

HAJ COMMITTEE OF INDIA

(Statutory body constituted under the Act of Parliament No.35 of 2002)
Ministry of Minority Affairs, Govt. of India.

Haj House, 7-A, M.R.A. Marg (Palton Road), Mumbai – 400 001.

Ref.No. HC-02/18/2022

Date: 15th March, 2022.

Recruitment for the post of Director, Civil Services Residential Coaching Institute in Haj Committee of India on Contract basis.

Applications are invited for the post of Director, Civil Services Residential Coaching Institute, Haj Committee of India. Preference will be given to retired persons having experience of working in senior grades of administrative services or retired senior grade officer having administrative experience or university professors having experience in the field of administration.

Terms & conditions, job descriptions and application proforma are available on the website <https://hajcommittee.gov.in>. Applications must reach the office of the undersigned with full Bio-Data and Testimonials by **16th April, 2022.**

Chief Executive Officer.

15/3/22.

**TERMS AND CONDITIONS FOR APPOINTMENT OF
DIRECTOR, CIVIL SERVICES RESIDENTIAL COACHING INSTITUTE IN
HAJ COMMITTEE OF INDIA, HAJ HOUSE, MUMBAI-400001.**

1. Applicant should have atleast Bachelor's Degree or above, from a recognized university.
2. Applicant can read, write and speak fluent English besides, Urdu and Hindi languages.
3. Applicant should have knowledge of Computer Operation.
4. Applicant shall be not exceeding 65 years of age as on the closing date of applications.
5. The appointment of Director shall be purely on contractual basis, on consolidated monthly remuneration of Rs.40,000/- per month. No other allowance is admissible such as dearness allowance, residential telephone, transport facility, HRA, personal staff, CGHS, medical reimbursement, leave travel, provident fund, gratuity etc.
6. Retired persons with relevant experience of teaching/coaching/serving at senior level in Government Sector will be preferred for selection.
7. The appointment shall be on full-time basis and the incumbent would not be permitted to take up any other assignment during the period of engagement.
8. The appointment will be for a period of two (2) years initially and can be extended subject to satisfactory performance.
9. The appointment is of a temporary nature and can be terminated at any time without assigning any reason.
10. The appointee shall be eligible for 8 days leave in a calendar year on pro-rata basis. No remuneration will be payable for any period of absence beyond 8 days in a year. Also unavailed leave in a calendar year cannot be carried forward to next calendar year or can not be encashed.
11. The Director will have to attend office six (6) days in a week from Monday to Saturday. However, in exigencies of work, he can even be asked to work on Sunday and other gazetted holidays. No extra remuneration is payable for such exigent situations.

12. No TA/DA shall be admissible for joining the assignment or on its completion.
13. The Director shall not claim any benefit / compensation/ absorption/ regularization of service with this office.
14. The Director shall not publish any article or statement, deliver any lecture or make any communication to the press that concerns the Committee.
15. Applicant must be respectful towards Islamic values & culture.
16. **Job Description:-**
 - i. Trainees' selection/conducting tests, lectures etc.,
 - ii. To supervise assistance, guidance, training and coaching provided to trainees appearing for Prelim & Main examination and other allied competitive Civil Services Examinations conducted by the Union Public Service Commission.
 - iii. Development of personal qualities and attitudes among the trainees.
 - iv. Promote and assist in development of library facilities, study material, computer/internet facilities etc.
 - v. To muster technical and know how to support for conduct of coaching and lectures by professional faculties/agency.
 - vi. Supervise and monitor activities of trainees staying in Haj House premises.
 - vii. Any other work/activities related to Civil Services Residential Coaching Institute, assigned by Chief Executive Officer.
17. The application form completed in all respect should reached the office of the Chief Executive Officer, Haj Committee of India, 7-A, Haj House, M.R.A. Marg, (Palton Road), Mumbai-400001 till closing date.
18. Application received after the **closing date i.e. 16.04.2022** or incomplete shall not be entertained.

(Mohd. Yakoob Shekha)
Chief Executive Officer, 15/3/22
Haj Committee of India,
Haj House, Mumbai-400001.

PROFORMA**APPLICATION FOR APPOINTMENT AS DIRECTOR, CIVIL SERVICES RESIDENTIAL COACHING INSTITUTE ON CONTRACT BASIS IN THE HAJ COMMITTEE OF INDIA**

Recent Passport size photograph to be pasted here.

1.	Name				
2.	Father's Name				
3.	Post applied for				
4.	Date of Birth & Nationality				
5.	Contact Number	Residence	:	_____	
		Mobile	:	_____	
6.	E-mail address				
7.	Permanent Residential Address with Pincode				
8.	Address for correspondence with Pincode				
9.	Educational Qualifications (Attach self attested copies of testimonials)				
10.	Additional Qualification (Computer/others)				
11.	Date of entry into service (including service & batch)				
12.	Date of Retirement				
13.	Office address at the time of retirement				
14.	Office Phone & Fax Number with STD Code				
15.	Position held since entry into service				
	Designation & place of posting	Scale of pay	From	To	Nature of work performed
16.	Languages Known				
	Sr.No.	Language	Read	Write	Speak
17.	Contact Details of person who could be contacted in case of emergency, if any.	Name _____			
		Address _____			
		Phone _____ Mobile _____			

I hereby declare that, the information furnished above is true and correct to the best of my knowledge and belief. Further, I hereby declare that no criminal / vigilance case is pending / contemplated against me and I have never been punished or any disciplinary action has been taken by in any court of law / the organization I have been working/have worked.

Date :

Place :

Signature of the candidate.

Enclosures with the Application Form

1. Birth Certificate photocopy
2. Photocopies of Degrees & Mark Sheets, experience/publication etc.