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 two (02) Young Professionals in the Haj Division of Ministry of Minority Affairs on Temporary and Contractual basis.

Haj Division, Ministry of Minority Affairs, Government of India invites offline applications from willing and eligible candidates for engaging two (02) Young Professionals in this office. Persons fulfilling the prescribed requisite qualifications and experience may apply for the said post.

2. Name & number of positions, essential & desirable qualifications and brief job description for the post are as under:

Name of the post	Young Professional (YP)
Number of Positions	Two (02)
Essential Qualification	Master's Degree in any subject or 2 years PG Diploma in Management from a recognized University in India.
Mandatory experience and requirements	Experience:- Minimum one year of full time work experience as on laste date of submission of application. Mandatory requirements:- • Knowledge of English. • Knowledge of MS Office and working on a computer.
Desirable Qualification/Experience	Desirable requirements: 1. Having experience of working in Government offices with respect to legal matters/policy formulation and implementation/logistics/administrative works as an intern. 2. Academic qualification/certification in Social Sciences/Logistics/Event Management/Law. 3. Experience in logistics and coordination.
Brief Job Description	Ministry of Minority Affairs is the nodal ministry of Govt. of India for Haj Management. The YPs may be assigned any work of Haj Division, MoMA as per requirement and decision of the competent authority.

3. **Terms and Conditions of engagement**

Age limit	Candidates applying should be below 35 years of age as on last date of submission of application.

Remuneration	The range of monthly consolidated remuneration for YPs is Rs.40,000/- (Rupees Forty Thousand) per month for a period of 06 (six) months.
Entitlement of Allowances	No other allowances viz. DA, Accommodation, Residential Phone, Conveyance/Transport, Personal Staff, Medical reimbursement, HRA and LTC etc. would be admissible.
Admissibility of Travelling Allowance (TA)/Daily Allowance (DA	TA/DA will not be admissible either for joining or on expiry of the contract or attending selection process etc. However, after selection/recruitment while travelling inside the country in connection with the assigned work during the period of the consultancy, TA/DA would be allowed as under:- Mode of journey: Reimbursement of Hotel, taxi and food bills Air in Economy class or by Rail in AC Two tier: Hotel accommodation of up to Rs. 2250/- per day; taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.
Tax Deduction at source	Remuneration will be paid as Professional Services and Income Tax or any other tax is liable to be deducted, as per the prevailing rules.
Period & Nature/ scope of Engagement	YPs will be appointed purely on contractual basis for an initial period of 06 (six) months and their performance and remuneration would be reviewed thereafter subject to the human resource requirements of Haj Division at that time.
Termination of Contract	The appointment of YPs will be temporary in nature and either party may terminate contract by giving one month's notice without assigning any reason for it.
Leave	YPs will be eligible for 09 days leave on pro-rata basis during their period of internship, i.e. 6 months. The leaves shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis. An YP shall not draw any remuneration in case of his/ her absence beyond 09 days during the period of engagement (Calculated on pro-rata basis). The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against leave.
Working days/hours	The working days/hours of the YPs shall be same as regular Government employees working in MoMA. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays, if called. Compensatory leave in such cases shall be at the discretion of the head of the concerned division. The attendance shall be marked in the Biometric system or other mode implemented by Competent Authority.
Confidentiality and Secrecy	During the period of assignment with the Ministry of Minority Affairs, the YPs would be subject to the provisions of the Indian Official Secrets Act, 1923 and will not divulge any information gathered by her/ him during the period of assignment to anyone who is not authorized to know the same. Selected candidates shall provide integrity certificates from 2 references known to them. A self-undertaking shall be provided by the candidate to the effect that he/she has no police/criminal record or criminal case in any court pending against them.
Police Verification	Police verification of the selected YPs shall be done as per the latest instructions issued by MHA. In case negative police verification is received, the contract of YP shall cease to exist with immediate effect without any notice.

Revision of Terms & Conditions of Engagement	Notwithstanding any provision of this advertisement, where it is necessary to do so, the Ministry may revise any of Terms and Conditions of engagement of YPs.
Conflict of Interest	YPs will be expected to follow all the rules and regulations of the Government of India which are in force. She/he will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the said officials are not found satisfactory or found in conflict with the interest of the MoMA/Government of India, her/his services will be liable for discontinuation without assigning any reason. Dispute, if any, will be subject to Delhi jurisdiction only.

4. **Submission of application:**

The application in the attached format should be submitted with self attested copies of all the requisite documents through offline mode (Speed Post/Courier/By Hand) only. **The application should be submitted to Haj Division of this Ministry on or before 7th December, 2023 (two weeks from the date of issue of the circular) at the following address:-**

Under Secretary (Haj)
6th Floor, MTNL Building,
CGO Complex, Lodhi Road
New Delhi-110003

24/11/2023

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

1. NIC, MoMA for uploading the advertisement on Ministry's website.
2. 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	
7.	Permanent Address (with Pin Code)	
	Mobile No.	
	E-mail	

8. Experience [Starting from the present employment (supporting documents need 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. Language known:

11. Declaration by Candidate

I hereby declare that all the statements 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 : .....