

No.2/1/2016-Haj

भारत सरकार

Government of India

अल्पसंख्यक कार्य मंत्रालय

Ministry of Minority Affairs
(Haj Division)

तीसरा तल, आई एस आई एल, वी के कृष्णा मेनन भवन,

9 भगवान दास रोड, नई दिल्ली - 110 001

3rd Floor, ISIL, V.K. Krishna Menon Bhawan,
9 Bhagwan Das Road, New Delhi – 110 001

दिनांक / Date: 15.11.2016

OFFICE MEMORANDUM

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

The undersigned is directed to state that the post of Chief Executive Officer in the Haj Committee of India, a statutory body functioning under the Administrative Control of Ministry of Minority Affairs, is falling vacant soon. It's office is located in Mumbai. The post is to be filled on deputation basis.

2. 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 13 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. Applications should be submitted to the Ministry through proper channel.

3. The period of deputation is three years initially, which may be extended upto a maximum of one year.

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

I. QUALIFICATION

A. The candidate must be Graduate in any discipline from a recognized University.

B. The candidate should have proficiency in English, Urdu and Hindi languages.

C. Knowledge of other Indian languages and Arabic is desirable.

D. Knowledge of Haj will be an added qualification.

II. EXPERIENCE

- A. Officers holding posts not below the rank of Deputy Secretary/ Director in the Central Government or equivalent rank in States are eligible for the post.
- B. The Candidate should have administrative experience including knowledge of accounts and computers.
- C. The candidate should preferably have experience of Public Administration.

III. AGE

The applicant should not be above the age of 50 years. Relaxation in age may be considered for suitable experienced officers.

IV. SCALE OF PAY

- A. The scale of pay for the post will depend on the pay-scale of the person selected for this post.
- B. DA, CCA, HRA etc shall be as admissible to Central Government Officers of equivalent rank stationed in Mumbai.
- C. The officer on deputation is entitled to draw deputation allowance as per rules applicable.

V. JOB DESCRIPTION

- 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 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 Airline, Banks etc. for various purpose and coordination with the Ministry, State Haj Committees, Consulate General of India, Jeddah and various voluntary organizations.
- 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. Nominations of suitable officers may be forwarded along with Annual performance Appraisal Report (APAR) for the last five years, **latest by 31.12.2016** at the following address.

**Joint Secretary (Waqf & Haj)
Ministry of Minority Affairs,
11th floor, Pt. Deendayal 'Antyodaya Bhawan'
New Delhi- 110003**

- B. A certificate may be furnished about the integrity of the officer by the Cadre Controlling Authority.
- C. Qualification & experience may be certified by the controlling authority.
- D. Nomination of eligible candidate may be forwarded in the prescribed proforma.
- E. Ministry of Minority Affairs reserves the right to select any candidate.



(Ravi Chandra)
Under Secretary

**Telephone No- 2338 7012
Fax No.- 2338 9177**

To,

1. All Ministries/Departments, Government of India.
2. Secretaries (Departments of Personnel & Administration), All State Governments/ Union Territories.
3. Chairman, Haj Committee of India, Mumbai.
4. Director (CS), Department of Personnel & Training with a request to widely circulate the vacancy and to post the advertisement on the website of DoPT.
5. Technical Director (NIC), MoMA with a request to post the advertisement on the website of MoMA.
6. Dy. CEO, Haj Committee of India with a request to post the advertisement on the website of HCoI.
7. MEA (XP Division) with a request to post the advertisement on the website of MEA.
8. Spare Copies (Ten)

**Application for the post of CEO, Haj Committee of Indian on deputation basis
(to be submitted through proper channel only)**

1. Name of Candidate _____
2. Father's Name _____
3. Date of Birth _____
4. Age as on 01.01.2016 _____
5. Designation
(Present post held & official address) _____
6. Present pay Scale _____
7. Grade Pay (as per 6th CPC)/
Pay Level in the Pay Matrix (as per 7th CPC) _____
8. Date of joining in Government Service _____
9. Qualifications _____
10. Experience _____
11. Language Known _____
12. Mother tongue _____
13. Permanent Address _____
14. Address for Correspondence _____
15. Contact Details:-
(A) Telephone (Office) _____
(b) Fax (Office) _____
(c) Telephone (Residence) _____
(d) Mobile _____
(e) e-mail Address _____
16. Any other particulars relevant to his application

17. I hereby certify that the information given above is complete and true to the best of my knowledge and belief.

Date: _____
Place _____

(Signature of Applicant)

Signature/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 and the officer is free from vigilance angle. It is certified that the candidate shall be relieved, in case he is selected for the deputation to Haj Committee of India, Mumbai.

Signature _____
(Designation/ seal of the forwarding authority)

Encl.1. Annual Performance Appraisal Report (APAR) of the last five years.

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