

Haj Committee of India

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

Branch Office of Haj Committee of India,
1st Floor, Wing-2, West Block, Sector-8,
R. K. Puram, New Delhi-10066.

Circular

Sub: - Invitation of Offline Applications for engagement of officials in the office of the Haj Committee of India on Contractual Basis at the Branch Office, New Delhi.

Haj Committee of India invites offline applications from willing and eligible candidates for engaging on Sixteen (16) contractual vacancies in the Branch Office of Haj Committee of India, New Delhi. Persons fulfilling the prescribed requisite qualifications and experience may apply for the said posts.

2. Name & number of positions, essential & desirable qualifications and brief job description for the posts are as under: -

Name of the post	Number of vacancy	Academic/additional Qualification and Experience	Remuneration	Job Description	Maximum Age Limit
Chartered Accountant	01	Qualified CA Knowledge: MS Office, Tally, SAP Experience: Minimum 5 years experience in the field of Accounts/Audit/Annual Financial Statement in reputed Private/Public Sector Organization/ Accounting Firms.	Consolidated monthly remuneration of Rs.40,000/-.	Compilation and preparation of accounting records and any other accounts related work assigned by Competent Authority, The position is based at New Delhi and is full time,	Should be below 40 Years of age as on the last date of submission of application
Private Secretary	01	Graduate or equivalent in any discipline from a recognized University. Knowledge: Typing and Shorthand. MS Office, must be fluent in Hindi/Urdu/English Experience: Minimum 2 years.	Consolidated monthly remuneration of Rs.35,000/-.	work assigned by Competent Authority,	Should be below 30 Years of age as on the last date of submission of application

Media Consultant	01	<p>Bachelor degree in Mass Communication/ Journalism from recognized University.</p> <p>Knowledge: typing, and fluency in Hindi/Urdu/English Languages</p> <p>Experience: Minimum 2 years in relevant field</p>	Consolidated monthly remuneration of Rs. 30,000/-	print/electronic media related Work or any other work assigned by the Competent Authority,	N/A
IT&E- office Expert	02	<p>Bachelor degree in Computer Science/BE (CS/IT) from a recognized University.</p> <p>Knowledge: IT- Computer Hardware/ Software/ Networking</p> <p>Experience: Minimum 2 years in relevant field</p>	Consolidated monthly remuneration of Rs. 30,000/-	Work related to IT field, software/ hardware, or any other work assigned by Competent Authority,	Should be below 35 Years of age as on the last date of submission of application
Protocol Assistant	01	<p>Graduate or equivalent in any discipline from a recognized University.</p> <p>Knowledge: MS Office, must be fluent in Hindi/Urdu/English</p> <p>Experience: Minimum 2 year in relevant field</p>	Remuneration : consolidated monthly remuneration of Rs. 30,000/-	Work of travel/ transportation arrangement and hospitality or any other work assigned by Competent Authority,	Should be below 35 Years of age as on the last date of submission of application
Grievances Redressal Consultant	01	<p>Graduate or equivalent in any discipline from a recognized University.</p> <p>Knowledge: Typing/ MS Office, must be fluent in Hindi/Urdu/English</p> <p>Experience: Minimum 2 year in relevant field</p>	Consolidated monthly remuneration of Rs. 30,000/-	Work related to redressal of grievances and queries or any other work assigned by Competent Authority,	Should be below 35 Years of age as on the last date of submission of application
Accountant	02	<p>Graduate in Commerce/Accountancy from a recognized University.</p> <p>Knowledge: MS Office, Tally, Typing, must be</p>	Consolidated monthly remuneration of Rs. 30,000/-	Accounts related work or any other work assigned by Competent Authority,	Should be below 35 Years of age as on the last date of submission of

		fluent in Hindi/Urdu/English Experience: Minimum 2 years in Accounting/Finance.			application
Computer Operator	02	Diploma in Computer Science/ from recognized Institute/ BCA / PGDCA Knowledge: MS Office, Typing, must be fluent in Hindi/Urdu/English Experience: Minimum 2 years in relevant field,	Consolidated monthly remuneration of Rs.25,000/-.	Computer operation related work or any other work assigned by Competent Authority,	Should be below <u>35</u> Years of age as on the last date of submission of application
Passport Assistant	02	Graduate or equivalent in any discipline from a recognized University. Knowledge: Documentation /MS Office, fluency in Hindi/Urdu/English Languages Experience: Minimum 2 years in relevant field	Consolidated monthly remuneration of Rs.25,000/-.	Preparing and completion of travel formalities and documentation or any other work assigned by Competent Authority,	N/A
Peon	01	10 th Passed Knowledge: to understand Hindi/Urdu/English Languages	Consolidated monthly remuneration of Rs.15,000/-.	Any work assigned by Competent Authority,	Should be below <u>35</u> Years of age as on the last date of submission of application
Sweeper	02	10 th Passed Knowledge: to understand Hindi/Urdu/English Languages	Consolidated monthly remuneration of Rs. 15,000/-	Any work assigned by Competent Authority,	Should be below <u>35</u> Years of age as on the last date of submission of application

3. Terms & Conditions of Engagement: -

Remuneration	Remuneration will be paid as Professional Services and Income Tax or any other tax is liable to be deducted, as per the prevailing rules.
Entitlement of Allowances	No other allowances viz DA, Accommodation, Residential Phone, Conveyance/ Transport, Personal Staff, Medical reimbursement, HRA and L.T.C etc. would be admissible,
Admissibility of Travelling Allowance (TA)/ Daily	TA/DA will not be admissible either for joining or on expiry of the contract or attending selection process etc. However, travelling inside the country in connection with the assigned work TA / DA as admissible to

Allowance (DA)	group-B and Peon and sweeper to group-C would be allowed as per the Rules and norms prescribed by the Government of India,
Period & nature/ scope of Engagement	Selected candidate/s will be engaged, purely on contractual basis for an initial period of Six (6) Months and further extension will be subject to performance and requirements of Haj Committee of India.
Termination of Contract	Haj Committee of India can terminate the contract of engagement without assigning any reason and either party may terminate contract by giving one month's notice.
Leave	Entitled for 09 days leave during the contractual period of 6 months on pro-rata basis. No remuneration shall be paid in case of his/her absence beyond 09 days. The intervening Saturdays, Sundays or Gazetted holidays during a spell of Leave shall not be counted against leave,
Working days/hours	The working days /hours shall be same as regular Government employees working in Haj Committee of India. No extra remuneration shall be paid for working beyond office hours or on Saturdays/ Sundays/Gazetted Holidays, if called. Compensatory leave in such cases shall be at the discretion of the head of the concerned department. The attendance shall be marked in the Biometric system or other mode implemented by Competent Authority,
Confidentiality and Secrecy	Selected candidates shall provide integrity certificated from 2 references known to them. A self-undertaking shall be provided by the candidate to the effect that he/she has no Police/criminal record or criminal case in any court pending against them,
Police Verification	Police verification of the selected candidates shall be done as per the latest instructions issued by MHA. In case negative Police verification is received, the contract shall cease to exist with immediate effect without any notice,
Revision of Terms & Conditions of Engagement	Notwithstanding any provision of this advertisement, where it is necessary to do so the Haj Committee of India may revise any of Terms and Conditions of the engagement.

4. **Submission of Application:**

The application in the attached format should be submitted with self-attested copies of all the requisite documents through offline mode (Speed Post/Courier/By Hand) only. The application should be submitted on or before 8th March, 2024 at the following address: -

**Chief Executive Officer, HCoI,
Branch Office, Haj Committee of India,
1st Floor, Wing-2, West Block, Sector-8,
R. K. Puram, New Delhi-10066**

23/02/2024
(Leyaqat Ali Aafaqui IRS,
CEO, Haj Committee of India

1. The Incharge, Computer Section, Haj Committee of India for uploading the advertisement on Haj Committee of India's website,
2. The Incharge, Media section to publish the advertisement in leading newspapers for Delhi edition.
3. Notice Board,

