

HAJ COMMITTEE OF INDIA

(Statutory body of the Ministry of Minority Affairs)

IAS & Allied Services

Coaching & Guidance Cell (C&GC)

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

Phone: 022 - 22612969/22717100 Fax: 022 - 22620920

Website: www.hajcommittee.gov.in. E-mail Id: hajiascgc@gmail.com

Date: 30.08.2017

Assalam-o-alaikum,

I am pleased to inform you that, you have been provisionally selected by the Coaching & Guidance Cell of the Haj Committee of India (**as per enclosed list**) to undergo rigorous, painstaking but highly significant coaching for IAS and Allied Services Examination conducted by the UPSC.

You are directed to report to the Director, C&GC, at 10th floor, Haj House, 7-A, M.R.A. Marg, Palton Road, Mumbai - 400 001, on or before **05th of September, 2017**.

Each Candidate has to deposit **Rs.10,000/- (Rupees. Ten Thousand Only)** either in cash or by demand draft drawn in favour of Haj Committee of India payable at Mumbai, as security deposit at the time of admission. Admission will not be granted without payment of security deposit.

A copy of the Hostel Rules & Regulations and an application form for admission to Hostel is enclosed herewith.

You must bring the following **original** documents with one attested copy each thereof:

- I. Mark Sheets/Certificates from Std. X onwards.
- II. Birth Certificate.
- III. OBC/ST/Resident of Jammu & Kashmir, Certificate, (for age relaxation), if any.
- IV. Two Passport size photographs.

Please bring with you the writing material like pen, pencil, eraser, sharpener, foot scale, one dozen long note books of 200 pages each and two medium size locks for your lockers. You must also bring a small general dictionary & dictionary of your subject, the books of optional subject which you want to choose for CSE.

Normally, once you join the Haj House by 05th of September, 2017, you will not be allowed to leave it till you finish your Preliminary Examination in June, 2018.

The personal belongings viz. **Mobile phones, cameras, laptops & other electronic items and electrical appliances, gold and diamond jewelry and costly items will be at the risk and responsibility of the candidate.**

You are instructed to join the C&GC at Mumbai, on or before 05.09.2017, otherwise admission in C&GC will be cancelled and the student in the waiting list will be replaced.

For further information please contact on phone 022 - 22717148/49, mobile no's: 09867719158, or 09820869340 or email: hajiascgc@gmail.com.

With best wishes,

**Director
C&GC**

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RULES & REGULATIONS

1. Students have to attend all classes regularly and have to appear in all the tests conducted by the Centre. In case of absence from classes/tests or unsatisfactory performance in tests, the students can be expelled from C&GC.
2. Admission to C&GC is provisional. It would be confirmed after satisfactory performance in the test conducted in the initial two months.
3. The Hostel accommodation in Haj House is allotted to candidates registered at the C&GC for the Civil Services Examinations only.
4. Mess charges shall be payable by the 5th of the following month and under no circumstances any refund shall be granted.
5. Every Hosteller shall maintain and observe:
 - a) Strict discipline, peaceful atmosphere and decent behavior in the Hostel. Shouting, misbehaving, talking loudly and/or causing disturbance in any manner whatsoever to other Hosteller shall not be tolerated.
 - b) The Hostel rooms and lobby should be kept neat and clean. The Hostellers should report to the Haj House Section if it is not clean.
 - c) There should be a sense of friendliness and co-operative spirit among all.
6. Instances of indiscipline and/or misbehavior shall be severely dealt with. Disciplinary Action including cancellation of admission and forfeiture of part or full deposit can be initiated.
7. In case a Hosteller is required to remain out of the Hostel for one or more days on account of any exigencies, he shall personally submit the requisite LEAVE APPLICATION to the Director, stating the proper reason and obtain prior written permission before leaving the Haj House. Otherwise appropriate disciplinary action will be taken against him.
8. Continuous absence from the Hostel for a period of three days or more without obtaining prior permission shall result in revocation of admission from the C&GC.

9. No visitor, guest, relative or any other outsider shall be allowed to enter into the premises of the Hostel without prior permission. If any Hosteller is found to have taken his guest or visitor in any part of the Hostel premises and/or in any of the rooms of the Hostel, immediate disciplinary action will be taken against him.

10. Every Hosteller shall have in his possession his Identity Card and shall produce whenever called upon to do so by any of the Hostel/HCOI Authorities including the Watchman/Security at the Haj House premises.

11. Every Hosteller shall take personal care of all his goods and belongings. The Administration of the Hostel/HCOI shall under no circumstances, be responsible, for any pilferage, theft, loss and/or damage of any of the articles, books and/or any other goods or belongings of any of the Hostellers in and/or from any part of the Hostel premises.

12. Electricity in the Hostel shall be used in the most economical and careful manner. The lights, fans, geysers, coolers and other electrical installation and appliances shall be switched off every time when not in use. No Hosteller shall keep and/or bring from outside to the Hostel any electrical or electronic appliances, gadget or device of any type. Electric stove (Sigri), water heater, tape recorder, radio/transistor, Mobile, portable TV and/or electronic gadget or articles are strictly prohibited.

13. Water taps shall always be kept closed when not in use and water shall be used economically and wastage should be strictly avoided.

14. Complete silence must be maintained and proper and decent behavior observed while using and/or passing through the Hostel premises.

15. The Hostel/HCOI Administration, has right to remove and expel any Hosteller at any time without assigning any reason. On such expulsion the said Hosteller shall forthwith leave and quit the Hostel.

16. No Hosteller shall have any right or be entitled to convene, hold, address and/or attend any meeting of the Hostellers for any purpose whatsoever in the Hostel premises without prior written permission in that behalf from the Administration well in advance. The Administration shall have the right to refuse or grant such permission without assigning any reason whatsoever.

17. If a Hosteller for any reason whatsoever, discontinues his CSE studies or joins any other course or job he shall forthwith leave and quit the Hostel.
18. In the event of it being discovered that a Hosteller has obtained admission in the Hostel on false representation and/or by resorting to forging and/or producing a false document, he shall be immediately expelled from the Hostel.
19. Every Hosteller shall quietly and peacefully have to quit the Hostel along with all his goods and belongings immediately on or before the date on which his admission expires. In the event of his failure to do so all his goods and belongings will be removed and his deposit will be forfeited.
20. Any Hosteller whose admission is for any reason cancelled and/or revoked and/or has been expelled from the Hostel shall be prevented from having any access to the Hostel premises thereafter.
21. No Hosteller shall have any right to question and/or challenge any decision of Hostel/HCOI Administration in respect of any matter whatsoever pertaining to the Hostel.
22. All admissions are for the period specifically mentioned in the application.
23. All Hostellers must take their meals compulsorily in the Hostel Mess and pay the monthly charges on time. Eating in the Hostel Mess shall be a part of Hostel discipline and no one will be allowed to eat the food in the room or any place other than the mess.
24. All Hostellers are required to attend all lectures, meetings, group discussions, Hostel competitions, etc., whenever arranged in the Hostel compulsorily. All male hostellers are expected to attend Namaz congregation (Jamat) in the Masjid on the third floor of Haj House.
25. In case of any grievance the aggrieved hosteller should approach the Director.
26. All Hostellers should also note that they stay in the Hostel at their own wish, willingness and risk. The Hostel/HCOI Administration will not be responsible for any of their personal problems or mishaps of any kind.
27. Smoking, Chewing Pan, Supari, gutka, tobacco, spitting in the Hostel premises is strictly prohibited. Offenders will be dealt with severely by the Administration.

28. No ragging or mischief of any kind will be tolerated. There is severe punishment on such an offence.
29. The Hosteller shall follow all the rules & regulation in force and those which may be enforced from time to time in future.
30. In case of misbehavior/indiscipline/breach or violation of any rules & regulations, the Hosteller may be removed from the Hostel and his deposit may be forfeited.
31. The hosteller should not enter the room of female students and vice versa.
32. Female students are expected to be in Hijab/Scarf.
33. The Administration of the Hostel/HCOI reserves the right at any time, without assigning any reason, to change, alter, add, amend or modify any of the rules & regulations and it shall be binding upon the Hosteller, who shall observe and comply with the same.
34. A student admitted should be in the Haj House for all 24 hours of a day, 7 days a week & 365 days a year.

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UNDERTAKING

I have read and fully understood all the above Rules & Regulation and I undertake to fully observe and abide by all of them.

I have received a copy of Rules & Regulation for my reference.

Signature of the candidate _____

Full Name: _____

Place: _____

Date: _____

Permanent Address: _____

Phone No. _____ Mobile No. _____

Signature & Name of Parent/Guardian

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Haj Committee of India
Coaching & Guidance Cell
Haj House, 7-A, Palton Road,
Mumbai-400001.

APPLICATION FOR HOSTEL ACCOMMODATION

1. Full Name(Surname First,
in Capital Letters) : _____
2. Date of Birth & Place : _____
3. Age as on Aug 01, next year : _____
4. Native Place Address
& Tel./Mobile No. : _____

5. Mumbai Address & Tel. No. : _____

6. Parent's Full Name / Address
& Tel. / Mobile No. : _____

7. Business & Yearly Income : _____
8. Local Guardian's Name
Residential Address
Tel./ Mobile No./ Resi. & Off. : _____

9. Qualification : _____
10. If the applicant is/was already
inmate of this Hostel the date
of his first admission and the
number of years he has been
in the Hostel : _____

Date: _____

Signature

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HAJ HOUSE, 7-A, M.R.A. MARG (PALTON ROAD), MUMBAI - 400 001

Phone: 022-22717100, 022-22717149, 9867719158/9820869340, Fax: 022-22620920

Third & Final List of Selected Candidates for C&GC, Haj House, Mumbai. The following students are advised to report on or before 5th October, 2017, positively.

1	MUM079	ANSARI MOHSIN AHMED SAMIUDDIN
2	MUM309	RAHEEM AFSHAN (F)
3	SGR121	IMRAN KHAN
4	MUM297	QURESHI HEENA (F)
5	BNG070	IBRAHIM
6	MUM051	KHAN MD OWAIS AFZAL
7	MUM175	KHAN MOHD SIKANDAR
8	MUM181	QURESHI SHAFIQUE
9	BNG154	ILYAS P HAMZA HAJI
10	DEL033	MOHAMMAD MUNAF



(K. Zahir Hussain)

Dy. Chief Executive Officer
Haj Committee of India