

IN



HAJ-12/3/2022-HAJ-MoMA
भारत सरकार
Government of India
अल्पसंख्यक कार्यमंत्रालय
Ministry of Minority Affairs
(Haj Division)



SP
029
16-1-23

पश्चिम खंड-VIII, विंग-2, प्रथम तल,
सेक्टर-1, आर.के. पुरम, नई दिल्ली - 110 066
West Block-VIII, Wing-2, 1st Floor,
Sector-1, R.K. Puram, New Delhi - 110 066
दिनांक / Date: 09.01.2023

Services-II Branch
Diary No 7721
Date 20/01/23

OFFICE MEMORANDUM

Subject: Publishing of Advertisement for filling up the post of Deputy Chief Executive Officer (Operation) in the establishment of Haj Committee of India-reg

CS (Busy)

1. PAFCS
17 JAN 2023

SSHRD

Bunji
PS/SSHRD
18-1-23

PS/SSPS
@ 19/1
PS/SSPS
19/1/23
SSHRD

The undersigned is directed to say that Haj Committee of India, a statutory body under the administrative control of Ministry of Minority Affairs, Government of India intends to fill up two vacancies of Dy. Chief Executive Officer immediately.

2. The HCoI has issue an advertisement seeking application from eligible officers of the Govt of India and State Government for post of Deputy Chief Executive Officer (Operation) and Deputy Chief Executive Officer (Administration). A copy of the advertisement is enclosed herewith and it requested that the same may be given wide circulation in your department/ Ministry/ Sub-ordinate bodies under your administrative control.

(Shubhendu S. Srivastava)
Under Secretary to the Government of India

1. Director, CS Division, DoP&T, Lok Nayak Bhawan, Khan Market, New Delhi.
2. Ministry of Railways, Room No. 256-A, Rail Bhavan, Raisina Road, New Delhi.
3. Ministry of Home Affairs, Janpath Road, North Block Central Secretariat, New Delhi.
4. Ministry of Defence, South Block, Central Secretariat, New Delhi.
5. Ministry of Petroleum, Shastri Bhawan, New Delhi.
6. Department of Financial Services, Ministry of Finance, 3rd Floor, Jeevan

Special Secretary
Human Resources Department
Diary No. (File) 7721
Date 18/01/23

19/1/23
6.511

Deep Building, Sansad Marg, New Delhi..

7. Ministries/ Departments of the Government of India (other than mentioned above)- with request to disseminate this OM to all concerned officials and PSUs under their administrative control.
8. Secretaries/ Principal Secretaries, Minority Welfare Department, all States/ UTs
9. NIC, MoMA with a request to upload the circular on the website of the Ministry and Haj Division.
10. All attached/ subordinate/ autonomous bodies (CWC, MAEF, NMDFC, Dargah, NCM, CLM) under administrative control of MoMA.



हज कमिटी ऑफ इंडिया
HAJ COMMITTEE OF INDIA
अल्पसंख्यक कार्य मंत्रालय के अधीन
Under Ministry of Minority Affairs
भारत सरकार
Government of India.



Haj House, 7-A, M.R.A. Marg,
(Palton Road), Mumbai - 400 001.
Tel: 022 - 22717100/01/02
Fax: 022 - 22620920 / 22630461
Website: hajcommittee.gov.in
E-mail: ceo.hajcommittee@nic.in

05 JAN 2023

-02/157/2022/814

The Under Secretary (Haj),
Ministry of Minority Affairs,
Government of India,
Haj Division, West Block-VIII, Wing-II,
1st Floor, Sector-1, R.K.Puram,
New Delhi-110 016.

Sub: Advertisement for filling up the post of
Deputy Chief Executive Officer (Administration) and
Deputy Chief Executive Officer (Operations) in
Haj Committee of India, Mumbai.

May refer to letter No. Haj-12/3/2022-HAJ-MoMA dated 03.01.2023 on the subject cited above. A copy of advertisement inviting applications from Central Government/State Government employees for recruitment to the post of Deputy Chief Executive Officer (Administration) and Deputy Chief Executive Officer (Operations) in Haj Committee of India, Mumbai on deputation basis is enclosed for kind information.

It is, requested to kindly upload said advertisement on website of Ministry of Minority Affairs, Govt. of India and endorsed to other Ministries for wide circulation and publicity.

Yours faithfully,

(Mohd. Yakoob Shekha)
Chief Executive Officer.

5/1/23

Encl: As stated above.

Copy to: The Joint Secretary (Haj), Ministry of Minority Affairs, New Delhi.

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.

HC-02/157/2022/

Date 03.01.2023

**ADVERTISEMENT FOR FILLING UP THE POST OF
DEPUTY CHIEF EXECUTIVE OFFICER (ADMINISTRATION)
AND DEPUTY CHIEF EXECUTIVE OFFICER (OPERATIONS)
ON DEPUTATION BASIS.**

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

Advance copy of application may be sent to the undersigned **latest by 15.01.2023**. Further, application through proper channel (forwarding letter addressed to Haj Committee of India by the forwarding authority/ cadre controlling authority alongwith all enclosures) must reach the undersigned within 3 weeks from the date of publication of this notification.

Chief Executive Officer,

3/1/23

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.

HC-02/157/2022/

Date 03.01.2023

DETAILED ADVERTISEMENT FOR FILLING UP THE POST OF DEPUTY CHIEF EXECUTIVE OFFICER (OPERATIONS) 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.
2. One post of Deputy Chief Executive Officer (Operations) in the Haj Committee of India, Mumbai, in Pay Level 11 in the Pay Matrix as per 7th Central Pay Commission Pay Structure is to be filled on deputation basis. The period of deputation is three years only. 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 are as under:-

i. QUALIFICATIONS:-

- A. **EDUCATIONAL:-** Graduation or equivalent from any recognized University.
- B. **EXPERIENCE:-** At least 5 year's experience in a responsible capacity.
- C. Knowledge of Urdu & Hindi.

DESIRABLE:- Should have good computer competency.

ii. **AGE:-**

The maximum age limit for appointment to this deputation post, shall be not exceeding 56 years as on the closing date of receipt of applications.

5. **PAY FIXATION/TERMS AND CONDITION OF DEPUTATION:-**

The Pay fixation and deputation terms and conditions will be governed by DoPT OM No. 6/8/2009 -Estt.(Pay-II) dated 17.06.2010 as amended from time to time. Allowances shall be as admissible to Central Government Officers of equivalent rank stationed at Mumbai.

6. **JOB DESCRIPTION :-**

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

- a. Execution of the decisions of the HCoI and implementation of its directions in the day-to-day activities of the office.
- b. Meetings of the Haj Committee of India;
- c. Making logistics & supporting arrangements for Haj pilgrims from India to Kingdom of Saudi Arabia;
- d. Coordination with agencies like the Ministries, State/UT 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-Governmental Organizations and other agencies for various purposes;
- e. Any other work assigned by the Chief Executive Officer from time to time.

7. **GENERAL GUIDELINES:-**

- i. The applications of suitable candidate may be forwarded by the Cadre Controlling Authority along with complete ACR/APAR dossiers for the last five years, latest by (three weeks from the date of notification) to 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 (OPERATIONS), 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 alongwith 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.
8. 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 entertained and shall be summarily rejected.

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

2/1/23

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.

Application for the post of Deputy Chief Executive Officer (Operations), Haj Committee of India, Mumbai on deputation basis

(To be submitted through proper channel only)

Passport Size
Coloured
Photograph

1. Name in full (in block letters) _____
2. Father's/Husband's Name _____
3. Date of Birth (In Christian Era) _____ Gender: Male/F:female
4. Age as on (Closing date) _____
5. Designation
(Present post held & official address) _____

6. Date of joining Govt. Service _____ Date of Retirement _____
7. Present Pay Level/Pay Scale,
Basic Pay and DA (as per 7th CPC) _____
8. Educational Qualifications _____
9. Experience _____

10. Whether fulfils desirable conditions, if yes, pl. furnish details _____
11. Position held since entry into service:-

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

12. Languages Known

Sr.No.	Language	Read	Write	Speak

13. Permanent address with Pincode _____

14. Address for correspondence with Pincode _____

15. Contact Particulars

Office Telephone _____

Residence Telephone _____

Mobile Number _____

E-mail address _____

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

17. 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)

Certification by the Employer / Cadre Controlling Authority

The information details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy circular. If selected he/she will be relieved immediately.

2. Also Certified that

- (a) There is no vigilance or disciplinary case pending / contemplated against Shri/Smt. _____
- (b) His/ Her integrity is certified.
- (c) His/ Her ACR/APAR Dossier in original is enclosed/ photocopies of the ACR/APAR for the last 05 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (d) No major/minor Penalty has been imposed on him/her during the last 10 years or a list of major /minor penalty imposed on him/her during the last 10 years is enclosed (as the case may be).

Signature _____
(Designation/Seal of the forwarding authority)
Email Id:-

- Encl: 1. ACR/APAR dossiers for the last five years.
2. Integrity Certificate.

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

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.

HC-02/157/2022/

Date 03.01.2023

DETAILED ADVERTISEMENT FOR FILLING UP THE POST OF DEPUTY CHIEF EXECUTIVE OFFICER(ADMINISTRATION) 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.
2. One post of Deputy Chief Executive Officer (Administration) in the Haj Committee of India, Mumbai, in Pay Level 11 in the Pay Matrix as per 7th Central Pay Commission Pay Structures to be filled on deputation basis. The period of deputation is three years only. 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.

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- B. **EXPERIENCE:-**At least 5 year's experience in a responsible capacity.
- C. Knowledge of Urdu & Hindi.

DESIRABLE:-Should have good computer competency.

Cont.2

- ii. **AGE:-**
The maximum age limit for appointment to this deputation post, shall be not exceeding 56 years as on the closing date of receipt of applications.
5. **PAY FIXATION/TERMS AND CONDITION OF DEPUTATION:-**
The Pay fixation and deputation terms and conditions will be governed by DoPT OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time. Allowances shall be as admissible to Central Government Officers of equivalent rank stationed at Mumbai.
6. **JOB DESCRIPTION:-**
To assist and provide general administrative support to the Chief Executive Officer (who also functions as ex-Officio Secretary to the Committee) in the following areas :-
- Execution of the decisions of the Committee and implementation of its directions in the day-to-day activities of the office.
 - Meetings of the Haj Committee of India and all Protocol matters.
 - Establishment/ Administration/ Manpower matters.
 - Maintenance and up-keep of Haj House Building.
 - Safety/ Security of building/equipments etc.
 - Disciplinary and Vigilance Matters.
 - Handling RTI & Legal matters..
 - Any other work assigned by the Chief Executive Officer from time to time.
7. **GENERAL GUIDELINES:-**
- The applications of suitable candidate may be forwarded by the Cadre Controlling Authority along with complete ACR/APAR dossiers for the last five years, latest by (three weeks from the date of notification) to following address:-

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

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8. 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 entertained and shall be summarily rejected.

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

3/1/23

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.

Application for the post of Deputy Chief Executive Officer (Administration), Haj Committee of India, Mumbai on deputation basis

(To be submitted through proper channel only)

Passport Size
Coloured
Photograph

1. Name in full (in block letters) _____
2. Father's/Husband's Name _____
3. Date of Birth (In Christian Era) _____ Gender: Male/Female
4. Age as on (Closing date) _____
5. Designation
(Present post held & official address) _____

6. Date of joining Govt. Service _____ Date of Retirement _____
7. Present Pay Level/Pay Scale,
Basic Pay and DA (as per 7th CPC) _____
8. Educational Qualifications _____
9. Experience _____

10. Whether fulfils desirable conditions, if yes, pl. furnish details _____
11. Position held since entry into service:-

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

Cont....2

12. Languages Known

Sr.No.	Language	Read	Write	Speak

13. Permanent address with Pincode _____

14. Address for correspondence with Pincode _____

15. Contact Particulars

Office Telephone _____
Residence Telephone _____
Mobile Number _____
E-mail address _____

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

17. 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)

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- (b) His/ Her integrity is certified.
- (c) His/ Her ACR/APAR Dossier in original is enclosed/ photocopies of the ACR/APAR for the last 05 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (d) No major/minor Penalty has been imposed on him/her during the last 10 years or a list of major /minor penalty imposed on him/her during the last 10 years is enclosed (as the case may be).

Signature _____
(Designation/Seal of the forwarding authority)
Email Id:-

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