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GOVT. OF INDIA
LAKSHADWEEP ADMINISTRATION
General Section - Secretariat
(Haj Cell)
Kavaratti Island – 682 555

F.No.6/1/2014 – Haj

1410

Dated: 06.03.2018

Notification

Sub: Selection of Khadim-ul-Hujjaj (KuH) for Haj 1439 (H)-2018

Haj Committee of India (HCoI), Mumbai invites applications from eligible male/ female Muslim permanent employees of Government / Public Sector Units/ Statutory bodies for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia, to provide assistance to Lakshadweep Haj pilgrims as **Khadim-ul-Hujjaj for Haj-2018**. KuH will be selected in the ratio of 1 KuH for every 200 pilgrims. Beginning this year, female candidates can also be applied as KuH. The female KuH will be selected subject to maximum limit of 2 % of total number of KuH.

2. It is informed that the willingness from eligible employees working under Lakshadweep Administration, holding valid international Passport, may submit their **application online** which will be available on website: www.hajcommittee.gov.in. A hard copy of the online filled in application form, in original along with requisite enclosures have to sent to Executive Officer, Haj Cell, Kavaratti through the Department head concerned as per the eligibility criteria and terms and conditions/duties may strictly adhered while forwarding the application. Last date of receipt of application in Haj Cell, Kavaratti is on by **24th March, 2018** and application after the due date will be summarily rejected.

3. The forwarding head of the institution should aware that as ordered by Hon'ble Administrator vide diary No.2363 dated 08.08.2008, all the expenditure in connection with the deputation of Khadim-ul-Huajjaj shall be borne by the concerned department under the salary head of the deputing officials and to be ensured that application in respect of employee who fulfils the eligibility criteria only is forwarded with valid documents.

4. Norms for selection of Khadim-ul-Hujjaj (KuH)

- a) Male/ Female applicants of age 25-58 years as on 01.07.2018 are eligible. The age limit is relaxed in case of serving officials of SHCs.
- b) Applicants, who have already performed either Haj or Umrah, will only be eligible. They should have good knowledge on Haj related activities.
- c) Only those persons who have attended or conducted Orientation/Training Camp organized by the Haj Committee of Inida (HCoI)/ SHC will be considered for selection as Khadim-ul-Hujjaj.
- d) Preference shall be given to applicants having knowledge of Arabic language.

- e) Applicants must be active persons of sound health with experience of management of public functions. They have to submit medical certificate to this effect from a Government Hospital. Certificate issuing authority will be held responsible if information furnished is found to be false or incorrect.
- f) It is compulsory for the selected KuH to attend the Training organized by HCoI for KuH, failing which, their selection will be cancelled.
- g) Applicants must be employees of Government/ Public Sector Units/ Statutory bodies. Employee working on Temporary/ Part-time/ Seasonal/ Contractual/ Ad-hoc basis are not eligible. Senior Officers like Class A Officers of Central or State Government or equivalent are also not eligible. Employees having field experience in departments like Police, Home-Guards, Forest, Revenue shall be given preference.
- h) A no objection certificate (NOC) from the employer must be submitted by the applicant.
- i) No family members can accompany a KuH on Haj pilgrimage
- j) No KuH should have any connection with any Saudi Tawafa Establishment (Moallim)
- k) The KuH cannot have any financial or other consideration from any pilgrims as they are expected to render free social service.

5. The role, duties and responsibilities of Khadim-ul-Hujjaj (KuH)

- a) KuH have to travel with the pilgrims from the respective State/U.T No KuH shall be allowed to travel separately. The pilgrims of the flight in which KuH will travel, shall be the responsibility of that KuH from boarding flight in India up to their return.
- b) KuH has to assist and guide the pilgrims during their journey and stay in KSA. Therefore, the KuH must update their knowledge and collect all relevant information relating to Haj pilgrimage. They have to identify and present themselves to the pilgrims at the embarkation point itself so that they can be contacted by the pilgrims in case of need
- c) KuH shall be under regular and overall supervision of the designated Assistant Haj Officer of the CGI
- d) The designated officials of SHC's deputed to over-see the work of KuH will work in co-ordination with the Consulate. These officials will be assigned suitable supervisory duties by the Consulate to effectively monitor the work of their respective KuH and to liaise with the CGI in KSA.
- e) On arrival in Jeddah, the KuH shall report for duty in KuH Cell in Indian Haj Pilgrims Office (IHPO) in Makkah and Madinah and follow the instruction given there. KuH should discharge his/her duties under the supervision and direction of the CGI. He should report to the Consulate regularly and be generally available when his services are required
- f) Every KuH has to be in continuous and regular contact with the pilgrims assigned to him, whose names and other details be entered in his Register.

- g) If a pilgrim has a problem with his Moallim, KuH may, with due discretion, intervene in the matter to resolve the problem. In case any issue is not resolved, a written complaint may be obtained from the pilgrim with his full particular, e.g. Pilgrim's name with parentage, address in Makkah/Madinah, pilgrim pass number etc. The matter should then be reported to the CGI 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 difficulties of the pilgrims as a whole.
- h) Before his/her return to India each KuH has to submit a report along with the Register of his pilgrims to CGI, on the difficulties faced by pilgrims in his/her charge and the services rendered by him
- i) The period of stay of KuH in KSA shall be treated as duty period and necessary entries may be taken by their departments in their service records. No TA/DA will be admissible


6/3/16

(I.C Pookoya)

Deputy Collector (HQ) & i/c Executive Officer (Haj)

To

1. The DC/SDO's of all concerned Islands for kind information.
2. The Chairman of Lakshadweep State Haj Committee for kind information.
3. All department head for kind information.
4. The Director, NIC wit request to upload in Lakshadweep website.