No.HAJ-22/25/2022-HAJ-MoMA
Government of India
Ministry of Minority Affairs
(Haj Division)

6th Floor, MTNL Building,
CGO Complex, New Delhi
Dated: 24th November, 2023

CIRCULAR

Subject:- Invitation of offline applications for engagement of One(01) Consultant in the Haj Division of Ministry of Minority Affairs - Regarding.

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Haj Division, Ministry of Minority Affairs, Government of India invites offline applications from willing and eligible retired Government Servants, having the relevant experience, for engagement as Consultant on contract basis as per the details below:

Name of the Posts	Post held by the Applicant (prior to retirement) & Experience	No. of post	Job Description
Consultant	Director or Deputy Secretary i. Experience of organizing, management and coordination of large scale logistical operations like Haj, etc. ii. Having excellent noting/drafting skills. iii. Knowledge of MS Office and typing on a computer iv. Working knowledge of e-office	01	The consultant is expected to deal with any matter related to Haj Division, MoMA as may be assigned by the competent authority.

2. **Terms and Conditions of Appointment:-**

i. Engagement shall initially for a period of one year which is extendable by another year on satisfactory performance and at sole discretion of the Government.

ii. Engagement may be terminated at any time by the competent authority without assigning any reason and without any notice.

iii. The consultant shall sign an agreement of confidentiality with Ministry of Minority Affairs containing a clause of Ethics and Integrity.

iv. **Age Limit:** Maximum age limit shall be 63 years).

v. **Remuneration:** A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. No increment and Dearness Allowance shall be allowed during the term.

vi. **House Rent Allowances:** No HRA shall be admissible.

vii. **Transport Allowance:** An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of her/his retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employee engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

viii. **Leave of absence:** Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service on pro-rata basis. Accumulation of leave beyond a calendar year will not be allowed.

3. Eligible candidates, in good health may submit their applications to this Ministry through offline mode (Speed Post/Courier/By Hand) only on or before **(one month from the date of issue of this circular).**

4. Ministry of Minority Affairs reserves the right to increase/decrease/cancel the vacancy as per requirement without any notice.

5. Applications received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Shortlisted candidates may be called for an interview. However, this Ministry reserves the right to reject any or all applications without assigning any reasons.

(Ankur Yadav)
Deputy Secretary to the Govt. of India

1. NIC, MoMA for uploading the advertisement on Ministry's website.
2. Department of Personnel & Training [Kind attention: Shri P. B. Sahu, Deputy Secretary, CS-I), 2nd Floor, A-Wing, Lok Nayak Bhawan, Khan Market, New Delhi] – for uploading the circular on DoPT's website for wider publicity.
3. Notice Board.

Ministry of Minority Affairs
Haj Division

Application Format

Name of the Post applied for: _____

Self Attested Photo

1.	Name of the candidate	
2.	Date of Birth	
3.	Father's/Mother's Name	
4	Category (SC/ST/OBC/PWD)	
5.	Sex (Male/Female/Transgender)	
6.	Correspondence Address (with Pin Code)	
	Mobile No.	
	E-mail Id	
7.	Permanent Address (with Pin Code)	
	Mobile No.	
	E-mail Id	

8. Experience [Starting from the present employment (supporting documents needs to be attached)]

S. No.	Name & Address of the employer	Post held/Nature of employment	Period		Permanent/ Temporary	Salary & Grade Pay (In Rs.)	Nature of duties
			From	To			

9. Knowledge of Computer:

10. Languages known:

11. Declaration by Candidate

I hereby declare that all the statement made by me in this application are true and complete to the best of my knowledge and belief and nothing has been concealed or distorted. I am aware that if any time, I am found to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

SIGNATURE OF THE APPLICANT

Place:.....

Date : .....