

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: 15.07.2025

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

The Haj Committee of India invites applications for the post of Mentor (one Male and one Female) for its Residential UPSC Coaching Programme at Haj House, Mumbai.

Preference will be given to candidates who have either:

Appeared in the UPSC Civil Services Interview, or successfully cleared the Preliminary Examination at least two times.

Candidates should possess sound knowledge of Islamic Shariyat, culture, and must observe Islamic values and ethics.

The application format, eligibility criteria, terms & conditions, and job description are available on the official website: <http://hajcommittee.gov.in>.

Eligible candidates must submit their Bio-Data, testimonials, and completed application form to the undersigned on or before **28th July, 2025**.


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

TERMS AND CONDITIONS FOR APPOINTMENT OF MENTOR
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/-. No additional allowances such as 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 appeared in the UPSC Civil Services Interview, or Cleared the Prelims Examination at two times, along with atleast two years relevant teaching or mentoring experience.

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

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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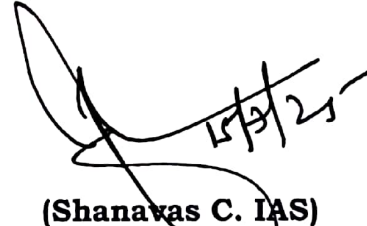
Job Description of Mentor

- a) Assist in the selection process, assessment along with conducting test and deliver lectures.
- b) Guide and mentor students preparing for IAS Prelims & Mains and other Civil Services Examinations conducted by UPSC or State PSCs.
- c) Provide academic and motivational support to develop students' competence and personality.
- d) Facilitate the development and use of library resources, study materials, digital content, and infrastructure.
- e) Coordinate with subject experts, agencies, and faculties for lectures and workshops.
- f) Supervise and support the residential students during their stay at Haj House.
- g) 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 on the Email Id: ceo.hajcommittee@nic.in


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

Annexure-II

Recent Passport
size photograph
to be pasted
here.

PROFORMA

**APPLICATION FOR APPOINTMENT OF MENTOR 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 Pin code				
8.	Address for correspondence with Pin code				
9.	Educational Qualifications (Attach attested copies of testimonials)				
10.	Experience				
11.	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. 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.