

**Government of India**  
**Ministry of Defence**  
**Office of the Controller General of Defence Accounts**  
**Ulan Batar Road, Palam, Delhi Cantt**

Tel : 011-25674854

Fax: 011-25674781

No.AN-I/1320/1/XXXIII

**Circular**

Date .06.2017

To,

The IDAS officers.  
(Through CGDA website)

**Subject: Deputation- IDAS Officers.**


The undersigned is directed to circulate the following circulars among IDAS officers. Those officers, fulfilling the eligibility criteria as brought out in the circular and, if willing to apply for the subject post, may kindly forward their applications along with their bio-data, so as to reach this HQrs Office latest by **20 .06.2017**.

SI No.	Name of Deptt & Advt. Ref.	Post & Scale of Pay
1	Haj Committee of India letter No. 02/242/2016/651 dated 18.05.2017	<b>Dy. Chief Executive Officer</b> (Accounts)  PB-3 with GP 6600/-
2	National Technical Research Organisation(NTRO) Chairman DO letter No.V(A)/10/10/Pers-RI/NTRO/2017-1513 dated 16.05.2017 & 05.06.2017	<b>Financial Advisor</b> Pay Scale level-14 in the Pay Matrix (pre-revised PB-4 plus GP Rs10,000/-)

  
(S.K. Sharma)  
For CGDA

**Copy to:**

EDP Cell (Local): For placing the above circulars on the HQrs website please.

  
(S.K. Sharma)  
Sr.A.O (AN)

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# हज कमिटी ऑफ इंडिया

अ संख्यक मंत्रालय की वैधानिक संस्था,  
भारत सरकार

E-mail: ceo.hajcommittee@nic.in  
: reception.hci@gov.in  
Web : www.hajcommittee.gov.in



# HAJ COMMITTEE OF INDIA

Statutory body of Ministry of Minority Affairs,  
Government of India.

Bait-ul-Hujjaj (Haj House),  
7-A, M.R.A. Marg (Palton Road), Mumbai - 400 001.  
Tel.: 022-2271 7100 / 01 / 02  
Fax: 022-2262 0920 / 2263 0461

REF. HC -02/242/2016/ 651

DATE: 18 MAY 2017

Smt. Veena Prasad,  
Controller General of Defence Accounts,  
Office of the C.G.D.A.,  
Ulan Batar Road, Palam,  
Delhi Cantt - 110 010.

File No. 723  
Date 25/5/17

**Sub: Re-advertisement for the post of Deputy Chief Executive Officer (Accounts), Haj Committee of India.**

Madam,

Haj Committee of India is a statutory body under Ministry of Minority Affairs. It organizes all arrangements for Haj for Indian Haj pilgrims, comprising a range of activities that span from inviting & processing of applications, arrangement of charter flights, hiring of accommodation etc. Many of these activities are carried out in the Kingdom of Saudi Arabia with support of Consul General of India, Jeddah.

2. A vacancy is likely to arise in the office of Haj Committee of India in the Grade of Deputy Chief Executive Officer (Accounts) in the Pay Scale of Rs.15600-39100/- (PB3) + 6600 (GP) as per 6<sup>th</sup> Central Pay Commission (Level 11 in the Pay Matrix as per 7<sup>th</sup> Central Pay Commission) and is to be filled on deputation basis.

3. The position offers a wide range of enriching experience in the noble task of serving the Haj pilgrims. The selected officer is also likely to get opportunity to visit Saudi Arabia during the tenure.

4. The qualifications and experience required for the post are given in the enclosed re-advertisement notice for recruitment of Deputy Chief Executive Officer (Accounts) in Haj Committee of India, Mumbai and on the website <http://hajcommittee.gov.in>. I would request you to kindly bring this vacancy Circular to the notice of eligible officers who may be encouraged to apply for the same.

Regards,

Yours faithfully,

(Ataur Rahman) IRS  
Chief Executive Officer.

Encl: As stated above.  
26/5/17

2232 (AN-2)  
26/5/17

JAC/DA  
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JAC/DA  
(AN)

SAD/AM  
26/5/17  
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# HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of Minority Affairs)

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

Ref.No.HC-02/242/2016

Dated: 16.05.2017

## **Re-advertisement for the post of Deputy Chief Executive Officer (Accounts)**

Applications are invited for the post of Deputy Chief Executive Officer (Accounts) in the pay scale of Rs.15600-39100/- (PB3) + 6600 (GP) as per 6<sup>th</sup> Central Pay Commission (Level 11 in the Pay Matrix as per 7<sup>th</sup> Central Pay Commission) from Muslim Officers working in administrative capacity in pay scale of Rs.15600-39100/- + 5400 (GP) as per 6<sup>th</sup> Central Pay Commission (Level 10 in the Pay Matrix as per 7<sup>th</sup> Central Pay Commission) or above in Central/State Governments, age 40-55 years, for posting on deputation. The qualifications and experience required for the post are given in the notice for recruitment of Deputy Chief Executive Officer (Accounts) in Haj Committee of India, Mumbai, available on website <http://hajcommittee.gov.in>. Applications must reach the office of the undersigned by 10<sup>th</sup> July, 2017 through proper channel only with all required documents.

Note: This vacancy is being re-advertised due to insufficient response to earlier advertisements dated 07.03.2017/10.04.2017. Candidates who had already applied against the said advertisements need not apply again.



**Chief Executive Officer.**

# HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of Minority Affairs)

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

Ref.No.HC-02/242/2016

Dated: 16.05.2017.

## NOTICE FOR

### RECRUITMENT OF DEPUTY CHIEF EXECUTIVE OFFICER (ACCOUNTS) IN 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 Deputy Chief Executive Officer (Accounts) in the Haj Committee of India, Mumbai, in pay scale of Rs.15600-39100/- (PB3) + 6600 (GP) as per 6<sup>th</sup> Central Pay Commission (Level 11 in the Pay Matrix as per 7<sup>th</sup> Central Pay Commission) is to be filled on deputation basis.
3. Haj Committee of India, Mumbai, invites applications from suitable Indian Muslim Officers of Central/State Governments holding analogous post on regular basis or with 5 years' experience in a supervisory capacity in the pay scale of Rs.15600-39100/- + 5400 (GP) as per 6<sup>th</sup> Central Pay Commission (Level 10 in the Pay Matrix as per 7<sup>th</sup> Central Pay Commission) or above. Applications should be submitted through proper channel only. Applications received directly or after closing date will not be entertained and shall be summarily rejected.
4. The post is to be filled on deputation for a period of three years.
5. The eligibility criteria for the post are as under:-

#### **I. QUALIFICATIONS:-**

##### **A) EDUCATIONAL:-**

- i) A Bachelor's degree or equivalent from any recognized University.
- ii) Knowledge of English, Urdu and Hindi languages.

##### **B) EXPERIENCE:-**

- i) Minimum 10 years' relevant experience of handling Finance and Accounts.
- ii) Knowledge of Government rules and regulations.
- iii) Knowledge of computer operations.



**C) DESIRABLE:-**

- i) Knowledge of other Indian languages and Arabic.
- ii) Knowledge of Haj and Ziarat to Muslim holy places in India and abroad.

**II. AGE:-**

The applicant should be between 40 and 55 years as on 10.07.2017. Relaxation in age may be considered in deserving cases.

**III. SCALE OF PAY :-**

The selected Officer shall be entitled to draw deputation allowance if the officer is drawing the same Grade Pay or Pay Level in his parent cadre. Otherwise, higher Grade Pay or Level will be admissible without deputation allowance. Other allowances shall be as admissible to Central Government Officers of equivalent rank stationed at Mumbai.

**IV. JOB DESCRIPTION :-**


To assist the Chief Executive Officer, who functions as Ex-Officio Secretary to the Committee, in the following areas :-

- i) Execution of the decisions of the Committee and implementation of its directions in the day-to-day performance of his duties;
- ii) Meetings of the Standing Committee (Finance) of Haj Committee of India;
- iii) Maintaining the accounts of the Committee;
- iv) Handling and supervising financial transactions;
- v) Ensuring proper internal controls;
- vi) Preparation of Budget of the Committee;
- vii) Over-seeing Internal & External Audits and taking remedial measures;
- viii) Matters relating to Foreign Exchange and remittances in Indian Currency;
- ix) Refunds to Haj Pilgrims, Staff Pay & Allowances etc.
- x) Insurance of Haj Pilgrims and related matters;
- xi) Coordination with agencies like the Ministries, State Haj Committees, Banks, Airlines, Airports Authority of India, Customs, Immigration, Consulate General of India at Jeddah, Non-Governmental Organizations and other agencies in matters relating to Accounts/Finance;
- xii) Any other work assigned by the Chief Executive Officer from time to time.



**V. 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 **10.07.2017** 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 DEPUTY CHIEF EXECUTIVE OFFICER (ACCOUNTS), HAJ COMMITTEE OF INDIA, MUMBAI”.**
- iii) A certificate about the Integrity of the Officer is to be submitted by the Cadre Controlling Authority, recommending for appointment on deputation alongwith vigilance clearance in respect of applicant duly signed by authorised Officer.
- iv) Qualifications and experience submitted are to be certified by the Cadre Controlling Authority.
- v) Ministry of Minority Affairs / Haj Committee of India reserve the right to select any candidate.
- vi) No correspondence will be entertained from the candidates for selection/interview/appointment. Canvassing in any form will disqualify a candidate.

  
(Ataur Rahman)  
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 of Ministry of Minority Affairs)

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

## Application for the post of Deputy Chief Executive Officer (Accounts), Haj Committee of India, Mumbai on deputation basis

(To be submitted through proper channel only)

Passport Size Photograph
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1. Name in full (in block letters) \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_ Gender: Male/Female
4. Age as on 10.07.2017 \_\_\_\_\_
5. Designation \_\_\_\_\_  
(Present post held & official address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Date of joining Govt. Service \_\_\_\_\_ Date of Retirement \_\_\_\_\_
7. Present Pay Scale with \_\_\_\_\_  
Grade Pay (as per 6<sup>th</sup> CPC)/  
Pay Level in the Pay Matrix (as per 7<sup>th</sup> CPC)
8. Educational Qualifications \_\_\_\_\_
9. Experience in Accounts/Finance \_\_\_\_\_
10. Position held since entry into service:-

Sr. No.	Name and address of Employer	Post/designation held	From	To	Scale of Pay with Grade Pay/ Pay Level	Nature of duties (in detail)

11. Languages Known

Sr.No.	Language	Read	Write	Speak

12. Mother tongue \_\_\_\_\_

13. Permanent address with Pincode \_\_\_\_\_  
\_\_\_\_\_

14. Address for correspondence with Pincode \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Contact Particulars  
Office Tel. \_\_\_\_\_  
Residence Tel. \_\_\_\_\_  
Mobile No. \_\_\_\_\_  
E-mail address \_\_\_\_\_

16. Additional information, if any, which you would like to mention in support of your candidature \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. 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 Officer. 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 summary rejection of his application.





**ALOK JOSHI, IPS (Retd.)**  
CHAIRMAN, NTRO & EX-OFFICIO  
SECRETARY TO THE GOVT. OF INDIA

GOVERNMENT OF INDIA  
NATIONAL TECHNICAL RESEARCH ORGANISATION  
BLOCK-III, OLD JNU CAMPUS  
NEW DELHI-110067  
TEL. : 011-26182222, 26182211  
FAX : 011-26178445

No. V(A)/10/10/Pers-RI/NTRO/2017- 1513

Dated, the 16 May 2017

Dear Smt. Prasad,

NTRO is in the process of selecting an officer from organised Accounts Service for appointment as Financial Advisor in the pay scale Level-14 in the Pay Matrix (pre-revised PB-4 Rs.37400-67000 plus Grade Pay Rs.10000) on deputation basis initially for a period of three years.

2. The detailed eligibility criteria for the said appointment is enclosed as Annexure-I.

3. I shall be grateful if you could forward willingness and bio-data of one or two eligible officers latest by May 31<sup>st</sup>, 2017 for consideration.

Encls : As above.

With best regards,

Yours sincerely,

(Alok Joshi)

Smt. Veena Prasad  
Controller General of Defence Accounts  
Ulan Batar Road, Palam,  
Delhi Cantt - 110010.

संभा लेखा सहायक सचिव  
C.G.D.A. Secretariat  
18/5/17

JRCSDA (AN)

17/5/17

18/05/17

SAO/AN  
18/5/17  
AAD

संभा लेखा सहायक सचिव (संभा) / JI, CGDA (AN)  
उपरी सं/ Dy No. 2590  
Date: 18/05/2017

JRCSDA (AN)

2131 (AN-2)

18/5/17

**Annexure-I**

(1)	Name of the post	Financial Advisor
(2)	No of Post	One
(3)	Pay Scale	Level-14 in the pay matrix. (pre-revised PB-4 Rs.37400-67000/- + GP Rs.10000/-)
(4)	Mode of appointment	On Deputation basis
(5)	Eligibility Criteria	<p>Officer from organised accounts service holding analogous post on regular basis.</p> <p><b>Note-1</b> : Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed five years which may be extended as per relevant rules or Government orders.</p> <p><b>Note-2</b> : The maximum age limit for appointment on deputation shall be not exceeding fifty six years as on the closing date of receipt of application.</p>