

HAJ COMMITTEE OF INDIA

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

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

Estt-001800088/1/2025-HCOI.

Dated: 13.08.2026

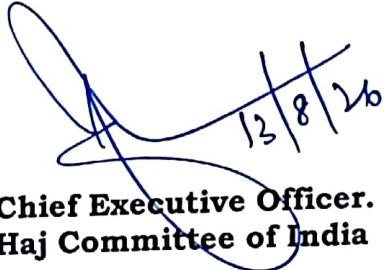
Recruitment Notification for the post of Consultant (Coordinator) at Haj House Residential Coaching Institute (HHRCI), Mumbai.

The Haj Committee of India invites applications for the post of Consultant (Coordinator) for its Residential UPSC Coaching Institute at Haj House, Mumbai.

Preference will be given to candidates who have either:

Cleared the UPSC Civil Services (Prelims) Examination at least three (3) times or appeared in at least two (2) UPSC Civil Services Interview.

Eligible candidates must submit their Bio-Data, testimonials, and completed application form to the undersigned on or before 24th August, 2026.


**Chief Executive Officer.
Haj Committee of India**

TERMS AND CONDITIONS FOR APPOINTMENT OF CONSULTANT
(COORDINATOR).
AT HAJ HOUSE RESIDENTIAL COACHING INSTITUTE (HHRCI),
Haj House, Mumbai-400001.

1. Nature of Appointment:

The position is purely contractual with a consolidated monthly remuneration of ₹ 75,000/- (Including Taxes). No additional allowances such as Food, DA, HRA, transport, personal staff, CGHS, medical reimbursement, leave travel, provident fund, or gratuity are admissible. However, single occupancy well-furnished accommodation will be provided within Haj House.

2. Eligibility Criteria (Preference):

Priority will be given to candidates who have Cleared the UPSC Civil Services (Prelims) Examination at least three (3) times or appeared in at least two (2) UPSC Civil Services Interview, along with atleast 5 years relevant Academic Coordinator, teaching and experience.

- I. Relevant UPSC Marksheets should be attached with application.
- II. Relevant 5 years' experience certificate should be attached with application.

3. Age:

The maximum age limit for appointment to this post will be **45** years as of the closing date of applications. However, age relaxation may be considered by the Competent Authority for candidates with relevant experience.

4. Working Terms:

This is a full-time position, no other professional engagement will be permitted during the contract period.

5. Tenure:

The contract will be valid for a period of **one year** (to be specified in the appointment order).

6. Termination Clause

The appointment is temporary and may be terminated at any time without prior notice or assigning any reason.

7. Leave Entitlement:

The appointee will be eligible for 8 days of leave per calendar year on a pro-rata basis. No remuneration will be paid for any absence beyond 8 days in a year.

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Job Description

- a) Overseeing day-to-day operation and administration of the Coaching Institute.
- b) Assist in the selection process, assessment along with conducting test and deliver lectures.
- c) Managing communication with external agencies, organizing workshop and coordinating guest faculty.
- d) Coordinating between Teaching faculties, Mentors, Hostel authorities and coaching administration.
- e) Supervising mentor students during their stay at Haj House and preparing for IAS Prelims & Mains and other Civil Services Examinations conducted by UPSC or State PSCs.
- f) Provide academic and motivational support to develop students' competence and personality.
- g) Facilitate the development and use of library resources, study materials, digital content, and infrastructure.
- h) Preparing monthly status reports and submitting them to the Competent Authority.
- i) Handling feedback mechanisms and grievance redressal related to academic and residential matters.
- j) Ensuring scheduling of Classes, Test, Academic Quality and Mentorship of Institute.
- k) Ensuring feedback standards and overall accountability of the programme.
- l) Perform any other duties as assigned by the Chief Executive Officer of the Haj Committee of India.

The applications of suitable candidate may be forwarded to the following address:

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

Or sent by Email Id: ceo.hajcommittee@nic.in


(Shanavas C., IAS)
Chief Executive Officer,
Haj Committee of India,
Haj House, Mumbai-400001.

Recent Passport
size photograph
to be pasted
here.

PROFORMA

**APPLICATION FOR APPOINTMENT OF CONSULTANT
(COORDINATOR) AT HAJ HOUSE RESIDENTIAL
COACHING INSTITUTE (HHRCI) ON CONTRACT BASIS
IN THE HAJ COMMITTEE OF INDIA.**

1.	Name				
2.	Father/Husband Name				
3.	Date of Birth				
4.	Nationality				
5.	Contact Number	Residence : _____	Mobile : _____		
6.	E-mail address				
7.	Permanent Residential Address with Pincode				
8.	Address for correspondence with Pincode				
9.	Educational Qualifications (Attach attested copies of testimonials)				
10.	UPSC Civil Services Examination				
	Preliminary CSE. Year	Qualify/Not Qualify	Mains CSE. Year	Qualify/Not Qualify	Appeared in CSE Interview Year
11.	Required Experience				
12.	Languages Known				
	Sr. No.	Language	Read	Write	Speak

I hereby declare that, the information furnished above is true and correct to the best of my knowledge and belief. I have read the terms and condition required for the post and agreed that my application shall be rejected in case of if any information doesn't fulfilled the prescribe criteria. Further, I hereby declare that no criminal / vigilance case is pending / contemplated against me and I have never been punished or any disciplinary action has been taken by in any court of law / the Institution/organization I have been working/have worked.

Date :

Place :

Signature of the candidate.

Enclosures with the Application Form

1. Relevant UPSC Marksheets
2. Relevant experience certificate.