पूर्व मध्य रेल

कार्यालय
महाप्रकंधक (का0)
हाजीपुर

पत्र सं0. ईसीआर / आईआरएण्डडब्ल्यू / हज / 2025

दिनांक 29.10.2025

सभी प्रधान विभागाध्यक्ष
पूर्व मध्य रेल / हाजीपुर

मुख्य प्रशासनिक अधिकारी (निर्माण) / उ0एवं द0 / RSP पूमरे / महेन्द्रूघाट.पटना

मंडल रेल प्रबंधक / पूमरे–दानापुर, धनबाद, डीडीयू, समस्तीपुर एवं सोनपुर

मुख्य कारखाना प्रबंधक / पूमरे
पीडी / डीडीयू, सीआरडब्ल्यू / हरनौत एवं यांत्रिक कारखाना / समस्तीपुर

विषयः– हज–2025 हेतु अस्थायी प्रतिनियुक्ति के संबंध में।

संदर्भः– (1) रेलवे बोर्ड के पत्रांक– E(NG)I-2025/DP/10 Dated:27.10.2025
(2) Ministry of Minority Affairs (Haj Division)'F. No.HCO128-00650032024-HCO1 dated 13.10.2025

****

संदर्भित पत्र द्वारा हज–2025 में हज यात्रियों की सहायता के लिए Coordinators State Haj Inspectors, (SHIs), to Consulate General of India, Saudi Arabia for Haj-2025 हेतु योग्य पुरूष एवं महिला मुस्लिम स्थायी रेल कर्मचारियों से **On-Line** आवेदन वेबसाइट– **www.haj.nic.in/deputation** पर आमंत्रित किया गया है।

कृपया संदर्भित पत्र 2 के अनुलग्नक **Annexure 'A'** में अंकित पात्रता एवं शर्तों को पूरी करने वाले स्थायी रेल कर्मचायिों का आवेदन इस कार्यालय को प्रेषित करें।

On-Line आवेदन की प्रक्रिया निर्धारित तिथि तक पूरी करने के पश्चात् उक्त आवेदन की Hard copies की तीन प्रतियों में संलग्नकों सहित सक्षम अधिकारी के अनुमोदनोपरांत अद्योहस्ताक्षरी के कार्यालय (सीधे तौर पर आई.आर. एवं डब्ल्यू अनुभाग) में दिनांक:**12.11.2025** तक एक मुश्त भेजने की व्यवस्था करें ताकि अग्रेतर कार्रवाई हेतु इसे सक्षम अधिकारी के समक्ष प्रस्तुत किया जा सके। **निर्धारित तिथि के उपरांत प्राप्त आवेदन पर कोई विचार नहीं किया जाएगा।**उक्त पत्र पूमरे के वेबसाइट–**www.ecr.indianrailways.gov.in/Hajipur/HQ- Personnel/Download** पर भी देखा जा सकता है।

संलग्नकः– यथोपरि

सादर अनुमोदनार्थ।
29/10/2025
ADO/IR&W

29.10.2025
Dy. CPO/IR&W

29/10/2025
(प्रभात कुमार)
सकाधि / आई आर एण्ड डब्लू
कृते महाप्रबंधक (का0)

प्रतिलिपि–

- सकाधि / एमपीपी / पूमरे / हाजीपुरः–कृपया संलग्नकों सहित पूमरे के वेबसाईट पर अपलोड करने की व्यवस्था करें।

कृते महाप्रबंधक (का0)

भारत सरकार / **GOVERNMENT OF INDIA**
रेल मंत्रालय /**MINISTRY OF RAILWAYS**
रेलवे बोर्ड/**(RAILWAY BOARD)**

No. E(NG)I/2025/DP/10 **New Delhi, dated 27.10.2025**
(E- 3512891)

The General Manager (P),
All Zonal Railways &
Production Units.

Sub: Forwarding of Circular No. HCO128-006500349/3/2024-HCO1 dated 13.10.2025, received from the Chief Executive Officer, Haj Committee of India (HCoI), Ministry of Minority Affairs, Mumbai inviting online applications for short-term deputation as State Haj Inspectors (SHIs) for Haj-2026 G (1447 H).

Please find enclosed herewith a reference No. HCO128-006500349/3/2024-HCO1 dated 13.10.2025, received from the Chief Executive Officer, Haj Committee of India (HCoI), Ministry of Minority Affairs, Mumbai. The HCoI has invited online applications from eligible male and female permanent Government employees for short-term deputation as State Haj Inspectors (SHIs) for Haj-2026 G (1447 H) to serve in the Kingdom of Saudi Arabia (KSA). The deputation period will be **13.04.2026 to 05.07.2026** and treated as 'on duty'.

All Zonal Railways/Production Units are advised to take necessary action as per the instructions stipulated therein and complete the nomination process for Haj-2026 at their level. Applications received need not be forwarded to the Railway Board, and all related formalities should be finalized by concerned Railway/Unit.

DA: As above.

Digitally signed by
SANJAY KUMAR
Date: 27-10-2025
13:18:56

(Sanjay Kumar)
Dy. Director/Estt.(N)
Railway Board
Ph. No.43658/011-23303658
E-mail Id- sanjay.kumar6@gov.in

F. No. HCOI28-006500349/3/2024-HCOI
HAJ COMMITTEE OF INDIA
Ministry of Minority Affairs
Government of India
Section: SHI

Bait-ul-Hujjaj (Haj House)
7-A, M.R.A. Marg (Pedder Road)
Mumbai-400 001

Date: 13-10-2025

Haj – 2026
13

CIRCULAR

Subject: Selection of State Haj Inspectors (SHIs) for Haj–2026 G (1447 H)

State Haj Inspectors (SHIs) play a vital role in assisting Haj pilgrims during their pilgrimage. Deputed from States and Union Territories, they support the Consulate General of India, Jeddah (CGI) in ensuring effective welfare services for pilgrims.

2. The Haj Committee of India (HCoI) hereby invites online applications from eligible male and female permanent government employees for short-term deputation as State Haj Inspectors (SHIs) for Haj–2026 G (1447 H) in the Kingdom of Saudi Arabia (KSA).

3. The deputation period will be approximately two months, between 13.04.2026 and 05.07.2026. It shall be treated as duty, and necessary entries shall be made in the service records by the parent departments. During this period, SHIs will continue to draw their salaries and allowances from their parent departments.

4. SHIs shall travel with the pilgrims assigned to them from their respective embarkation points to KSA and back. They will be provided travel arrangements from embarkation point and back, accommodation in Makkah and Madinah, essential transport services within KSA as provided to pilgrims, and a fixed allowance of SAR 3100 only. 50% of the expenditure on SHIs including fixed allowance shall be borne by the HCoI and the remaining by the respective State/UT Haj Committees.

5. Selection of SHIs will be carried out through a structured process involving Computer-based Test (CBT), Interview/Personality Test, and Medical Fitness Test. The eligibility criteria, selection process, tentative timeline, and roles and responsibilities are as follows:

6. **Eligibility Criteria:** Applicants must meet the following conditions to be considered for selection as SHI for Haj–2026:

i. Only Muslim candidates are eligible to apply.

ii. Must be a **permanent employee** of the Central/State Governments, Paramilitary Forces, Autonomous Bodies, or Public Sector Undertakings (PSUs) of the Central/State Governments. *Group "A" / Class–I officers of the Central or State Governments (or equivalent) are* ***not eligible.***

iii. Must hold a **Graduate degree** from a recognized institution.

iv. **Age must be below 50 years** as on the date of opening of the online application.

v. Must possess a valid Indian International Passport, with validity at least up to 31st December 2026.

vi. Must have proficiency in English, Urdu, Hindi, and/or local language. Preference shall be given to candidates knowing Arabic language also.

vii. Must be physically and mentally fit, computer literate, and conversant with the Haj Suvidha App.

viii. Must have adequate knowledge of Haj rituals and logistics and the ability to effectively address and guide large gatherings.

ix. Should **not have served as SHI / Khadim-ul-Hujjaj more than three times** in their career.

x. Candidates against whom adverse comments have been received from CGI, Jeddah during their past deployment on Haj duty as KuH/SHI or deputationist in KSA will not be eligible.

7. **Selection Process**

i. A tentative total of **805** candidates shall be selected in the ratio of 01 SHI for every 150 pilgrims. The State/UT-wise tentative allocation of SHIs to be selected is placed at **Annexure-I**.

ii. 25% of the seats shall be reserved for SHIs / Haj deputationists who have demonstrated exemplary performance during the past five years.

iii. 20% of the seats shall be reserved for candidates who have performed Haj in the recent past, preferably within the last five years.

iv. 5% of the seats shall be reserved for employees of State/UT Haj Committees and Waqf Boards.

v. 50% of the seats shall be open to all eligible candidates.

vi. Interested candidates should check their eligibility and apply online on the HCoI website https://hajcommittee.gov.in and upload the requisite documents. No offline application will be accepted.

vii. Candidates must upload a **No Objection Certificate (NOC)** from the employer (as per the format available at **Annexure-II**). In case NOC is not issued at the time of application, candidates must upload an Undertaking (format at **Annexure-III**) to submit it at the time of interview.

viii. Selection will be made on merit, to be determined from the combined score of the CBT (150 marks, format and syllabus at **Annexure-IV**), and the Interview/Personality Test (50 marks, parameters at **Annexure-V**). However, candidates must secure a minimum of 50% marks separately in both CBT and Interview to qualify. Besides, all CBT-qualified candidates will be required to undergo and qualify the Medical Fitness Test (proforma at **Annexure-VI**).

ix. The waitlisted candidates shall be selected in case any of the recommended candidates are unable to proceed as SHI.

x. SHIs who are found neglecting their assigned duties shall be liable to be deported summarily. Accordingly, their replacement shall be selected from the waitlist.

12/00/26

v. Must possess a valid Indian International Passport, with validity at least up to 31st December 2026.

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ix. The waitlisted candidates shall be selected in case any of the recommended candidates are unable to proceed as SHI.

x. SHIs who are found neglecting their assigned duties shall be liable to be deported summarily. Accordingly, their replacement shall be selected from the waitlist.

12/09/25

Timeline

Particulars	Date / Duration
Opening Date for Online Application	15th October, 2025
Last Date for Online Application	03rd November, 2025
Computer Based Test (CBT) by HCoI/SHCs	16th November, 2025
Interview of Qualified Candidates	4th week of November, 2025
Medical Fitness Test	4th week of November, 2025
Two-day Training in Mumbai	2nd week of December, 2025
Duration of Deputation to KSA	Approximately two months between 13.04.2026 and 05.07.2026

Duties, Responsibilities & Code of Conduct for SHIs

i. Attendance at the training programme organized by HCoI is **compulsory**; failure will result in cancellation of selection.

ii. Applicants must be fully vaccinated as per the Health Guidelines issued by the Kingdom of Saudi Arabia (KSA) for Haj–2026.

iii. SHIs shall travel with pilgrims from their respective State/UT in both outbound and inbound flights; separate travel is not permitted.

iv. No family member is permitted to accompany an SHI on the pilgrimage.

v. On arrival in KSA, SHIs must report to the SHI Cell in IHPO (Makkah/Madinah), follow CGI instructions, and report daily to the IHPO.

vi. SHIs must have no connection with any Saudi Tawafa Establishment (Mu'allim).

vii. SHIs must assist and guide pilgrims throughout their journey and stay in KSA, update their knowledge on Haj logistics, and remain accessible at embarkation points.

viii. SHIs must maintain continuous contact with assigned pilgrims, recording details in their Register and Haj Suvidha App.

ix. SHIs must perform their duties with full commitment. Those found underperforming, abandoning pilgrims, switching off mobile, or against whom adverse feedback is received shall be immediately recalled, repatriated, blacklisted from future Haj duties, and reported to their parent departments for *disciplinary action.*

x. In case of issues with Mu'allims, SHIs must intervene tactfully. If unresolved, a written complaint with full pilgrim details should be escalated to CGI, either physically or via Haj Suvidha App.

xi. In dealing with Moallims, SHI has to be cautious about using harsh words or speaking unparliamentary language or mounting pressure as it might result in difficulties to the pilgrims as a whole.

xii. Before returning to India, each SHI must submit a report along with the pilgrim Register to CGI, detailing difficulties faced and services rendered.

13/10/25

10. **Role & Responsibilities of State/UT Haj Committees**

i. Scrutinize candidate applications, assess eligibility as per prescribed criteria, and prepare a verification report for each applicant in the format at **Annexure-VII**. Upload the reports on the HCoI portal and submit consolidated lists of eligible and ineligible candidates, along with individual reports, within the timeline specified by HCoI.

ii. Extend necessary support, as and when required, to HCoI for the conduct of selection process and CBT.

iii. Conduct interviews of candidates qualified through CBT, in consultation with HCoI and as per the provisions of **Annexure-V**, and submit the scores to HCoI within the stipulated timeline. In case any SHC fails to complete this process within the prescribed timeline, HCoI may finalize the selection of SHIs on the basis of CBT scores alone.

iv. SHCs shall provide each SHI with a regional language translation of duties/responsibilities for study and guidance.

v. Ensure constant communication with SHIs of respective State and monitor their performance.

13/00/25

(Shanavas C, IAS)
Chief Executive Officer

Encl.: Annexures I to VII.

Copy to:

1. All Principal Secretaries / Secretaries, Departments of Minority Affairs / Home Affairs of all States / Union Territories
2. Chairman / Secretary, Railway Board, New Delhi
3. The Joint Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi
4. The Director (Haj), Ministry of Minority Affairs, Government of India, New Delhi
5. The Consul (Haj), Consulate General of India, Jeddah, Kingdom of Saudi Arabia
6. Executive Officer, All State / UT Haj Committees
7. The Deputy Chief Executive Officers & Superintendents, HCoI, Mumbai
8. PS / Secretariat Section, Haj Committee of India, Mumbai
9. In-charge, Computer Section, HCoI – for uploading on HCoI website

ANNEXURE-I

TENTATIVE NUMBER OF STATE HAJ INSPECTORS (SHIS) TO BE SELECTED

Sr. No	State / Union Territory	SHI (1:150)
1	Andaman & Nicobar (UT)	1
2	Andhra Pradesh	15
3	Assam (*)	17
4	Bihar	18
5	Chandigarh (UT)	0
6	Chhattisgarh	6
7	Dadra Nagar Haveli (UT)	0
8	Daman & Diu (UT)	0
9	Delhi (NCT)	20
10	Goa	1
11	Gujarat	55
12	Haryana	12
13	Himachal Pradesh	0
14	Jammu & Kashmir (UT)	34
15	Jharkhand	11
16	Karnataka	73
17	Kerala	82
18	Lakshadweep (UT)	1
19	Madhya Pradesh	44
20	Maharashtra	120
21	Manipur	3
22	Odisha	4
23	Puducherry (UT)	1
24	Punjab	2
25	Rajasthan	32
26	Tamil Nadu	39
27	Telangana	41
28	Tripura	1
29	UT of Ladakh	2
30	Uttar Pradesh	125
31	Uttarakhand	10
32	West Bengal	35
	Total	**805**

**Includes Arunachal Pradesh, Nagaland, Mizoram, Meghalaya, and Sikkim.*

13/10/21

ANNEXURE-II

NO OBJECTION CERTIFICATE (NOC)

(To be issued by the Cadre Controlling Authority / Employer)

This is to certify that Shri / Smt. _____, whose date of birth as per records is _____, is presently holding the post of _____, Class _____, in the pay scale of _____ with Pay Matrix Level _____.

2. He / She is a permanent employee of this office/organization (Office Name & Address: _____) since _____ (Date of Joining) and is allotted GPF No. _____ / PRAN No. _____.

3. It is further certified that Shri / Smt. _____ is a [√] (Central/ State Government / Public Sector Undertaking / Statutory Body) employee and fulfills the eligibility criteria for deputation as State Haj Inspector (SHI) as laid down in Circular No. _____ dated _____ issued by the Haj Committee of India, Mumbai.

4. The Department / Organization has no objection to his/her temporary deputation to the Consulate General of India, Jeddah (Saudi Arabia) as State Haj Inspector for Haj–2026 for approximately two months, between 13.04.2026 and 05.07.2026.

5. I understand that the period of deputation as SHI shall be treated as duty period, and necessary entries shall be made by the parent department in the service records of the official. The official shall continue to draw his/her usual salary and allowances from the parent department during this period.

6. It is certified that no disciplinary / vigilance case is pending or contemplated against him/her.

7. In the event of his/her temporary deputation to the post of State Haj Inspector, he/she will be relieved at least 03 days before the scheduled departure.

Seal & Signature of Cadre Controlling Authority / Employer

(with Name, Designation, Mobile Number, E-mail, and Office Stamp)

Name: _____

Designation: _____

Office Address: _____

Mobile Number: _____

Email ID: _____

ANNEXURE-III

UNDERTAKING FOR SUBMISSION OF NOC FROM EMPLOYER

(To be uploaded by the Candidate in case NOC from Employer is pending)

I, Shri / Smt. _____, son / daughter of Shri / Smt. _____, presently employed as _____ in _____ (Name of Department / Organization), hereby solemnly affirm and undertake as under:

1. That I am applying for selection as **State Haj Inspector for Haj–2026 G (1447 H)** under the provisions of the Circular No. _____ dated _____ issued by the Haj Committee of India, Mumbai.
2. That I am a permanent employee of _____ (Name of Department / Organization), holding the post of _____, in the pay scale _____ / Pay Matrix Level _____.
3. That I am submitting my application **without the No Objection Certificate (NOC)** from my Cadre Controlling Authority / Employer, as the same could not be obtained at this point of time.
4. I undertake to submit the **duly signed NOC** from my Cadre Controlling Authority / Employer in the prescribed format at the time of interview, failing which my candidature is liable to be cancelled without any further notice.
5. I further undertake that I will not claim any right to deputation as State Haj Inspector unless the NOC is duly submitted and accepted by the Haj Committee of India.

2. I hereby declare that the above statements are true to the best of my knowledge and belief, and I understand that furnishing false information or suppressing facts will render me liable for cancellation of candidature and any other action deemed appropriate.

Place: _____

Date: _____

(Signature of the Candidate)

Name: _____

Designation: _____

Department / Organization: _____

Employee ID / GPF / PRAN No: _____

Mobile: _____

E-mail: _____

MEDICAL EXAMINATION PROFORMA FOR STATE HAJ INSPECTOR

Medical Examination (to be filled by doctor)	
Any Medical Complaints:	
General Examination	Systemic Examination
	Nervous System
	Cardio Vascular System
Pallor	Respiratory System
Icterus	Abdomen
Pulse Rate	Locomotor System
Temperature	Vision
Respiratory Rate	Hearing
Blood Pressure	
Pregnancy (Yes/No)	Any other significant findings:
If Pregnant LMP (pregnant ladies above 28 weeks of pregnancy at the starting date of journey may not be permitted as per the guidelines)	

Investigation findings:

CBC, Fasting HbA1c, R/E of Urine, X-ray Chest (PA View) & ECG _____

_____ any other if needed _____

_____

Remarks: _____

Certification: I/We have carefully examined the Candidate and certify that he/she is physically and mentally **fit/not fit** to travel to Saudi Arabia and perform field Haj duties.

Name of Medical Superintendent/ Dy./Asst. Medical Superintendent / Dean of Govt. Medical College/ District Medical Officer (in Capital)

Signature & Stamp of Medical Superintendent/ Dy./Asst. Medical Superintendent / Dean of Govt. Medical College / District Medical Officer

Registration No. of Signatory: _____

Dated: _____

Signature/Thumb Impression of the Applicant