

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

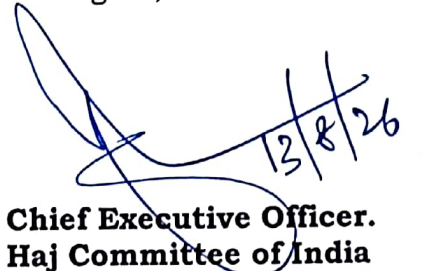
Recruitment Notification for the post of Consultant
(Mentors)
at Haj House Residential Coaching Institute (HHRCI), Mumbai.

The Haj Committee of India invites applications for the Three post of Mentor (Two Male and One Female) 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 two (2) times or appeared in at least One (1) 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 (MENTORS)
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 ₹ 50,000/- (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 two (2) times or appeared in at least one (1) times UPSC Civil Services Interview, along with atleast 2 years relevant teaching or mentoring experience.

- I. Relevant UPSC Marksheets should be attached with application.
- II. Relevant 2 years' experience certificate should be attached with application.

3. Age:

The maximum age limit for appointment to this post will be **40** years as of the closing date of applications. However, age relaxation may be considered by the Competent Authority for candidates with relevant experience.

3. Working Terms:

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

4. Tenure:

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

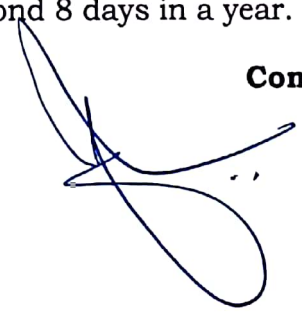
5. Termination Clause

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

6. Leave Entitlement:

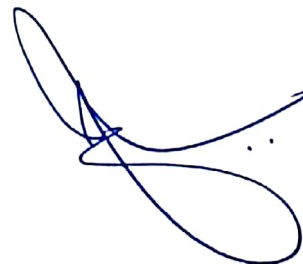
The appointee will be eligible for 8 days of leave per calendar year on a pro-rata basis. No remuneration will be paid for any absence beyond 8 days in a year.

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Job Description.

- a)** Assist in the selection and assessment process of candidates, including conducting entrance tests, screening, interviews and other academic assessments, as assigned.
- b)** Guide and mentor students preparing for IAS Prelims & Mains and other Civil Services Examinations conducted by UPSC.
- c)** Prepare high-quality Multiple Choice Questions (MCQs) for Prelims, including General Studies, CSAT and other relevant subjects, in accordance with the prescribed syllabus, examination pattern and level of UPSC examinations.
- d)** Prepare Mains-level questions, Essay topics, General Studies questions and other subjective questions for sectional tests, full-length tests, classroom tests and Mains Test Series.
- e)** Design, prepare and conduct Prelims and Mains Test Series, including preparation of question papers, answer keys, model answers, explanations and evaluation guidelines.
- f)** Evaluate Mains answer scripts, Essay papers and other subjective answer scripts, award marks objectively, provide evaluation remarks and give constructive feedback to students.
- g)** Review and moderate question papers, answer keys, model answers and evaluated answer scripts to ensure accuracy, quality, consistency and adherence to UPSC standards.
- h)** Analyse students' performance in Prelims and Mains tests and provide individual and group-level feedback, guidance and remedial support for improvement.
- i)** Conduct regular lectures, discussions, doubt-clearing sessions, answer-writing sessions, workshops, mock tests and other academic activities.
- j)** Monitor and record students' academic performance, including attendance, test scores, Mains evaluation marks, progress and areas requiring improvement.



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- (3) -

k) Coordinate with subject experts and faculty members, wherever required, for academic lectures, workshops, discussions and other academic activities.

l) Assist in academic planning, preparation of examination schedules, test calendars, assessment plans and other academic activities of HHRCI.

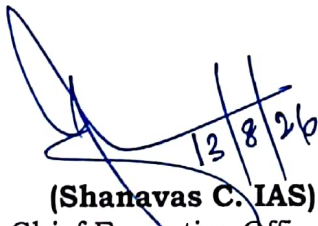
m) Supervise and support residential students during their stay at Haj House and assist in maintaining a conducive academic and disciplined residential environment.

n) Perform any other duties as assigned by the Chief Executive Officer, 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.

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

Recent Passport size photograph to be pasted here.

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.