Application should be submitted through proper channel only. Forwarding letter should be addressed to Chief Executive Officer, Haj Committee of India and the certificate should be signed by the Employer/Cadre Controlling Authority and all relevant documents should be enclosed with the application. Incomplete application, or application received after closing date will not be considered.

Sd/-  
Chief Executive Officer,  
Haj Committee of India,  
Haj House, 7-A, M.R.A.Marg,  
(Palton Road), Mumbai-400001.

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## **Application for the post of Private Secretary in Haj Committee of India, Mumbai on deputation basis**

(To be fill in block letter and submitted through proper channel only)  
(Only Central/ State Govt. employee can Apply)

Passport  
Size  
Photograph

1. Name of applicant (block letters) \_\_\_\_\_
2. Father/Spouse Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Gender: (Male/Female) \_\_\_\_\_
5. Age as on **(Closing date)** \_\_\_\_\_
6. Educational Qualifications \_\_\_\_\_
7. Addl. Qualification (IT) \_\_\_\_\_
8. Date of joining Govt. Service \_\_\_\_\_ Date of Retirement \_\_\_\_\_
9. Whether Central Govt. or State Govt. employee (pl. specify) \_\_\_\_\_
10. Designation \_\_\_\_\_
11. Present Office Name & Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Present Pay Level and year since (as per Pay Matrix of 7<sup>th</sup> CPC) \_\_\_\_\_
13. Experience \_\_\_\_\_
14. Details of position held since entry into service:-

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

15. Languages Known

Sr.No.	Language	Read	Write	Speak

16. Other Qualifications

English Typing Speed in wpm	English Shorthand Speed in wpm

17. Mother tongue

\_\_\_\_\_

18. Permanent address

\_\_\_\_\_

\_\_\_\_\_

19. Address for correspondence

\_\_\_\_\_

\_\_\_\_\_

20. Contact Particulars

i) Mobile No. \_\_\_\_\_

ii) Email Address \_\_\_\_\_

21. Additional information, if any, which you would like to mention in support of your candidature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

22. 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/she shall be relieved immediately, in case he/she is selected for deputation for above post.

Signature \_\_\_\_\_

(Designation/Seal of the forwarding authority)

- Encl: 1. ACR/APAR dossiers for the last five years.  
2. Vigilance Clearance.

**Caution:** Any information suppressed or falsely given will render the applicant liable to disciplinary action besides summarily rejection of his application.

