

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

Haj House, 7-A, M.R.A. Marg
Mumbai-400 001

Date: 07-08-2026

Haj – 2027
05

CIRCULAR

Subject: Selection of Trainers for Haj-2027 G (1448 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-2027 (1448 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:

- Minimum Educational Qualification: Intermediate (10+2) or an equivalent qualification. Candidates possessing a Bachelor's degree or higher qualification, along with sound knowledge of Information Technology (IT), shall be awarded 5 additional marks in the interview. The total interview score, inclusive of these 5 incentive marks, shall not exceed 20 marks.
- Age: Must be between 25 and 60 years of age as on the date of issue of this Circular.
- Should have performed Haj, preferably within the last five years, and must furnish documentary proof of Haj performance, such as a copy of the Haj visa, relevant passport pages, or a certificate issued by the Haj Committee of India.
- Should be proficient in English/Urdu/Hindi or the official language of the concerned State/UT.
- Must be physically and mentally fit, computer literate, and conversant with Haj Suvidha App. The candidate must produce a fitness certificate from a registered Government Medical Officer upon selection.
- Should have adequate knowledge of Haj rituals, logistics, and ability to address large gatherings.
- Should not have any criminal proceedings pending. The candidate shall submit a self-attested affidavit to this effect.

4. **Selection Process**

- 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, with a deduction of 0.50 mark for each 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.

5. **Timeline**

Particular	Date/Duration
Opening Date for Online Application	11.08.2026
Last Date for Online Application	23.08.2026
Computer Based Test (CBT) by HCoI/SHCs	30.08.2026
Interviews of Shortlisted Candidates	01-06.09.2026
Two-day Training of Trainers at Mumbai	Tentatively Last Week of September

6. **Role of Trainers**

- i. Obtain list of assigned pilgrims from SHC and impart training at State/District/Taluka level.
- ii. Ensure that each pilgrim undergoes a minimum of three structured training sessions prior to departure, covering Haj rituals, travel logistics, health, hygiene, safety, and other essential aspects of the pilgrimage, as per the training schedule prepared by the State Haj Committee.
- iii. Maintain records and attendance (**Annexure-II**) and submit reports to SHC (**Annexure-III, Part-A**).
- iv. Act as a link between SHC and pilgrims to disseminate latest updates.
- v. Stay connected with pilgrims and provide remote guidance/support throughout their pilgrimage, until their safe return to India.
- 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 through an interview panel constituted in accordance with HCoI guidelines, 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 report to HCoI (**Annexure-III, Part-B**).
- vii. Submit statement showing training programmes conducted at District level (**Annexure-IV**).

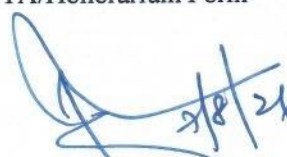
8. **Role of HCoI**

- 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. Disburse financial assistance for district-level training to SHCs at ₹300 per pilgrim, as per the final quota allotted, to cover venue, administrative and refreshment expenses for district-level training.
- 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-V**) 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 / CEO Secretariat, 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:** Each correct answer shall carry **2 marks**, and **0.50 mark** shall be deducted for each incorrect answer.
- **Medium:** Trilingual (English, Hindi, Urdu)

Annexure-II

Training of Haj Pilgrims at District Level – Haj 2027

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-III

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 2027)

Name of Trainer : _____

Full Address : _____

State : _____ No. of Training Camps held: _____

Sr. No.	District	No. of Training Camps	No. of Pilgrims Participated	Remarks
1				Details enclosed in proforma (Annexure-II)
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	☐	☐	☐	☐
b. Description	☐	☐	☐	☐
c. Material used	☐	☐	☐	☐
d. Interaction / Discussion	☐	☐	☐	☐
e. Use of Local Dialects	☐	☐	☐	☐
f. Attention/Interest by Pilgrims	☐	☐	☐	☐
g. Grasp of Pilgrims	☐	☐	☐	☐

Remarks of the State / UT Haj Committee

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

Annexure-IV

**Statement Showing Training Programmes Conducted for Haj Pilgrims
at District Level – Haj 2027**

State/UT: _____

Total No. of Trainers Selected: _____

[illegible]

Executive Officer
State/UT Haj Committee
(with seal)

Annexure-V

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)

(FOR OFFICE USE ONLY)	
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-2027 at Mumbai on _____	Dated _____
Amount to be credited via RTGS as per details in Trainer's online application.	
Signature of Trainer	