

Advertisement for the post of CEO, HCoI - regarding

From : Mohd Marzooq <mohd.marzooq@govcontractor.in>
Subject : Advertisement for the post of CEO, HCoI - regarding

Thu, Jun 27, 2024 02:50 PM

To : psecup.secadmin <psecup.secadmin@nic.in>, jsgad@rajasthan.gov.in, parsec@tn.gov.in, prlsecy poll gad <prlsecy_poll_gad@telanagana.gov.in>, Dr. Ravi Kota <cs-assam@nic.in>, Dr B Rajender <secy-par-bih@nic.in>, Shri Prabhat Kumar Mishra <secy.par-wb@nic.in>, dopjharkhand@gmail.com, psrb-jk@nic.in, G. V. Rashmi <secygad1@mp.gov.in>, secpers@gujarat.gov.in, Shweta Singhal <dsdb.rb-mh@nic.in>, Secretary Personnel Art <secy-part-arn@nic.in>, secy-gad-ua@nic.in, secretarypaladakh@gmail.com, K R JYOTHILAL IAS <secy.gad@kerala.gov.in>, kaushalsanjeev@hry.nic.in, Dr. Amandeep Garg <perssecy-hp@nic.in>, Puneet Kumar Goel IAS Chief Secretary <cs-go@nic.in>, prsdpar@karnataka.gov.in, Chief Secretary Punjab <cs@Punjab.gov.in>, renu pillay <renu.pillay@nic.in>, Cyril V Darlong Diengdoh, IAS <cyril.diengdoh@gov.in>, Shri Pradeep Kumar Jena <csori@nic.in>, Addl. Chief Secretary <gadmin.or@nic.in>, Jan e Alam, Chief Secretary Nagaland <csnlg@nic.in>, Neerabh Kumar Prasad, IAS <cs@ap.gov.in>, cs-manipur <cs-manipur@nic.in>, cs-mizoram <cs-mizoram@nic.in>, Vijay Bhushan Pathak <cs-skm@hub.nic.in>, cs-tripura <cs-tripura@nic.in>, Chief Secretary Andamans <cs-andaman@nic.in>, admn-chandigarh@nic.in, devcom-d@nic.in, Shri Naresh Kumar <csdelhi@nic.in>, Advisor to the Administrator UTL <lk-advisor@gov.in>, cs-pondicherry@nic.in

Cc : ANKUR YADAV <ankur.yadav90@gov.in>, Md Nadeem <ushaj2-mma@gov.in>, Saurabh Gupta <saurabh.gupta91@gov.in>



27.06.24
 Pr. Secy. (Sec)
 M. J. / L. W.
 Spl. Secy (S-I)

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 SO (CDM)
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Sir/Madam,

Please find enclosed the O.M. (dated 26.06.2024) for the advertisement of the post of CEO, Haj Committee of India, Mumbai (a statutory body under the Ministry of Minority Affairs). It is requested to kindly circulate the same among all the eligible officer in the Ministries / Departments/ Offices under your administrative control.

Thanks and Regards,
 Haj Division
 Ministry of Minority Affairs
 Government of India

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OM (dated 26.06.2024) for advertisement to the post of CEO, Haj Committee
of India.pdf

4 MB

भारत सरकार
Government of India
अल्पसंख्यक कार्य मंत्रालय
Ministry of Minority Affairs
(Haj Division)

11th Floor, Pt. Deendayal Antyodaya Bhawan,
C.G.O. Complex, Lodhi Road
New Delhi – 110 003
Date: 26.06.2024

OFFICE MEMORANDUM

Subject:- Appointment of Chief Executive Officer, Haj Committee of India, Mumbai - regarding.

Ministry of Minority Affairs invites applications from Muslim Officers working in Central Ministries/ Departments and State Governments, not below the rank of Deputy Secretary in the Government of India (in the Level 12 or above in the Pay Matrix as per 7th Central Pay Commission, or in the Grade Pay of Rs.7600/- or above as per 6th Central Pay Commission) to fill up the post of Chief Executive Officer, Haj Committee of India, a statutory body functioning under the Administrative Control of Ministry of Minority Affairs. Applications should be submitted to the Ministry through proper channel. The office of Haj Committee of India is located in Mumbai. The post is to be filled on deputation basis.

2. The period of deputation is three years initially, which may be extended upto a maximum of one year by the Competent Authority.

3. The eligibility criteria for the post is as under.

I. QUALIFICATION

- A. The candidate should be a Muslim and proficient in English and Hindi/Urdu.
- B. Knowledge of other Indian languages and Arabic is desirable.
- C. Previous knowledge/experience about Haj is desirable.

II. EXPERIENCE

- A. Officers holding posts not below the rank of Deputy Secretary in the Central Government or equivalent rank in State Governments are eligible for the post.
- B. The Officer should have completed 9 years of Group 'A' service.
- C. Officers in the higher pay scale in their parent cadre can also apply.

III. AGE

The applicant should not be above the age of 45 years. Relaxation in age may be considered for suitable experienced officers by the Competent Authority.

IV. Pay Fixation

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- A. Pay fixation would be as per the rank of Deputy Secretary/ Director. However, if the pay fixation of the officer posted on deputation to the Haj Committee of India, happens to be lower than the pay the officer would have been entitled to, had they been in their parent cadre and would have drawn that pay but for deputation to HCoI, such difference in the pay shall be protected in the form of Personal Pay.
- B. DA, CCA, HRA etc. shall be as admissible to Central Government Officers of the rank of Deputy Secretary/ Director stationed in Mumbai.
- C. The officer on deputation is entitled to draw deputation allowance as per rules applicable.

V. Responsibilities of CEO, HCoI

- A. To execute the decisions of the Committee and carry out its directions relating to implementation of such decisions in the day to day performance of his/her duties.
- B. The Chief Executive officer also functions as Ex-Officio Secretary to the Haj Committee of India.
- C. Issuing notices of the meetings of the Committee to its members and recording the minutes of the meeting.
- D. Making satisfactory, logistic & supporting arrangements for Haj Pilgrimage from India to Saudi Arabia.
- E. Holding negotiations with Airlines, Banks etc. for Haj related activities and coordination with the Ministry of Minority Affairs, GoI, State Haj Committees, Consulate General of India, Jeddah and various voluntary organizations, etc.
- F. Handling and supervising financial transactions related to Haj Committee of India, Haj House and Haj arrangements.
- G. Handling and disposal of establishment and administrative matters.

VI. General Guidelines

- A. Officers may forward their applications through proper channel along with their Annual Performance Appraisal Report (APAR) for the last five years, latest by 26.07.2024 at the following address.

Under Secretary (Haj-II)
Ministry of Minority Affairs,
11th floor, Pt. Deendayal 'Antyodaya Bhawan'
New Delhi- 110003

- B. The Cadre Controlling Authority may provide the vigilance clearance, details of previous deputation if any and APARs of the officer for previous 5 years [Annexure I, II, III & IV].

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