

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.

Ref.No. HC-02/145/2018

Dated: 10th October, 2018.

Notice

Recruitment for the post of Law Officer on contractual basis in the establishment of Haj Committee of India (HCoI).

Applications are invited for the post of Law Officer on contractual basis in the establishment of Haj Committee of India. Preference will be given to the person who has exposure in dealing with legal cases of Central Government Offices, is located in Delhi and willing to operate from Delhi. Applicants must have basic knowledge of Islamic shariyat/culture and should be observing Islamic values and norms.

Application format, terms & conditions and job descriptions are available on the website <http://hajcommittee.gov.in>. Applications must reach the office of the undersigned with full Bio-Data and Testimonials by 15.11.2018.



Chief Executive Officer.

**TERMS AND CONDITIONS FOR APPOINTMENT OF LAW OFFICER ON
CONTRACTUAL BASIS IN THE ESTABLISHMENT OF HAJ COMMITTEE OF INDIA**


1. The appointment of Law Officer shall be purely on contractual basis on a fixed monthly remuneration of Rs.75,000/- per month. No other allowance such as dearness allowance, residential telephone, transport facility, HRA, personal staff, CGHS, medical reimbursement, leave travel, provident fund, gratuity etc. is admissible.
2. Preference will be given to the person who has exposure in dealing with legal cases of Central Government Offices, is located in Delhi and willing to operate from Delhi.
3. 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.
4. The appointment of Law Officer on contract basis will be for the period of one (01) year initially, which can be further extended on performance basis and mutual consent.
5. The appointment is of a temporary nature and can be terminated at any time without assigning any reason.
6. 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. Prior permission may be obtained before taking leave from the competent authority.
7. **Eligibility Criteria :-**
 - Candidate has to be a citizen of India.
 - The candidate has to have minimum qualification of post graduate degree in Law from any reputed university in India with a minimum percentage secured in which shall be not below 55% at both levels.
 - The candidate should have attained 40 years of age, but not above 55 years.
 - The candidate has to have practicing experience of at least seven years (07) and who has represented before High Courts and Supreme Court.
 - The candidate has to be well versed in litigation as well as drafting of CAs/Replies to Writ Petitions.
 - The candidate has to be physically and mentally fit.
 - The candidate should have proficiency in English, Urdu and Hindi languages.
 - Thorough knowledge of Government rules and regulations.
 - Knowledge of Computer operations.

8. **Job Description :-**

- The candidate has to attend hearings of court cases in High Courts and Supreme Court wherever required.
 - Though most of the court cases of HCoI relate to Haj Policy, Haj Committee Act, 2002, Haj pilgrimage etc., the candidate has to render assistance to Officers in HCoI/MoMA in the preparation of briefs, Counter Affidavits in all court cases of HCoI and MoMA and should be able to brief Senior Officers, CGSCs/ASGs/AG etc.
9. No TA/DA shall be admissible for joining the assignment or on its completion.
10. The Law Officer shall not claim any benefit/ compensation/ absorption/ regularization of service with this office.
11. The Law Officer 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 fixed for such exigent situations.
12. The Law Officer shall not publish any article or statement, deliver any lecture or make any communication to the press that concerns the Committee.
13. The applications of candidates should be sent at the following address by or before 15.11.2018:-

The Chief Executive Officer,
Haj Committee of India,
Liaison Office,
"Shah Khalid Block",
5028, Bachchon Ka Ghar,
Near Dr. Shroff's Eye Hospital, Darya Ganj,
New Delhi-110 002.

14. Ministry of Minority Affairs/ Haj Committee of India reserve the right to select any candidate.
15. The candidate should not have any criminal charges against him or any offences registered under IPC at any police station across India.


(Dr. Maqsood Ahmed Khan)
Chief Executive Officer,
Haj Committee of India,
Haj House, Mumbai-400001

PROFORMA**APPLICATION FOR APPOINTMENT OF LAW OFFICER ON CONTRACTUAL BASIS IN THE ESTABLISHMENT OF 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 Pin code				
8.	Address for correspondence with Pin code				
9.	Educational Qualifications (Attach attested copies of testimonials)				
10.	No. of years' experience in legal services				
11.	Names of other Govt. organizations where court cases handled				
12.	Languages Known				
	Sr. No.	Language	Read	Write	Speak

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.