

No M (Haj)-1181/9/2006
Government of India
Ministry of External Affairs
(Haj Cell)

New Delhi, 16th December, 2010

OFFICE MEMORANDUM

Subject: Appointment of Deputy Chief Executive Officer, Haj Committee (India), Mumbai

The undersigned is directed to state that one post of Deputy Chief Executive Officer in Haj Committee of India, Mumbai, a statutory body functioning under the Administrative Control of this Ministry, is falling vacant soon.

2. Ministry of External Affairs invites applications from Indian Muslim Officers having equivalent rank of Under Secretary to the Government of India (Grade Pay Rs. 6600/- in PB-III) from Central Ministries/Departments and State Governments to fill up this post. Applications should be submitted to the Ministry through proper channel. Applications received directly will not be entertained.

3. The period of deputation is three years initially.

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

I. ESSENTIAL QUALIFICATIONS / EXPERIENCE

A. The candidate must be graduate from any of the recognized universities.

B. At least five years experience in responsible capacity.

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

II. DESIRABLE QUALIFICATIONS:

A. Knowledge of computer operations.

B. Knowledge of Arabic and Islamic History and Culture.

III. AGE

The applicant should be between 35-45 years. Relaxation in age may be considered on suitably experienced officers.

5. The selected officer on deputation is entitled to draw deputation allowance, DA, CCA, HRA etc. as per rules.

6. GENERAL GUIDELINES

- A. Nominations of suitable officers may be forwarded along with character rolls for the last five years latest by 15.01.2011 at the following address.

Under Secretary (Haj)
Ministry of External Affairs
Room No 234, Akbar Bhawan
Satya Marg, Chanakyapuri,
New Delhi-110021

- B. The envelopes should be superscribed in bold letters as follows:

“APPLICATIONS FOR THE POST OF DEPUTY CHIEF EXECUTIVE OFFICER,
HAJ COMMITTEE OF INDIA, MUMBAI”

- C. A certificate may be furnished about the integrity of the officer by the Cadre Control Authority.
- C. Qualifications & experience may be certified by the controlling authority.
- D. Nominations of eligible candidates may be forwarded in the prescribed proforma.
- E. Ministry of External Affairs reserves the right to select any candidate.

(Vivek Jeph)
Under Secretary (Haj)
Tele-26872201
Fax No 26872203

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. Spare copies (ten)

Ministry of External Affairs
(Haj Cell)

Application for the post of Dy. CEO, Haj Committee of India on
deputation basis

(To be submitted through proper channel only)

Passport
Size
Photograph

1. Name of the candidate _____
2. Father's Name _____
3. Date of birth _____
4. Age as on 01 January, 2011 _____
5. Designation _____

(Present post held & official address)

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6. Date of joining Government service _____
 7. Professional qualifications _____
 8. Language known _____
 9. Mother tongue _____
 10. Permanent address _____

 11. Address for correspondence _____

