

**HAJ COMMITTEE OF INDIA**

Ministry of Minority Affairs

Government of India

Section: SHI

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

Date: 13-10-2025

**Haj – 2026**  
**13**

**CIRCULAR**

**Subject: Selection of State Haj Inspectors (SHIs) for Haj-2026 G (1447 H)**

State Haj Inspectors (SHIs) play a vital role in assisting Haj pilgrims during their pilgrimage. Deputed from States and Union Territories, they support the Consulate General of India, Jeddah (CGI) in ensuring effective welfare services for pilgrims.

2. The Haj Committee of India (HCOI) hereby invites online applications from eligible male and female permanent government employees for short-term deputation as State Haj Inspectors (SHIs) for Haj-2026 G (1447 H) in the Kingdom of Saudi Arabia (KSA).

3. The deputation period will be approximately two months, between 13.04.2026 and 05.07.2026. It shall be treated as duty, and necessary entries shall be made in the service records by the parent departments. During this period, SHIs will continue to draw their salaries and allowances from their parent departments.

4. SHIs shall travel with the pilgrims assigned to them from their respective embarkation points to KSA and back. They will be provided travel arrangements from embarkation point and back, accommodation in Makkah and Madinah, essential transport services within KSA as provided to pilgrims, and a fixed allowance of SAR 3100 only. 50% of the expenditure on SHIs including fixed allowance shall be borne by the HCOI and the remaining by the respective State/UT Haj Committees.

5. Selection of SHIs will be carried out through a structured process involving Computer-based Test (CBT), Interview/Personality Test, and Medical Fitness Test. The eligibility criteria, selection process, tentative timeline, and roles and responsibilities are as follows:

6. **Eligibility Criteria:** Applicants must meet the following conditions to be considered for selection as SHI for Haj-2026:

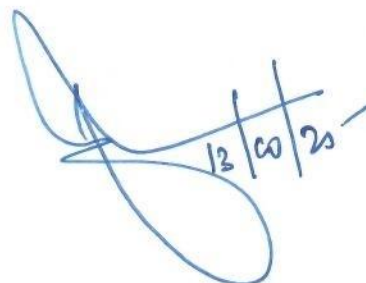
- i. Only Muslim candidates are eligible to apply.
- ii. Must be a **permanent employee** of the Central/State Governments, Paramilitary Forces, Autonomous Bodies, or Public Sector Undertakings (PSUs) of the Central/State Governments. *Group "A" / Class-I officers of the Central or State Governments (or equivalent) are not eligible.*
- iii. Must hold a **Graduate degree** from a recognized institution.
- iv. **Age must be below 50 years** as on the date of opening of the online application.

13/10/25

- v. Must possess a valid Indian International Passport, with validity at least up to 31st December 2026.
- vi. Must have proficiency in English, Urdu, Hindi, and/or local language. Preference shall be given to candidates knowing Arabic language also.
- vii. Must be physically and mentally fit, computer literate, and conversant with the Haj Suvidha App.
- viii. Must have adequate knowledge of Haj rituals and logistics and the ability to effectively address and guide large gatherings.
- ix. Should **not have served as SHI / Khadim-ul-Hujjaj more than three times** in their career.
- x. Candidates against whom adverse comments have been received from CGI, Jeddah during their past deployment on Haj duty as KuH/SHI or deputationist in KSA will not be eligible.

7. **Selection Process**

- i. A tentative total of **805** candidates shall be selected in the ratio of 01 SHI for every 150 pilgrims. The State/UT-wise tentative allocation of SHIs to be selected is placed at **Annexure-I**.
- ii. 25% of the seats shall be reserved for SHIs / Haj deputationists who have demonstrated exemplary performance during the past five years.
- iii. 20% of the seats shall be reserved for candidates who have performed Haj in the recent past, preferably within the last five years.
- iv. 5% of the seats shall be reserved for employees of State/UT Haj Committees and Waqf Boards.
- v. 50% of the seats shall be open to all eligible candidates.
- vi. Interested candidates should check their eligibility and apply online on the HCoI website <https://hajcommittee.gov.in> and upload the requisite documents. No offline application will be accepted.
- vii. Candidates must upload a **No Objection Certificate (NOC)** from the employer (as per the format available at **Annexure-II**). In case NOC is not issued at the time of application, candidates must upload an Undertaking (format at **Annexure-III**) to submit it at the time of interview.
- viii. Selection will be made on merit, to be determined from the combined score of the CBT (150 marks, format and syllabus at **Annexure-IV**), and the Interview/Personality Test (50 marks, parameters at **Annexure-V**). However, candidates must secure a minimum of 50% marks separately in both CBT and Interview to qualify. Besides, all CBT-qualified candidates will be required to undergo and qualify the Medical Fitness Test (proforma at **Annexure-VI**).
- ix. The waitlisted candidates shall be selected in case any of the recommended candidates are unable to proceed as SHI.
- x. SHIs who are found neglecting their assigned duties shall be liable to be deported summarily. Accordingly, their replacement shall be selected from the waitlist.





## 8. Timeline

Particulars	Date / Duration
Opening Date for Online Application	15th October, 2025
Last Date for Online Application	03rd November, 2025
Computer Based Test (CBT) by HCoI/SHCs	16th November, 2025
Interview of Qualified Candidates	4th week of November, 2025
Medical Fitness Test	4th week of November, 2025
Two-day Training in Mumbai	2nd week of December, 2025
Duration of Deputation to KSA	Approximately two months between 13.04.2026 and 05.07.2026

## 9. Duties, Responsibilities & Code of Conduct for SHIs

- Attendance at the training programme organized by HCoI is **compulsory**; failure will result in cancellation of selection.
- Applicants must be fully vaccinated as per the Health Guidelines issued by the Kingdom of Saudi Arabia (KSA) for Haj-2026.
- SHIs shall travel with pilgrims from their respective State/UT in both outbound and inbound flights; separate travel is not permitted.
- No family member is permitted to accompany an SHI on the pilgrimage.
- On arrival in KSA, SHIs must report to the SHI Cell in IHPO (Makkah/Madinah), follow CGI instructions, and report daily to the IHPO.
- SHIs must have no connection with any Saudi Tawafa Establishment (Mu'allim).
- SHIs must assist and guide pilgrims throughout their journey and stay in KSA, update their knowledge on Haj logistics, and remain accessible at embarkation points.
- SHIs must maintain continuous contact with assigned pilgrims, recording details in their Register and Haj Suvidha App.
- SHIs must perform their duties with full commitment. Those found underperforming, abandoning pilgrims, switching off mobile, or against whom adverse feedback is received shall be immediately recalled, repatriated, blacklisted from future Haj duties, and reported to their parent departments for *disciplinary action*.
- In case of issues with Mu'allims, SHIs must intervene tactfully. If unresolved, a written complaint with full pilgrim details should be escalated to CGI, either physically or via Haj Suvidha App.
- In dealing with Moallims, SHI has to be cautious about using harsh words or speaking unparliamentary language or mounting pressure as it might result in difficulties to the pilgrims as a whole.
- Before returning to India, each SHI must submit a report along with the pilgrim Register to CGI, detailing difficulties faced and services rendered.

10. **Role & Responsibilities of State/UT Haj Committees**

- i. Scrutinize candidate applications, assess eligibility as per prescribed criteria, and prepare a verification report for each applicant in the format at **Annexure-VII**. Upload the reports on the HCoI portal and submit consolidated lists of eligible and ineligible candidates, along with individual reports, within the timeline specified by HCoI.
- ii. Extend necessary support, as and when required, to HCoI for the conduct of selection process and CBT.
- iii. Conduct interviews of candidates qualified through CBT, in consultation with HCoI and as per the provisions of **Annexure-V**, and submit the scores to HCoI within the stipulated timeline. In case any SHC fails to complete this process within the prescribed timeline, HCoI may finalize the selection of SHIs on the basis of CBT scores alone.
- iv. SHCs shall provide each SHI with a regional language translation of duties/responsibilities for study and guidance.
- v. Ensure constant communication with SHIs of respective State and monitor their performance.

  
(Shanavas C, IAS)  
Chief Executive Officer

**Encl.:** Annexures I to VII.

**Copy to:**

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



**ANNEXURE-I****TENTATIVE NUMBER OF STATE HAJ INSPECTORS (SHIS) TO BE SELECTED**

Sr. No	State / Union Territory	SHI (1:150)
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-II**

**NO OBJECTION CERTIFICATE (NOC)**

(To be issued by the Cadre Controlling Authority / Employer)

This is to certify that Shri / Smt. \_\_\_\_\_, whose date of birth as per records is \_\_\_\_\_, is presently holding the post of \_\_\_\_\_, Class \_\_\_\_\_, in the pay scale of \_\_\_\_\_ with Pay Matrix Level \_\_\_\_\_.

2. He / She is a permanent employee of this office/organization (Office Name & Address: \_\_\_\_\_) since \_\_\_\_\_ (Date of Joining) and is allotted GPF No. \_\_\_\_\_ / PRAN No. \_\_\_\_\_.

3. It is further certified that Shri / Smt. \_\_\_\_\_ is a [ ☒ ] (Central/ State Government / Public Sector Undertaking / Statutory Body) employee and fulfills the eligibility criteria for deputation as State Haj Inspector (SHI) as laid down in Circular No. \_\_\_\_\_ dated \_\_\_\_\_ issued by the Haj Committee of India, Mumbai.

4. The Department / Organization has no objection to his/her temporary deputation to the Consulate General of India, Jeddah (Saudi Arabia) as State Haj Inspector for Haj-2026 for approximately two months, between 13.04.2026 and 05.07.2026.

5. I understand that the period of deputation as SHI shall be treated as duty period, and necessary entries shall be made by the parent department in the service records of the official. The official shall continue to draw his/her usual salary and allowances from the parent department during this period.

6. It is certified that no disciplinary / vigilance case is pending or contemplated against him/her.

7. In the event of his/her temporary deputation to the post of State Haj Inspector, he/she will be relieved at least 03 days before the scheduled departure.

**Seal & Signature of Cadre Controlling Authority / Employer**

*(with Name, Designation, Mobile Number, E-mail, and Office Stamp)*

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Office Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email ID: \_\_\_\_\_

**ANNEXURE-III**

**UNDERTAKING FOR SUBMISSION OF NOC FROM EMPLOYER**

*(To be uploaded by the Candidate in case NOC from Employer is pending)*

I, Shri / Smt. \_\_\_\_\_, son / daughter of Shri / Smt. \_\_\_\_\_, presently employed as \_\_\_\_\_ in \_\_\_\_\_ (Name of Department / Organization), hereby solemnly affirm and undertake as under:

1. That I am applying for selection as **State Haj Inspector for Haj-2026 G (1447 H)** under the provisions of the Circular No. \_\_\_\_\_ dated \_\_\_\_\_ issued by the Haj Committee of India, Mumbai.
2. That I am a permanent employee of \_\_\_\_\_ (Name of Department / Organization), holding the post of \_\_\_\_\_, in the pay scale \_\_\_\_\_ / Pay Matrix Level \_\_\_\_\_.
3. That I am submitting my application **without the No Objection Certificate (NOC)** from my Cadre Controlling Authority / Employer, as the same could not be obtained at this point of time.
4. I undertake to submit the **duly signed NOC** from my Cadre Controlling Authority / Employer in the prescribed format at the time of interview, failing which my candidature is liable to be cancelled without any further notice.
5. I further undertake that I will not claim any right to deputation as State Haj Inspector unless the NOC is duly submitted and accepted by the Haj Committee of India.

2. I hereby declare that the above statements are true to the best of my knowledge and belief, and I understand that furnishing false information or suppressing facts will render me liable for cancellation of candidature and any other action deemed appropriate.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the Candidate)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department / Organization: \_\_\_\_\_

Employee ID / GPF / PRAN No: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_



**CBT FORMAT AND SYLLABUS FOR SELECTION OF SHIs**

**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.



## ANNEXURE-V

### **INTERVIEW / PERSONALITY TEST PARAMETERS FOR SELECTION OF SHIs**

The interview/personality test with maximum 50 marks shall assess the candidates on the following parameters:

<b>Parameter</b>	<b>Score (0-10)</b>
<b>Scenario &amp; Crisis Management</b> <i>Assess responses to real-life scenarios and unexpected challenges during Haj operations.</i>	
<b>Communication &amp; Interpersonal Skills</b> <i>Evaluate clarity in communication, active listening, and empathy in interactions with pilgrims and colleagues.</i>	
<b>Professionalism, Presentation &amp; Ethics</b> <i>Review personal grooming, overall demeanor, presentation clarity, and adherence to ethical standards.</i>	
<b>Adaptability &amp; Stress Handling</b> <i>Determine the ability to adjust to changing situations and perform effectively under pressure.</i>	
<b>Teamwork, Leadership &amp; Initiative</b> <i>Examine the capacity for collaboration, leadership potential, and proactive decision-making in team settings.</i>	
<b>Total Score</b>	<u>          </u> / 50

**Note:**

1. Candidates must obtain a minimum of 25 out of 50 marks in the interview/personality test to qualify for final selection as SHI.
2. The interview panel may award marks below this cut-off to no more than 10% of the candidates appearing for the interview in a given State/UT. For candidates scoring below the cut-off of 25 marks, respective SHCs must provide detailed justifications and supporting documentary evidence for review by the Haj Committee of India (HCoI). The HCoI shall at its discretion, review the marks awarded in the interview and re-award marks qualifying/disqualifying a candidate with/without conducting a re-interview. The decision of the HCoI shall be final, and the final merit list will be published only after this review.
3. Candidates having ability to speak Arabic language should be awarded 3-5 additional marks under the parameter "Communication & Interpersonal Skills", subject to the overall ceiling of 10 marks under this parameter.

### SELF DECLARATION TO BE FILLED BY APPLICANT FOR STATE HAJ INSPECTOR

## 1. PERSONAL PARTICULARS

1. Name: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_
3. Gender: \_\_\_\_\_
4. ID No.: \_\_\_\_\_
5. Complete Address: \_\_\_\_\_  
\_\_\_\_\_
6. Contact No.: \_\_\_\_\_
7. Blood Group: \_\_\_\_\_

Photograph  
Paste your recent  
passport size  
colored photo  
having a white  
background  
(Size: 3.5 x 3.5 cm)

## 2. SELF DECLARATION

S. No.	Self-Declaration to be filled by the Applicant	Please Tick
1.	Do you suffer from epilepsy or from sudden attacks of loss of consciousness or giddiness from any cause?	Yes / No
2.	Are you suffering from defect of vision?	Yes / No
3.	Have you ever undergone any surgical procedure, if yes, please mention:	Yes / No
4.	Have you ever been diagnosed with?	Yes / No
4.1	Tuberculosis (TB)	Yes / No
4.2	COPD (Asthma/Bronchitis/Emphysema, etc.)	Yes / No
4.3	Hypertension (BP)	Yes / No
4.4	Diabetes Mellitus	Yes / No
4.5	Heart related illness/ coronary artery disease (CAD)	Yes / No
4.6	Kidney Disease	Yes / No
4.7	Liver Disease	Yes / No
4.8	Cancer	Yes / No
4.9	Bleeding Disorder	Yes / No
4.10	Mental health related disorder	Yes / No
4.11	Rheumatism	
5.	Pregnancy/Last Menstrual Period (DD/MM/YYYY)	Yes / No
6.	History of Allergy (if any), details, if yes.	Yes / No

Self-Declaration for Medical Certificate by Applicant for State Haj Inspector

I ..... S/D/W/ of ..... hereby declare that the above-mentioned information is true to the best of my knowledge and my application may be cancelled if it is found incorrect/false at a later date.

\_\_\_\_\_  
Signature/Thumb Impression of the Applicant



## MEDICAL EXAMINATION PROFORMA FOR STATE HAJ INSPECTOR

Medical Examination (to be filled by doctor)	
Any Medical Complaints:	
General Examination	Systemic Examination
	Nervous System
Pallor	Cardio Vascular System
Icterus	Respiratory System
Pulse Rate	Abdomen
Temperature	Locomotor System
Respiratory Rate	Vision
Blood Pressure	Hearing
Pregnancy (Yes/No)	Any other significant findings:
If Pregnant LMP (pregnant ladies above 28 weeks of pregnancy at the starting date of journey may not be permitted as per the guidelines)	

Investigation findings:

CBC, Fasting HbA1c, R/E of Urine, X-ray Chest (PA View) & ECG \_\_\_\_\_

\_\_\_\_\_ any other if needed \_\_\_\_\_

Remarks: \_\_\_\_\_

Certification: I/We have carefully examined the Candidate and certify that he/she is physically and mentally **fit/not fit** to travel to Saudi Arabia and perform field Haj duties.

\_\_\_\_\_  
 Name of Medical Superintendent/  
 Dy./Asst. Medical Superintendent /  
 Dean of Govt. Medical College/  
 District Medical Officer (in Capital)

\_\_\_\_\_  
 Signature & Stamp of Medical Superintendent/  
 Dy./Asst. Medical Superintendent / Dean of  
 Govt. Medical College / District Medical Officer  
 Registration No. of Signatory: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature/Thumb Impression of the Applicant

**ANNEXURE-VII****ELIGIBILITY REPORT BY EXECUTIVE OFFICER, SHC***(For Verification of Eligibility of Applicant for Selection as State Haj Inspector – Haj–2026)*

1. Name of Candidate: \_\_\_\_\_

**ELIGIBLE /  
INELIGIBLE**

2. Application No.: \_\_\_\_\_

*(strike out whichever is not applicable)*

Sl. No.	Eligibility Criteria	Yes / No / Remarks
1	Permanent employee of Central/State Government / Paramilitary Force / Autonomous Body / PSU (excluding Group 'A' / Class-I or equivalent).	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: _____
2	Graduate degree (or equivalent) from a recognized institution.	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: _____
3	Age below 50 years as on the date of opening of the online application.	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: _____
4	Holds valid Indian International Passport, valid at least up to 31.12.2026.	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: _____
5	Has uploaded NOC from Employer / Undertaking by her/himself	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: _____
6	Has not served as SHI / Khadim-ul-Hujjaj more than 3 times in career.	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: _____
7	Has demonstrated exemplary performance as SHI / Haj deputationist during the past five years.	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: _____
8	Has performed Haj during the past five years.	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: _____
9	Is a permanent employee of State/UT Haj Committee / Waqf Board	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: _____

**Declaration by EO, SHC:**

I hereby certify that the entries and documents submitted by the applicant have been verified against the prescribed eligibility criteria for State Haj Inspector – Haj–2026 G (1447 H).

2. The candidate has been [ ☒ ] **Found Eligible** / [ ☐ ] **Found Not Eligible** (strike out whichever is not applicable).

3. Supporting documents have been checked and found in order.

4. I take full responsibility for the accuracy of the verification carried out by this State/UT Haj Committee.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Executive Officer

Name: \_\_\_\_\_

State/UT Haj Committee: \_\_\_\_\_

Seal / Stamp of Office: \_\_\_\_\_