

HAJ COMMITTEE OF INDIA

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

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

Ref.No.HC-02/120/2019

Dated: 14th October, 2019

Re-advertisement for the post of Private Secretary.

Applications are invited for the post of Private Secretary on deputation basis in Pay Level 6 (corresponding pay scale Rs.9300-34800 (PB2) + 4200 (GP)) from Muslim officials working in similar capacity in Central/State Governments. However, the Grade Pay of the candidate selected can continue, if he is already drawing Grade Pay of more then Rs.4200/-. The posting on deputation shall be for a period of 3 years. The applicant must be Graduate and have passed Shorthand & Typewriting examination at speed of 100 & 50 WPM respectively, with a minimum 5 years experience as Personal Assistant and knowledge of English, Urdu and Hindi. Applications should reach the office of the undersigned by 30.11.2019 through proper channel, with complete ACR dossier's of last 5 years. For detailed information and application form please visit Haj Committee of India's website <http://hajcommittee.gov.in>.

(Those candidates who had applied against the advertisement for this post published on 15.07.2019 need not apply again).

(Dr. Maqsood Ahmed Khan)
Chief Executive Officer,
Haj Committee of India,
Haj House, 7-A, M.R.A.Marg,
Palton Road, Mumbai-400001.