

HAJ COMMITTEE OF INDIA

(Statutory Body constituted under the Act of Parliament No.35 of 2002)
Ministry of Minority Affairs, Government of India.

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

Estt-000900046/2/2024-HCOI

Date: 30.07.2024

ADVERTISEMENT FOR FILLING UP 3 POSTS OF DEPUTY CHIEF EXECUTIVE OFFICER ON DEPUTATION BASIS.

Applications are invited for the post of Deputy Chief Executive Officer (Administration), Deputy Chief Executive Officer (Operations) and Deputy Chief Executive Officer (Accounts) in Haj Committee of India, Mumbai on **deputation basis** in Level-11 of the pay matrix as per 7th Central Pay Commission from Central Government/State Government employees only, possessing prescribed age, qualification and experience. Detailed recruitment notice in this regard is uploaded on website <https://hajcommittee.gov.in>.

Applications must reach the office of the undersigned **(one month from the date of publication)** through proper channel only (forwarding letter addressed to Haj Committee of India by the forwarding authority/ cadre controlling authority) along with all required documents.

Sd/-

Chief Executive Officer.
Haj Committee of India.

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Date: 30.07.2024

RECRUITMENT NOTICE

FILLING UP 3 POSTS OF DEPUTY CHIEF EXECUTIVE OFFICER IN HAJ COMMITTEE OF INDIA, MUMBAI ON DEPUTATION BASIS.

1. Haj Committee of India, Mumbai, is a statutory body under the administrative control of the Ministry of Minority Affairs, Government of India. Its office is located in Mumbai.
2. Posts of Deputy Chief Executive Officer (Administration), Deputy Chief Executive Officer (Operations) and Deputy Chief Executive Officer (Accounts) in the Haj Committee of India, Mumbai, are Pay Level 11 in the Pay Matrix as per 7th Central Pay Commission. The posts are to be filled on deputation basis. The period of deputation is three years. Extension, if any would be strictly as per rules.
3. Haj Committee of India, Mumbai, invites applications from suitable Central/State Government employees:-
 - i. Holding analogous posts on regular basis in Pay Level 11 in the Pay Matrix or equivalent,
 - OR**
 - ii. With 5 years service rendered in the grade after appointment there to on a regular basis in the Pay Level 10 of the Pay Matrix as per 7th Central Pay Commission Pay structure or equivalent.
4. The eligibility criteria for the post is as under:-
 - i. **QUALIFICATIONS:-**
 - a. **EDUCATIONAL:-**Graduation or equivalent from any recognized University.
 - b. **EXPERIENCE:-**At least 5 years experience in a responsible capacity.
 - c. Knowledge of English, Urdu & Hindi.
 - ii. **DESIRABLE:-**Should have good computer competency.
 - iii. **AGE:-**

The maximum age limit for appointment to this deputation post, shall be not exceeding 45 years as on the closing date of application. Relaxation in age may be considered for suitable experienced officers by the Competent Authority.
5. **PAY FIXATION/TERMS AND CONDITION OF DEPUTATION:-**

The Pay fixation and other terms and conditions of deputation will be governed by extant guidelines of DoP&T. Other Allowances like CEA, LTC T.A. etc. shall be as admissible to Central Government Officers of equivalent rank posted at Mumbai.

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6. ACCOMMODATION:-

Residential accommodation is available and shall be provided against HRA, as admissible under rules.

7. 1) JOB DESCRIPTION FOR DY. C.E.O. (ADMINISTRATION):-

To assist and provide general administrative support to the Chief Executive Officer (who also functions as ex-Officio Secretary to the Committee) in following areas :-

- a. Execution of the decisions of the Committee and implementation of its directions in the day-to-day activities of the office.
- b. Meetings of the Haj Committee of India and all Protocol matters.
- c. Establishment/ Administration/ Manpower matters.
- d. Maintenance and up-keep of Haj House Building.
- e. Safety/Security of building/equipments etc.
- f. Disciplinary and Vigilance Matters.
- g. Handling RTI & Legal matters.
- h. Any other work assigned by the Chief Executive Officer from time to time.

2) JOB DESCRIPTION FOR DY. C.E.O. (OPERATIONS):-

To assist the Chief Executive Officer (who also functions as ex-Officio Secretary to the Committee) in the following areas :-

- a. Execution of the decisions of the Committee and implementation of its directions in the day-to-day activities of the office;
- b. Meetings of the Haj Committee of India;
- c. Making logistic and supporting arrangements for Haj Pilgrims from India to Kingdom of Saudi Arabia;
- d. Co-ordination with agencies like Ministries, State Haj Committees, Airlines, Airport Authority of India, Customs, Immigration, Consulate General of India at Jeddah, Royal Embassy/ Consulate General of Saudi Arabia in Delhi/ Mumbai, Non-Government Organizations, and other agencies for various purposes.
- e. Any other work assigned by the Chief Executive Officer from time to time.

3) JOB DESCRIPTION FOR DY. C.E.O. (ACCOUNTS):-

To assist the Chief Executive Officer (who also functions as ex-Officio Secretary to the Committee) in the following areas :-

- a. Execution of the decisions of the Committee and implementation of its directions in the day-to-day activities of the office;
- b. Meetings of the Standing Committee (Finance) of Haj Committee of India;
- c. Maintaining the accounts of the Committee;
- d. Handling and supervising financial transactions;
- e. Ensuring proper internal controls;
- f. Preparation of Budget of the Committee;
- g. Over-seeing Internal & External Audits and taking remedial measures;

- h. Matters relating to Foreign Exchange and remittances in Indian Currency;
- i. Refunds to Haj Pilgrims and related matters;
- j. Insurance of Haj Pilgrims and related matters;
- k. Co-ordination with agencies like the Ministries, State Haj Committees, Banks, Airlines, Airports Authority of India, Customs, Immigration, Consulate General of India at Jeddah, Non-Governmental Organizations and other agencies in matters relating to Accounts/Finance;
- l. Any other work assigned by the Chief Executive Officer from time to time

A. **GENERAL GUIDELINES:-**

- i. The applications of suitable candidate may be forwarded by the Cadre Controlling Authority along with complete ACR/APAR dossiers of last five years to the following address:-

**The Chief Executive Officer, Haj Committee of India,
Haj House,7-A, M.R.A. Marg, (Palton Road), Mumbai-400 001.**

- ii. The envelope should be superscribed in bold letters as follows:-

**"APPLICATION FOR THE POST OF DEPUTY CHIEF EXECUTIVE OFFICER
(ADMINISTRATION OR OPERATIONS OR ACCOUNTS), HAJ COMMITTEE OF
INDIA, MUMBAI ON DEPUTATION BASIS".**

- iii. A certificate about the Integrity of the applicants to be submitted by the Cadre Controlling Authority along with vigilance clearance in respect of applicant duly signed by Authorized Officer.
- iv. Qualifications and experience submitted are to be certified by the Cadre Controlling Authority.
- v. Ministry of Minority Affairs/Haj Committee of India reserves the right to select/reject any candidate, without assigning any reason.
- vi. No correspondence will be entertained from the candidates for selection/interview/appointment. Canvassing in any form will make the candidate liable for disqualification.

- B. Applications should be submitted through proper channel only. Forwarding letter should be addressed to Chief Executive Officer, Haj Committee of India and the certificate should be signed by the Employer/ Cadre Controlling Authority and all relevant documents should be enclosed with the applications. Incomplete applications, or application received after closing date will not be considered.

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

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Ministry of Minority Affairs, Government of India.

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

Application for the post of Deputy Chief Executive Officer **(Administration / Operations / Accounts.)** **On deputation basis.**

(To be fill in block letter and submitted through proper channel only)

(Please use separate application for each post)

(Only Central/ State Govt. employee can Apply)

Passport
Size
Photograph

1. **Applied for the post of** _____
2. Name of applicant (block letters) _____
3. Father/Spouse Name _____
4. Date of Birth _____
5. Gender: (Male/Female) _____
6. Age as on **(Closing date)** _____
7. Educational Qualifications _____
8. Addl. Qualification (IT) _____
9. Date of joining Govt. Service _____ Date of Retirement _____
10. Whether Central Govt. or State Govt. employee (pl. specify) _____
11. Designation _____
12. Present Office Name & Address _____

13. Present Pay Level and year since (as per Pay Matrix of 7th CPC) _____
14. Experience _____
15. Details of position held since entry into service:-

Sr. No.	Name and address of Employer	Post/designation held	From	To	Pay Level	Nature of duties (in detail)

16. Languages Known

Sr.No.	Language	Read	Write	Speak

17. Mother tongue _____

18. Permanent address _____

19. Address for correspondence _____

20. Contact Particulars

i) Mobile No. _____

ii) Email Address _____

21. Additional information, if any, which you would like to mention in support of your candidature

22. I have carefully gone through the advertisement and do hereby declare that all the information given above is complete and true to the best of my knowledge and belief. I also declare that there is no disciplinary proceeding either contemplated or pending against me.

Date _____

Place _____

(Signature of the Applicant)

Remarks / Recommendation of the forwarding authority:

Certified that the entries' made in the above application have been verified from the service records of the Officer. Certified that the candidate has completed the mandatory cooling off period from his last deputation and he/she shall be relieved immediately, in case he/she is selected for deputation for above post.

Signature _____
(Designation/Seal of the forwarding authority)

- Encl: 1. ACR/APAR dossiers for the last five years.
2. Vigilance Clearance.

Caution: Any information suppressed or falsely given will render the applicant liable to disciplinary action besides summarily rejection of his application.