

# J&K STATE HAJ COMMITTEE

*Bait-ul-Hujaj Haj House, Bemina, Srinagar, Kashmir PIN-190017*

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## **Notification**

In pursuance of Haj Committee of India circular dated: 29<sup>th</sup> January, 2016 read with Govt. Order No.12-Rev(Haj) of 2016 dated: 22-01-2016 followed by corrigendum dated 4-2-2016, applications on prescribed format are invited from eligible male Govt. employees for nomination as Khadim-ul-Hujaj with the pilgrims of the State for Haj-2016.

### **Eligibility criteria:**

1. The applicant (male only) should be a permanent Government servant or employee of PSUs/ Statutory bodies of Govt. However, senior officers like Group A / class-I officers of Central or State Government are not eligible to apply.
2. The applicant should be between the age of 25 to 50 year as on 01-07-2016 and should be an active person of sound health with experience of management of public functions (attested copy of DOB certificate to be attached)
3. Applicants who have already performed Haj, will only be eligible (documentary proof regarding having performed Haj to be attached). They should have adequate knowledge of Haj related activities.
4. The applicant should be in possession of a machine readable international passport valid at least upto 10-03-2017 ( attested copy of passport to be attached with the application).
5. The applications should be submitted through proper channel. In case of Gazetted Officers the applications should be routed through concerned administrative Deptt. and in respect of Non-Gazetted employees through their cadre controlling authority.
6. Preference is to be given to those applicants having knowledge of Arabic language.
7. A person who having been deployed as Khadim-ul-Hujaj earlier but against whom there are adverse observations by the Consulate General of India, Jeddah/ State Haj Committee, shall not be considered.
8. Applicants should have attended Orientation/ Training Camp organized by Haj Committee of India / State Haj Committee ( attested copy O.T. certificate to be attached)
9. There shall be cap on maximum number of such deputations and also a mandatory one year gap between successive deputations. Any person who has been on deputation as Khadim-ul-Hujaj thrice earlier and one who has been on deputation as Khadim-ul-Hujaj last year i.e. during haj-2015, shall not be eligible .
10. The eligible applicants shall have to appear for an interview, so that their ability/ suitability for deputation as Khadim-ul-Hujaj is assessed.

11. The selected candidates shall be subject to following terms and conditions:

- i. No family member should accompany a Khadim-ul-Hujaj.
- ii. He should have no connection with Saudi Moalim. In addition, he should not accept any financial or other consideration from any pilgrim.
- iii. He shall have to travel with the allotted group of pilgrims from the State. No Khadim-ul-Hujaj shall be allowed to travel separately.
- iv. In case any adverse report on the performance of duties by a Khadim-ul-Hujaj is received from the Consulate General of India, Jeddah or from Haj Committee of India/ Ministry of External Affairs, he shall have to refund the entire amount of expenditure incurred by the State Haj Committee/ Haj Committee of India on his journey to Saudi Arabia in addition to disciplinary action as per departmental rules.
- v. The selected candidates have to produce a "Medical Fitness Certificate" issued by a Government Hospital and a "Good Conduct Certificate" issued by the concerned department.

Prescribed application form can be had from the office of State Haj Committee, Bemina, Srinagar free of cost. The application form can also be downloaded from the official website of Haj Committee of India ([www.hajcommittee.com](http://www.hajcommittee.com)) / State Haj Committee ([www.jkshc.com](http://www.jkshc.com)). Last date for receipt of application forms through proper channel, duly complete in all respects in Haj House, Bemina, Srinagar will be 11-03-2016.

It is emphasized that direct / incomplete applications / applications received after closing date shall not be considered. Such applications will neither be returned to the applicants nor any correspondence entertained in this regard. Similarly, any application / recommendation received in the office of the State Haj Committee prior to issuance of this notification shall also not be considered.

  
Executive Officer,  
J&K State Haj Committee

No. Haj/2016/234

Dated: 06-02-2016

Copy to:

1. Secretary to Govt., Revenue Department, Civil Sectt., Jammu.
2. Joint Director Information, Kashmir with the request that the notification may be given wide publicity through print media both in Kashmir and Jammu division.
- ✓ 3. Incharge, Website, SHC

Annexure

**Prescribed Form for inviting applications for Khadim-ul-Hujjaj for Haj – 2016**

Note for applicants:

- i) Submit application to the respective State/UT Haj Committee.
- ii) Applications which are incomplete or received without supporting documents will be summarily rejected.
- iii) Attention of applicants is invited toward Rule 20 of the CCS (Conduct Rules), 1964 which says, **“No Government Servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government”**. There are similar rules applicable to other Government employees also. Haj Committee of India may recommend disciplinary action against such applicants who violate the above-mentioned rule.

1.	Name													Attested Photograph
2.	Father's Name													
3 (a)	Date of Birth (attach duly attested copy of certificate of date of birth)													
(b)	Age (as on 01.07.2016)													
4.	Whether employees of Government/ Public Sector Unit/Statutory body or not (If yes, attach a copy of the Identity Card issued by the parent office)													
5 (a)	Name & Address of the Office													
(b)	Designation													
6.	Educational Qualification													
7.	State of Health (attach a certificate issued by Certificate issuing authority of Government hospital)													
8.	Languages Known (other than Arabic) READ (R), WRITE (W), SPEAK (S) (Please tick)	(1)			(2)			(3)			(4)			
		R	W	S	R	W	S	R	W	S	R	W	S	

*R*

9.	Knowledge of Arabic	SPEAK READ WRITE	Yes / No Yes / No Yes / No	(please tick) (please tick) (please tick)
10.	Have you already performed Haj? (please tick)	Yes / No (If yes, attach copy of documentary proof)		
11.	Experience in organizing public congregations and in social work (please give details)			
12.	Previous Experience as KuH/ AHO/ HA.	Yes / No (if yes, mention year) 1.                      2.                      3.                      4. Also attach documentary proof		
13.	Any other information of interest			
14.	<i>Contact number</i>			

Place :

Date :

\_\_\_\_\_  
Signature of applicant

Certified that the candidate conforms to the norms prescribed for Khadim-ul-Hujjaj vide Circular No. 4, dated 29.01.2016 of HCol.

\_\_\_\_\_  
Seal and Signature of Executive Officer/SHC

Date :

Important note:

- (i) Incomplete application form/application form not signed and forwarded by the EO/SHC will not be entertained.
- (ii) Applications received without supporting documents will not be entertained.