

No M (Haj)-1181/7/2006  
Government of India  
Ministry of External Affairs  
(Haj Cell)

New Delhi, 15<sup>th</sup> March, 2010

OFFICE MEMORANDUM

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

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

2. Ministry of External Affairs invites applications from Indian Muslim Officers 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. QUALIFICATION

A. The candidate must be graduate in Arts, Commerce or Science faculties.

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 and Ziarat to Muslim holy places in India and abroad shall be an added qualification.

II. EXPERIENCE

A. Officers holding posts equivalent to Deputy Secretary/Director in the Central Government or equivalent rank in States are eligible for the post.

B. The candidate should have administrative experience and knowledge of accounts.

C. The candidate should preferably have experience of public relations and public administration.

D. Computers

III. AGE

The applicant should be between 35-50 years. Relaxation in age may be considered on suitably 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 Committee.
- C. Issuing the notices of the meetings of the Committee to its members and recording the minutes of the meetings;
- D. Making satisfactory, logistic & supporting arrangements for Haj pilgrimage from India to Saudi Arabia.
- E. Holding negotiations with Airlines, Banks etc. for various purposes 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 (India), Haj Houses 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 character rolls for the last five years latest by 31.03.2010 at the following address.

Joint Secretary (Gulf/Haj)  
Ministry of External Affairs  
Room No 80, South Block  
New Delhi-110011

- B. 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 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, 2010 \_\_\_\_\_
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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Telephone Number: Office \_\_\_\_\_  
Residence \_\_\_\_\_  
Mobile \_\_\_\_\_  
e.mail: \_\_\_\_\_

13. Any other particulars relevant to this application \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Date: -----

( Signature of Applicant )

Place: -----

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. It may be certified that the candidate shall be relieved, in case he is selected for the deputation.

( Signature )

( Designation of the forwarding authority )

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