

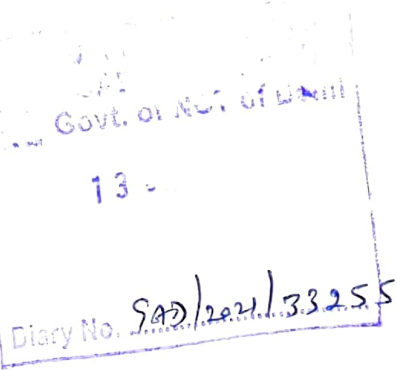
Haj-13/8/2021-Haj-MoMA

भारत सरकार

Government of India

अल्पसंख्यक कार्यमंत्रालय

Ministry of Minority Affairs
(Haj Division)



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: 08.12.2021

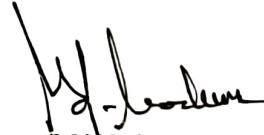
OFFICE MEMORANDUM

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

The undersigned is directed to say that Haj Committee of India is a statutory body under the administrative control of Ministry of Minority Affairs, Government of India.

2. In this context, the advertisement for filling up the post of Deputy Chief Executive Officer (Administration) in the establishment of Haj Committee of India, is hereby forwarded for wide circulation in your department/ Ministry/ Sub-ordinate bodies under your administrative control.

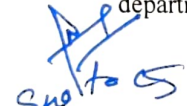



(Md Nadeem)

Under Secretary (Haj-II)

Email ID- ushaj2-mma@gov.in

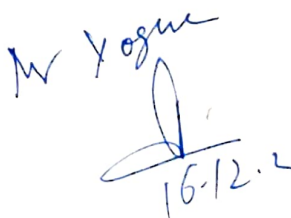
Ph No-011-26160031


14/12/21

Secy (Services)

- ss (services) I
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 Deep Building, Sansad Marg, New Delhi.
 7. Department of Public Enterprises, Lodi Estate, CGO Complex, Lodi Colony, New Delhi.
 8. 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.
 9. Secretaries/ Principal Secretaries, Minority Welfare Department, all States/ UTs
 10. Technical Director, NIC, MoMA with a request to upload the circular on the website of the Ministry and Haj Division.
 11. All attached/ subordinate/ autonomous bodies (CWC, MAEF, NMDFC, Dargah, NCM, CLM) under administrative control of MoMA.
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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.

Dated: 01.12.2021

**NOTICE FOR FILLING UP THE POST OF
DEPUTY CHIEF EXECUTIVE OFFICER (ADMINISTRATION)
IN HAJ COMMITTEE OF INDIA, MUMBAI ON DEPUTATION BASIS.**

Applications are invited for the post of Deputy Chief Executive Officer (Administration) on deputation basis, in the pay scale of Rs.15600-39100/- (PB3) + 6600 (GP) as per 6th Central Pay Commission (Level 11 in the Pay Matrix as per 7th Central Pay Commission) from Central/State Government **(including their autonomous bodies)** employees possessing prescribed qualifications and age upto 56 years. The qualifications and experience required for the post are given in the notice for appointment of Deputy Chief Executive Officer (Administration) in Haj Committee of India, Mumbai, available on website <http://hajcommittee.gov.in>. Applications must reach the office of the undersigned by **5th January, 2022** through proper channel only **(forwarding letter addressed to HCoI and also certificate signed by forwarding authority/ cadre controlling authority)** and enclosing all required documents.

Chief Executive Officer.

1/12/21

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.

Dated: 01.12.2021

**NOTICE 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 autonomous body under the administrative control of the Ministry of Minority Affairs, Government of India. Its office is located in Mumbai.
 2. One post of Deputy Chief Executive Officer (Administration) in the Haj Committee of India, Mumbai, in pay scale of Rs.15600-39100/- (PB3) + 6600 (GP) as per 6th Central Pay Commission (Level 11 in the Pay Matrix as per 7th Central Pay Commission) is 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 (including their autonomous bodies) employees:-
 - (i) Holding analogous posts.
- OR**
- (ii) With 5 years service rendered in the grade after appointment there to on a regular basis in the pay scale of Rs.15600-39100/- (PB3) + 5400 (GP) as per 6th Central Pay Commission (Level 10 in the Pay Matrix as per 7th Central Pay Commission)
 4. The eligibility criteria for the post are as under:-

(I) QUALIFICATIONS:-

- A) EDUCATIONAL:-** B.A./B.Sc./B.Com. or equivalent from any recognized University.
- B) EXPERIENCE:-** At least 5 year's experience in a responsible capacity.

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- C) Knowledge of Urdu & Hindi.
DESIRABLE:- Should have good computer competency.

(II) **AGE:-**

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

5. **SCALE OF PAY:-** The selected officer shall be entitled to draw deputation allowance, if holding analogous post in the parent office or otherwise draw pay scale to the selected post. Other 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 :-

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

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7. GENERAL GUIDELINES:-

- i) The applications of suitable candidate may be forwarded by the Cadre Controlling Authority along with complete ACR dossiers' / ACRs for the last five years, latest by 05.01.2022 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 superscripted in bold letters as follows:-

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

- iii) A certificate about the Integrity of the Officer is to be submitted by the Cadre Controlling Authority, recommending for appointment on deputation, 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 reserve 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, 11/11/21
Haj House, 7-A (Palton Road),
M.R.A. Marg, Mumbai-400001.

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.

**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

Photograph

1. Name in full (in block letters) _____
2. Father's/Husband's Name _____
3. Date of Birth _____ Gender: Male/Female
(In Christian Era)
4. Age as on **05.01.2022** _____
5. Designation _____
(Present post held & official address) _____

6. Date of joining Govt. Service _____ Date of Retirement _____
7. Present Pay Scale with _____
Grade Pay (as per 6th CPC)/
Pay Level in the Pay Matrix 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	Scale of Pay with Grade Pay/ Pay Level	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)

- (3) -

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 CR Dossier in original is enclosed/ photocopies of the ACRs 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 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.