

F. No. 12/01/2018-Haj-MoMA

भारत सरकार
Government of India
अल्पसंख्यक कार्य मंत्रालय
Ministry of Minority Affairs
(Haj Division)

West Block-VIII, Wing-II, First Floor,
Sector-1, R. K. Puram, New Delhi – 110 0016.

Date: 14.11.2019

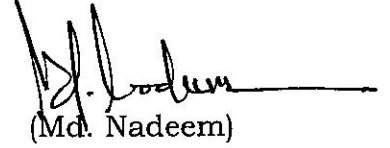
OFFICE MEMORANDUM

Subject:- Re-advertisement for the post of Private Secretary in Haj Committee of India (HCoI), Mumbai (On deputation basis) - regarding.

The undersigned is directed to refer to HCoI's letter No. HC-02/120/2019/2930 dated 22.10.2019 on the above subject and to request that the advertisement for the post of Private Secretary, HCoI (on deputation basis) may be uploaded on the portal of Haj Division, MoMA and also on the portal of Ministry of Minority Affairs for wider circulation of said vacancy.

2. This issues with the approval of the Competent Authority of this Ministry.

Enclosure:- Advertisement of the said post



(Md. Nadeem)

Under Secretary (Haj-II)

E-mail – ushaj2-mma@gov.in

Ph. 011-26160031

- i. Sr. Director (ICT Services), NIC, MoMA, CGO Complex, New Delhi.
- ii. Technical Team, Haj Division, MoMA, West Block-8, Sec.-1, R. K. Puram, New Delhi.

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. 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.

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(Statutory body constituted under the Act of Parliament No.35 of 2002)
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(Palton Road),
Mumbai – 400 001.

Ref.No.HC-02/120/2019

Dated: 14th October, 2019

OFFICE MEMORANDUM

Sub: Appointment of Private Secretary, Haj Committee of India, Mumbai.

1. Haj Committee of India, Mumbai, is a statutory body of Ministry of Minority Affairs. Its office is located in Mumbai.
2. One post of Private Secretary in the Haj Committee of India, Mumbai, in Pay Level 6 (corresponding of pay scale Rs.9300-34800 (PB2) + 4200 (GP)) is to be filled on deputation basis for three years. However, the applicants already drawing Pay/Grade Pay of more than Level 6 (Rs.4200/-) shall be entitled to continue higher Grade Pay.
3. Haj Committee of India, Mumbai, invites applications from suitable Indian Muslim officials of Central/State Governments holding an analogous post on regular basis.
4. Applications should be submitted through proper channel only. Applications received directly or after closing date shall not be entertained and will be summarily rejected.
5. The eligibility criteria is as under:-

I. QUALIFICATIONS:-

A) EDUCATIONAL:-

- i) A Bachelor's Degree or equivalent from any recognized University.
- ii) Must have passed Shorthand & Typewriting examination at the speed of 100 & 50 WPM respectively.
- iii) Knowledge of English, Urdu and Hindi languages.

B) EXPERIENCE: Minimum 5 years' experience as Personal Assistant in Government/semi-Government organization.

C) DESIRABLE: Knowledge of Arabic and Islamic history/culture.

II. AGE: The applicant should not be above 55 years as on 30.11.2019.

III. SCALE OF PAY: The selected candidate shall be entitled to draw deputation allowance as per rules applicable. Other allowances shall be as admissible to Central Government officials of equivalent rank stationed at Mumbai.

IV. GENERAL GUIDELINES :-

- i) The applications of suitable candidates may be forwarded by the Cadre Controlling Authority along with complete ACR dossiers' / ACRs for the last five years, latest by 30.11.2019 to following address:-

**The Chief Executive Officer,
Haj Committee of India,
Haj House, 7-A, M.R.A. Marg,
(Palton Road)
Mumbai-400 001.**

- ii) The envelope should be superscripted in bold letters as follows:-
**"APPLICATION FOR THE POST OF PRIVATE SECRETARY,
HAJ COMMITTEE OF INDIA, MUMBAI".**
- iii) A certificate is to be given about the Integrity of the applicant by the Cadre Controlling Authority, recommending for appointment on deputation alongwith vigilance clearance duly signed by an Officer of appropriate status.
- iv) Qualifications and experience may be certified by the Cadre Controlling Authority.
- v) Nomination of eligible candidate may be forwarded in the prescribed proforma.
- vi) Ministry of Minority Affairs / Haj Committee of India reserve the right to select any candidate.
- vii) No correspondence will be entertained from the candidates for selection/interview/appointment. Canvassing in any form will disqualify a candidate.



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

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.

Application for the post of Private Secretary, Haj Committee of India, Mumbai on deputation basis

(To be submitted through proper channel only)

Passport

Size

Photograph

1. Name in full (in block letters) _____
2. Father's Name _____
3. Date of Birth _____ Gender: Male/Female
4. Age as on 30.11.2019 _____
5. Designation _____
(Present post held & official address) _____

6. Present Pay Scale with _____
Grade Pay (as per 6th CPC)/
Pay Level in the Pay Matrix (as per 7th CPC)
7. Date of joining Govt. Service _____ Date of Retirement _____
8. Educational Qualifications _____
9. Other Qualifications

English Typing Speed in wpm	English Shorthand Speed in wpm
10. Languages Known

Sr.No.	Language	Read	Write	Speak
11. Permanent address with Pincode _____

12. Address for correspondence _____
with Pincode _____

13. Contact Details

Office Telephone _____
Residence Telephone _____
Mobile Number _____
E-mail address _____

14. Experience

I have carefully gone through the advertisement and do hereby declare that all the information given above is complete and true to the best of my knowledge and belief. I also declare that there is no disciplinary proceeding either contemplated or pending against me.

Date _____

Place _____

(Signature of the Applicant)

Remarks / Recommendation of the forwarding authority:

Certified that the entries' made in the above application have been verified from the service records of the Official. Certified that the candidate has completed the mandatory cooling off period from his last deputation and he shall be relieved immediately, in case he is selected for deputation for above post.

Signature _____
(Designation/Seal of the forwarding authority)

- Encl: 1. ACR dossiers' for the last five years.
2. Integrity Certificate.

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