

Most Immediate

**No. 391-99/2016-STG-III
Government of India
Ministry of Communications
Department of Telecommunications**

419, Sanchar Bhawan, 20, Ashoka Road,
New Delhi – 110001, Dated 28.11.2016

To

1. CMD, BSNL
2. CMD, MTNL
3. CMD, BBNL
4. Sr. DDG, TEC

Subject: Filling up the post of Chief Executive Officer, Haj Committee of India under Ministry of Minority Affairs in PB3 + GP Rs 7600/- (pre revised) on deputation basis.

Sir,

I am directed to refer to the subject mentioned above and to enclose a copy of Ministry of Minority Affairs OM dated 15.11.2016 regarding filling up the post of Chief Executive Officer, Haj Committee of India, Mumbai under Ministry of Minority Affairs in PB3 + GP Rs 7600/- (pre revised) on deputation basis.

2. It is requested that applications of willing Muslim ITS officers complete in all respects as mentioned below, may be forwarded to the undersigned latest by 26th December, 2016.
 - (i) Bio-data of officers duly certified by the administrative authority, maintaining the service book.
 - (ii) A certificate that the officer has submitted his/her Annual Property Return for the year 2015 may also be enclosed.
 - (iii) Photocopies of the ACRs for the last five years duly certified by an officer not below the rank of SDE/DET or self-attested by the applicant. Without the same, application will not be entertained and will be returned.

Encl.: As above.

Yours faithfully,


(R C Ahuja)

**Under Secretary to the Govt. of India
Tel:011-23036226**

Copy to:

Director (IT) with a request to upload the circular on the DoT website.

No.2/1/2016-Haj

भारत सरकार

Government of India

अल्पसंख्यक कार्य मंत्रालय

Ministry of Minority Affairs
(Haj Division)

तीसरा तल, आई एस आई एल, वी के कृष्णा मेनन भवन,

9 भगवान दास रोड, नई दिल्ली - 110 001

3rd Floor, ISIL, V.K. Krishna Menon Bhawan,
9 Bhagwan Das Road, New Delhi - 110 001

दिनांक / Date: 15.11.2016

OFFICE MEMORANDUM

Subject: Appointment of Chief Executive Officer, Haj Committee of India, Mumbai.

The undersigned is directed to state that the post of Chief Executive Officer in the Haj Committee of India, a statutory body functioning under the Administrative Control of Ministry of Minority Affairs, is falling vacant soon. It's office is located in Mumbai. The post is to be filled on deputation basis.

2. Ministry of Minority Affairs invites applications from Muslim Officers working in Central Ministries/ Departments and State Governments, not below the rank of Deputy Secretary in the Government of India (in the Level 13 in the Pay Matrix as per 7th Central Pay Commission or in the Grade Pay of Rs.7600/- or above as per 6th Central Pay Commission) to fill up the post of Chief Executive Officer, Haj Committee of India. Applications should be submitted to the Ministry through proper channel.

3. The period of deputation is three years initially, which may be extended upto a maximum of one year.

4. The eligibility criteria for the post is as under.

QUALIFICATION

A. The candidate must be Graduate in any discipline from a recognized University.

B. The candidate should have proficiency in English, Urdu and Hindi languages.

C. Knowledge of other Indian languages and Arabic is desirable.

D. Knowledge of Haj will be an added qualification.

[Handwritten Signature]
23/11

Director (Staff)
e-213990/bi/c(2016)
23/11

Pls. circulate

1536/515-28/2016
24/11/16
50/15/11/16

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II. EXPERIENCE

- A. Officers holding posts not below the rank of Deputy Secretary/ Director in the Central Government or equivalent rank in States are eligible for the post.
- B. The Candidate should have administrative experience including knowledge of accounts and computers.
- C. The candidate should preferably have experience of Public Administration.

III. AGE

The applicant should not be above the age of 50 years. Relaxation in age may be considered for suitable experienced officers.

IV. SCALE OF PAY

- A. The scale of pay for the post will depend on the pay-scale of the person selected for this post.
- B. DA, CCA, HRA etc shall be as admissible to Central Government Officers of equivalent rank stationed in Mumbai.
- C. The officer on deputation is entitled to draw deputation allowance as per rules applicable.

V. JOB DESCRIPTION

- A. To Execute the decisions of the Committee and carry out its directions relating to implementation of such decisions in the day to day performance of his duties.
- B. The Chief Executive officer also functions as Ex-Officio Secretary to the Haj Committee of India.
- C. Issuing notices of the meetings of the Committee to its members and recording the minutes of the meeting.
- D. Making satisfactory, logistic & supporting arrangements for Haj Pilgrimage from India to Saudi Arabia.
- E. Holding negotiations with Airline, Banks etc. for various purpose and coordination with the Ministry, State Haj Committees, Consulate General of India, Jeddah and various voluntary organizations.
- F. Handling and supervising financial transactions related to Haj Committee of India, Haj House and Haj arrangements.
- G. Handling and disposal of establishment and administrative matters.

VI. General Guidelines

- A. Nominations of suitable officers may be forwarded along with Annual performance Appraisal Report (APAR) for the last five years, **latest by 31.12.2016** at the following address.

**Joint Secretary (Waqf & Haj)
Ministry of Minority Affairs,
11th floor, Pt. Deendayal 'Antyodaya Bhawan'
New Delhi- 110003**

- B. A certificate may be furnished about the integrity of the officer by the Cadre Controlling Authority.
- C. Qualification & experience may be certified by the controlling authority.
- D. Nomination of eligible candidate may be forwarded in the prescribed proforma.
- E. Ministry of Minority Affairs reserves the right to select any candidate.



(Ravi Chandra)
Under Secretary

Telephone No- 2338 7012

Fax No.- 2338 9177

To,

1. All Ministries/Departments, Government of India.
2. Secretaries (Departments of Personnel & Administration), All State Governments/ Union Territories.
3. Chairman, Haj Committee of India, Mumbai.
4. Director (CS), Department of Personnel & Training with a request to widely circulate the vacancy and to post the advertisement on the website of DoPT.
5. Technical Director (NIC), MoMA with a request to post the advertisement on the website of MoMA.
6. Dy. CEO, Haj Committee of India with a request to post the advertisement on the website of HCoI.
7. MEA (XP Division) with a request to post the advertisement on the website of MEA.

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**Application for the post of CEO, Haj Committee of Indian on deputation basis
(to be submitted through proper channel only)**

1. Name of Candidate _____
2. Father's Name _____
3. Date of Birth _____
4. Age as on 01.01.2016 _____
5. Designation
(Present post held & official address) _____
6. Present pay Scale _____
7. Grade Pay (as per 6th CPC)/
Pay Level in the Pay Matrix (as per 7th CPC) _____
8. Date of joining in Government Service _____
9. Qualifications _____
10. Experience _____
11. Language Known _____
12. Mother tongue _____
13. Permanent Address _____
14. Address for Correspondence _____
15. Contact Details:-
(A) Telephone (Office) _____
(b) Fax (Office) _____
(c) Telephone (Residence) _____
(d) Mobile _____
(e) e-mail Address _____
16. Any other particulars relevant to his application

17. I hereby certify that the information given above is complete and true to the best of my knowledge and belief.

Date: _____
Place _____

(Signature of Applicant)