

F. No. HCOI08-006900158/1/2024-HCOI  
**HAJ COMMITTEE OF INDIA**  
Ministry of Minority Affairs  
Government of India  
Section: Orientation/Training Programme

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

Date: 06-10-2025

**Haj – 2026**  
**12**

**CIRCULAR**

**Subject: Selection of Trainers for Haj–2026 G (1447 H)**

The training of Haj pilgrims has always been a matter of significance in ensuring a smooth, safe, and spiritually fulfilling pilgrimage. Proper orientation enables the pilgrims to understand the logistics, rituals, health precautions, safety protocols, and rules and regulations applicable in the Kingdom of Saudi Arabia. Trainers serve as the most important link between the Haj Committee of India (HCOI), State/UT Haj Committees (SHCs), and the pilgrims. Their role is not only to impart ritual and logistic knowledge but also to prepare pilgrims to handle challenges during their sacred journey.

2. The HCOI, thereby, invites online applications from eligible and motivated individuals for selection as Trainers for Haj–2026 (1447 H). Selection will be carried out through a structured process involving Computer-based Test (CBT) and interviews. The eligibility criteria, selection process, tentative timeline, and roles and responsibilities are as follows:

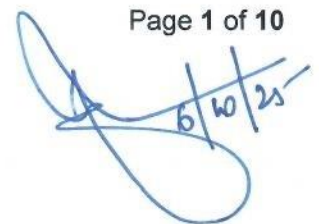
3. **Eligibility Criteria**

The candidates must possess the following eligibility criteria:

- i. Minimum educational qualification: Intermediate/12th Pass or equivalent. Preference will be accorded to Graduates possessing sound knowledge of IT.
- ii. Age: Must be between 25 and 60 years of age as on the date of opening of online application.
- iii. Should have performed Haj (preferably in the last 5 years).
- iv. Should be proficient in English/Urdu/Hindi/local language.
- v. Must be physically and mentally fit, computer literate, and conversant with Haj Suvidha App.
- vi. Should have adequate knowledge of Haj rituals, logistics, and ability to address large gatherings.
- vii. Should not have any criminal proceedings pending.

4. **Selection Process**

- i. Prospective Trainers must apply online on the HCOI website <https://hajcommittee.gov.in> and upload the requisite documents. No offline applications will be accepted.
- ii. Selection will be made on merit, to be determined from the combined score of the CBT (100 marks) and the Interview (20 marks). Candidates must secure a minimum of 50% marks separately in both CBT and Interview to qualify. The CBT will be based on the syllabus at **Annexure-I** and will have 50 multiple-choice questions to be attempted in 01 hour. Each question shall carry 2 marks, without any negative marking for wrong answer.



- iii. Trainers will be selected in the ratio of 1 Trainer for every 150 pilgrims. The ceiling of 1:150 may be relaxed slightly to ensure district-wise representation. States/UTs with quota of 150 or fewer pilgrims will still have one Trainer. Male/Female Trainers shall be selected in proportion to the gender-wise quota of pilgrims, to the extent feasible. State/UT-wise tentative number of trainers to be recruited is placed at **Annexure-II**. The exact number of Male/Female trainers for each State/UT shall be communicated to the respective SHCs in due course.

5. **Tentative Timeline**

Particular	Date/Duration
Opening Date for Online Application	07th October, 2025
Last Date for Online Application	20th October, 2025
Computer Based Test (CBT) by HCoI/SHCs	08th November, 2025
Interviews of Shortlisted Candidates	Second week of November, 2025
Two-day Training of Trainers at Mumbai	4th week of November, 2025

6. **Role of Trainers**

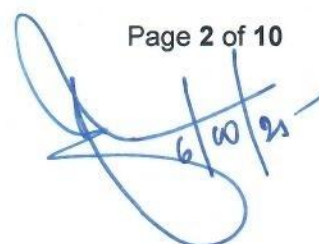
- i. Obtain list of assigned pilgrims from SHC and impart training at State/District/Taluka level.
- ii. Ensure each pilgrim undergoes at least 3 training sessions covering rituals, logistics, health, hygiene, safety, etc.
- iii. Maintain records and attendance (**Annexure-III**) and submit reports to SHC (**Annexure-IV, Part-A**).
- iv. Act as a link between SHC and pilgrims to disseminate latest updates.
- v. Stay connected with pilgrims and guide them throughout their pilgrimage.
- vi. Remain directly accountable to the Executive Officer of the SHC.

7. **Role of SHCs**

- i. Verify applications of candidates and examine their eligibility in accordance with the prescribed criteria.
- ii. Conduct Interview of CBT-qualified candidates in coordination with the HCoI and submit the score with the HCoI.
- iii. Supervise and monitor all training programmes; conduct surprise checks and gather pilgrim feedback.
- iv. Provide logistical support and wide publicity of training schedules and venues.
- v. Ensure that all pilgrims attend the Training Camps on the stipulated date and time and are properly trained by the Trainers.
- vi. Submit comprehensive evaluation reports to HCoI (**Annexure-IV, Part-B**).
- vii. Submit statement showing training programmes conducted at District level (**Annexure-V**).

8. **Role of HCoI**

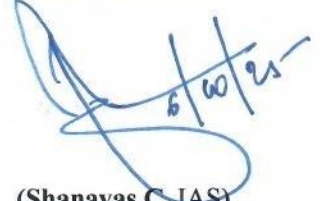
- i. Finalize study material and conduct CBT in coordination with SHCs.
- ii. Monitor Interview Process to be carried out by SHCs.
- iii. Finalize selection of candidates in accordance with the process described in para 4.
- iv. Organize Training of Trainers Programme and provide training materials.
- v. Provide financial assistance for District-level training @ Rs.300/- per pilgrim (as per final quota allotted).
- vi. Disburse TA/DA and Honorarium to Trainers as per approved norms.





9. **Training of Trainers**

- i. All Trainers selected through the CBT and Interview shall mandatorily participate in the training of trainers to be organized by HCoI, failing which they will not be considered for the award of Trainer Certificate.
- ii. TA (equivalent to AC 3-tier train fare) and honorarium @1000 (for two days) shall be paid to all Trainers through RTGS in their bank account on submission of TA/Honorarium Form (**Annexure-VI**) along with the copy of to & fro journey tickets.



(Shanavas C, IAS)  
Chief Executive Officer

Copy to:

1. The Joint Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi
2. The Director (Haj), Ministry of Minority Affairs, Government of India, New Delhi
3. The Consul (Haj), Consulate General of India, Jeddah, Kingdom of Saudi Arabia
4. The Executive Officer, All State / UT Haj Committees
5. The Deputy Chief Executive Officers & Superintendents, HCoI, Mumbai
6. PS / Secretariat Section, Haj Committee of India, Mumbai
7. In-charge, Computer Section, HCoI for uploading on HCoI website

## **CBT Syllabus for Selection of Haj Trainers**

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

### **1. Haj Operations and Procedures**

- **Haj Guidelines and Regulations:**
  - Understanding the Haj pilgrimage process.
  - Role of various stakeholders in India and KSA.
  - Requirements for Haj pilgrims, including documentation and health guidelines.
- **Haj Training and Assistance:**
  - Duties and responsibilities of Haj Trainers.
  - Preparation and orientation sessions for pilgrims.
- **Logistics and Accommodation:**
  - Embarkation and disembarkation process.
  - Knowledge of travel itineraries and arrangements.
  - Accommodation in Mina, Arafat, Muzdalifah, Makkah, and Madinah.

### **2. Knowledge of Haj**

- **Haj Rituals and Practices:**
  - Arkan of Haj: Ihram, Tawaf, Sa'i, Wuquf at Arafat, Rami al-Jamarat.
  - Specific prayers and supplications during Haj.
  - Understanding Adahi (sacrifice) and other obligations.
- **Islamic Etiquette and Conduct:**
  - Do's and don'ts for pilgrims.
  - Managing diverse cultural and regional practices.

### **3. Language and Communication Skills**

- **Proficiency in Languages:**
  - Communication skills in the regional language and English.
  - Basic knowledge of Arabic.
- **Interpersonal Skills:**
  - Handling group dynamics and interpersonal conflicts.
  - Communication strategies for diverse pilgrim groups.

### **4. Technical Proficiency**

- **Digital Literacy:**
  - Proficiency in using smartphones, Haj Suvidha App.
  - Knowledge of MS Office tools: Word, Excel, and PowerPoint.

## 5. General Awareness and Problem Solving

- **General Awareness:**

- Updates on Haj policies by the Haj Committee of India and Saudi authorities.
- Awareness of healthcare guidelines and vaccination requirements.
- Knowledge of travel and safety regulations.

- **Problem Solving and Crisis Management:**

- Managing emergencies (e.g., medical, logistical, or procedural).
- Resolving disputes with Mu'allims and other authorities.

### Test Format:

- **Total Questions:** 50 (MCQ-based)
- **Test Duration:** 60 minutes
- **Marking Scheme:** +2 for each correct answer; no negative marking.
- **Medium:** Bilingual (English and Urdu)

**Annexure-II****Number of Trainers to be Selected (State/UT-wise)**

<b>Sr. No</b>	<b>State / Union Territory</b>	<b>Trainer (1:150)</b>
1	Andaman & Nicobar (UT)	1
2	Andhra Pradesh	15
3	Assam (*)	17
4	Bihar	18
5	Chandigarh (UT)	0
6	Chhattisgarh	6
7	Dadra Nagar Haveli (UT)	0
8	Daman & Diu (UT)	0
9	Delhi (NCT)	20
10	Goa	1
11	Gujarat	55
12	Haryana	12
13	Himachal Pradesh	0
14	Jammu & Kashmir (UT)	34
15	Jharkhand	11
16	Karnataka	73
17	Kerala	82
18	Lakshadweep (UT)	1
19	Madhya Pradesh	44
20	Maharashtra	120
21	Manipur	3
22	Odisha	4
23	Puducherry (UT)	1
24	Punjab	2
25	Rajasthan	32
26	Tamil Nadu	39
27	Telangana	41
28	Tripura	1
29	UT of Ladakh	2
30	Uttar Pradesh	125
31	Uttarakhand	10
32	West Bengal	35
	<b>Total</b>	<b>805</b>

*\*Includes Arunachal Pradesh, Nagaland, Mizoram, Meghalaya, and Sikkim.*



**Annexure-III**

**Training of Haj Pilgrims at District Level – Haj 2026**

**Attendance Sheet & Particulars of Pilgrims Participating in the Training Camp**

Name of Trainer : \_\_\_\_\_  
Name of State / U.T. : \_\_\_\_\_  
Programme held on : \_\_\_\_\_  
Address of Venue : \_\_\_\_\_

Sr. No.	Cover No.	Name of Pilgrim	District	Signature of Pilgrim

**Note:** Use a separate sheet for each training camp. The particulars recorded must be certified by the Executive Officer (EO) of the State/UT Haj Committee.

( \_\_\_\_\_ )  
Signature of the Trainer

Certified by

( \_\_\_\_\_ )

Executive Officer, State/Union Territory Haj Committee  
(with seal)

**Annexure-IV****Part-A**

(To be submitted by Trainer)

(\_\_\_\_\_ State/UT Haj Committee)

**ACTIVITY REPORT***(To be submitted after completion of Training of Pilgrims at District Level – Haj 2026)*

Name of Trainer : \_\_\_\_\_

Full Address : \_\_\_\_\_

State : \_\_\_\_\_ No. of Training Camps held: \_\_\_\_\_

Sr. No.	District	Training Camp No.	No. of Pilgrims Participated	Remarks
1				Details enclosed in proforma ( <b>Annexure-II</b> )
2				
3				
Total				

\_\_\_\_\_  
(Signature of Trainer)**Part-B**

(For use by State/UT Haj Committee)

**Report on the Performance of Trainer**

Criteria	Excellent	Very Good	Good	Poor
a. Eloquence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Material used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Interaction / Discussion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Use of Local Dialects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Attention/Interest by Pilgrims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Grasp of Pilgrims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Remarks of the State / UT Haj Committee**

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(\_\_\_\_\_) Executive Officer, State/Union Territory Haj Committee (with seal)



**Statement Showing Training Programmes Conducted for Haj Pilgrims  
at District Level – Haj 2026**

**Total No. of Trainers Selected:** \_\_\_\_\_[illegible]

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**Annexure-VI****TA / Honorarium Form for Trainer**

State/UT \_\_\_\_\_

Sr. No. \_\_\_\_\_

Name of Selected Trainer	:			
District	:		State	:
Telephone No.	:		Mobile / WhatsApp No.	:

DATE OF TRAVEL	STATION FROM TO		MODE OF TRAVEL	CLASS	FARE (Rs.)

*Submit copies of tickets wherever applicable.*\_\_\_\_\_  
(Signature of Trainer)

<b>(FOR OFFICE USE ONLY)</b>	
Honorarium <u>Rs. 1,000/-</u> + (TA) _____	= Rs. _____
Passed for payment of an amount of Rs. _____ (Rupees _____ only)	
Dy. CEO (Accounts) _____	CEO, HCoI _____

Receipt of Payment	
Received a sum of Rs. _____ (Rupees _____ only) towards TA / Honorarium for attending the Training of Trainers Programme for Haj-2026 at Mumbai on _____	Dated _____
Amount to be credited via RTGS as per details in Trainer's online application.	
( _____ ) Signature of Trainer	