

**Haj Committee of India**  
(Statutory body of Ministry of External Affairs)

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

HC-18/125/2015

Date : 10<sup>th</sup> July, 2015.

**CIRCULAR**

**Haj-2015**

**29**

**Sub.: Direct selection of Khadim-ul-Hujjaj from U.P. State for Haj – 2015.**

Khadim-ul-Hujjaj (KuH) play a pivotal role in aid and assistance of Haj pilgrims at various stages of Haj pilgrimage, especially in the Kingdom of Saudi Arabia as a large chunk of Pilgrims come from rural India having low literacy rate and also being first time international air-traveler. One KuH is selected for every three hundred pilgrims (1:300) from all State / U.Ts. upon receipt of nominations from respective State / U.T. Haj Committees as per Guidelines for selection of KuH. The general guidelines and criteria for KuH have been circulated vide Circular No.9 dated 13<sup>th</sup> March, 2015.

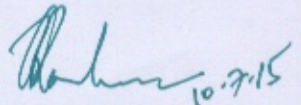
2. The Consulate General of India, Jeddah has time and again suggested that KuH be sent from all State / U.Ts. However, U.P. has not sent any KuH since last 3-4 years due to some disagreement over criteria for selection of KuH.

3. As mentioned in the aforesaid Circular No.9 dated 13<sup>th</sup> March, 2015, Haj Committee of India (HCoI) shall bear 50% expenditure on deputation of KuH from all State / U.Ts for Haj – 2015. Since U.P. State Haj Committee has not nominated any KuH for Haj – 2015, it has been decided to directly select 39 KuH from U.P. by HCoI. In connection with selection of Khadim-ul-Hujjaj for Haj – 2015 from Uttar Pradesh State for Haj – 2015, the following documents are annexed :-

Guidelines for selection of Khadim-ul-Hujjaj	Annexure – A
Duties of Khadim-ul-Hujjaj	Annexure – B
Prescribed form for inviting Application	Annexure – C

4. Eligible applicants (as per Annexure – A) may send their complete applications alongwith supporting documents directly to the **Chief Executive Officer**, so as to reach the office of **Haj Committee of India, Bait-ul-Hujjaj (Haj House), 7-A, M.R.A. Marg (Palton Road), Mumbai – 400 001** on or before 25<sup>th</sup> July, 2015. Haj Committee of India will directly select Khadim-ul-Hujjaj from amongst the eligible applicants. The selected candidates shall attend Orientation / Training Camp organized by HCoI in Mumbai. Applications received after due date or received without supporting documents will be summarily rejected. Preference will be given to the candidates having experience in the field of Haj Affairs. Applicants must have basic knowledge of Islamic shariyat/culture and should be observing Islamic values and norms.

5. The decision of Haj Committee of India shall be final and binding on each applicant. Haj Committee of India reserves the right to reject any application at any stage of selection.

  
(Ataur Rahman)  
Chief Executive Officer.

Encl.: As stated above.

1. Computer Section, HCoI for putting on Website of HCoI
2. The Chairman and all Members, Haj Committee of India for kind information.
3. The Executive Officer, U.P. State Haj Committee.

Haj - 2015

**Guidelines for selection of Khadim-ul-Hujjaj from Uttar Pradesh for Haj – 2015.**

Thirty-nine Khadim-ul-Hujjaj from Uttar Pradesh, fulfilling following norms shall be selected for deputation to Saudi Arabia as Khadim-ul-Hujjaj for Haj – 2015 from U.P. State.

- (a) Only Males of age 25 – 50 years (as on (01.07.2015) shall be considered.
- (b) Applicant must be an active person of sound health with experience of management of public functions. They should get themselves medically tested and produce a certificate to this effect from a Government Hospital. Certificate issuing authority will be held responsible if information furnished by the applicant is found false or incorrect.
- (c) Only those candidates who have attended Orientation / Training Camps organized by HCoI will be considered for final selection as Khadim-ul-Hujjaj.
- (d) The individuals selected should be Government servants, or employees of PSUs/Statutory bodies of Government, posted in Uttar Pradesh. The officials of Police, Home-Guards, Forest Department, Revenue Department etc. who have field experience shall be given preference in selection of Khadim-ul-Hujjaj. But senior officers like Class A officers of Central or State Government would not be eligible. A no objection certificate from the employer must be submitted by the applicants.
- (e) All applicants should have good knowledge of Haj related activities.
- (f) Applications received after due date or received without supporting documents will be summarily rejected.
- (g) No family member can accompany any Khadim-ul-Hujjaj.
- (h) No Khadim-ul-Hujjaj should have any connection with any Saudi Moallim. In addition, they cannot accept any financial or other consideration from any pilgrim as the Khadim-ul-Hujjaj is expected to render free social service.
- (i) Preference shall be given to those having knowledge of Arabic language and experience in Haj.
- (j) A person who has once served as Khadim-ul-Hujjaj and against whom there are adverse observations by the Consulate General of India, Jeddah, shall not be considered.
- (k) Khadim-ul-Hujjaj have to travel with the pilgrims from U.P. No Khadim-ul-Hujjaj shall be allowed to travel separately.
- (l) The selected Khadim-ul-Hujjaj are warned that in case any adverse report on the performance of their duties is received from the Consulate General of India, Jeddah or from MEA, the entire amount of expenditure by HCoI on his journey to Saudi Arabia shall be recovered in addition to disciplinary action as per departmental rules.

- (m) The selected candidates shall be provided Orientation / Training by HCol and a certificate to this effect shall be issued, which they should submit to the Consulate General of India, Jeddah upon arrival at Jeddah.
  - (n) The period of stay of Khadim-ul-Hujjaj shall be treated as duty period and necessary entries may be taken in their service records by their parent department.
3. On arrival in Saudi Arabia, each Khadim-ul-Hujjaj shall discharge his duties under the supervision and direction of the Consulate General of India, Jeddah. He should report to the Consulate regularly and be generally available where his services are required. Before his return to India, each Khadim-ul-Hujjaj has to submit a report alongwith the Register of his pilgrims to the Consulate General of India, Jeddah, on the difficulties faced by pilgrims in his charge and the services rendered by him.



Haj - 2015

**Duties of Khadim-ul-Hujjaj**

The objective behind the deputation of Khadim-ul-Hujjaj is to help and assist the Consulate General of India, Jeddah in looking after the welfare of Indian Haj pilgrims from various States in an organized manner. It is, therefore, incumbent on each Khadim-ul-Hujjaj to work under regular and overall supervision of Haj Officer / Assistant Haj Officer of the Consulate General of India, Jeddah.

2. Every Khadim-ul-Hujjaj should be in continuous and regular contact with the pilgrims of his State whose names etc. are entered in his Register. If a pilgrim has a problem with his Moallim, Khadim-ul-Hujjaj may, with due discretion, intervene in the matter to resolve the problem. In case a Moallim is adamant and unreasonable, a written complaint may be obtained from the pilgrim with his full particulars, e.g. pilgrim's name with parentage, address in Makkah Mukarramah / Madinah Munawwarah, pilgrim pass number etc. The matter should then be reported to the Consul General of India, Jeddah for further action. In dealing with Moallims, one has to be cautious about using harsh language or applying strong pressure, as it might add to the difficulties of the pilgrims as a whole.

3. On arrival in Jeddah, the Khadim-ul-Hujjaj shall report for duty in Khadim-ul-Hujjaj Cell in Indian Haj Pilgrim's Office in Makkah Mukarramah and Madinah Munawwarah and follow the instructions given to him there.



**Prescribed Form for inviting applications for Khadim-ul-Hujjaj from U.P. for Haj – 2015**

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" and similar provisions in the respective State's disciplinary rules for their employees. Haj Committee of India may recommend disciplinary action against such applicants who violate the above-mentined clause.

**Nominations filled up incompletely and received without documents will be summarily rejected.**

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 01.07.2015													
4.	Whether Government Servant / employee of PSU / Statutory Bodies of Government or not (if yes, please attach a copy of the Identity Card issued by parent office)	YES / NO (Tick mark as applicable)												
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	

9.	Knowledge of Arabic	SPEAK : YES / NO (please tick) READ : YES / NO (please tick) WRITE : YES / NO (please tick)
10.	Have you already performed Haj?	Yes / No (please tick) If yes, attach copy of documentary proof.
11.	Have you attended Training / Orientation Camp organized by HCol / SHC?	Yes / No (please tick) If yes, attach certificate.
12.	Experience in organizing public congregations and in social work (please give details)	
13.	Previous experience as KuH / HA / AHO.	Yes / No (please tick) If yes, mention years :- 1. _____ 2. _____ 3. _____ 4. _____
14.	Any other information of interest.	

Place :

Date :

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

Certified that the candidate will be permitted to proceed on duty as Khadim-ul-Hujjaj in terms of HCol's Circular No.29 dated 10<sup>th</sup> July, 2015.

\_\_\_\_\_  
Signature and seal of  
Controlling Officer of  
parent department.

Important Note :

- (i) An individual who has not attended the Training Camp will not be eligible for selection as Khadim-ul-Hujjaj.
- (ii) Incomplete application form or application form received after the stipulated date shall not be entertained.
- (iii) Application form received without supporting documents (Refer Sl. No.4, 5, 10 and 13 of the application form) will not be entertained.