



**CENTRAL WAQF COUNCIL**  
(Ministry of Minority Affairs, Government of India)

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Central Waqf Bhawan  
P-13 & 14 Pushp Vihar,  
Sector -6, Saket,  
Opposite Family Court,  
New Delhi – 110 017

F. No. 14(2)/2022 – CWC

Date: 2<sup>nd</sup> March, 2022

**Vacancy Circular**

Central Waqf Council, a statutory body under Minister of Minority Affairs, Govt. of India, proposes to engage a suitable **Stenographer** purely on temporary & contractual basis for a period of one year which may be extended further subject to satisfactory performance and approval of the Competent Authority. The last date for submission of application is **25<sup>th</sup> March, 2022**. The detail of vacancy is given below:

S. No.	Post	No. of Post	Proposed Salary	Age	Essential Qualification & Experience
1.	Stenographer	One	Rs.40,000/-  Salary as per rule for retired Govt. employees	Not below 40 years  (Recently Retired stenographers from Govt. / PSU etc. may also apply)  Note: Maximum age for retired employees is 62 years.	<b>Essential:</b> (i) Degree or equivalent from recognized University; (ii) Ability to write in 100 words per minute in shorthand; (iii) Full knowledge of computer having typing speed 40 words in English or 35 words in Hindi per minute in Computer; and (iv) 10 years working experience as PA / PS. <b>Desirable:</b> (i) Typing speed 25 words in Hindi & Urdu; and (ii) Proficiency in Urdu.

Assistant Administrative Officer  
(Additional Charge)

## Application format

Please paste a latest self attested colour photo of the candidate

Name of the post applied for: \_\_\_\_\_

1. Name of the candidate: \_\_\_\_\_
2. Date of birth (as per class 10<sup>th</sup> Mark sheet/Certificate): \_\_\_\_\_
3. Father's Name: \_\_\_\_\_
4. Category (SC/ST/OBC/GEN/PWD): \_\_\_\_\_
5. Sex (Male/Female): \_\_\_\_\_
6. Correspondence Address (with PIN Code) :

\_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

Mob. No. \_\_\_\_\_ Email \_\_\_\_\_

7. Permanent Address :

\_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

Mob. No. \_\_\_\_\_ Email \_\_\_\_\_

8. Educational Qualification(Starting from 10<sup>th</sup> onwards):

S. N.	Examination Passed/Degree obtained	Name of the Board/University/ institution	Year of passing	Class of Division	% of marks/GPA	Subjects taken/ Specialization

9. Experience, (Starting from the present employment (Experience certificate needs to be attached):

S. N.	Name & Address of the employer	Post held/Nature of employment	Period		Permanent/ Temporary	Salary & Grade Pay (in Rs.)	Nature of duties
			From	To			

10. Language Known: Proficiency in reading, writing and speaking Hindi language. Yes or No

11. Speed in Typewriting: Hindi.....WPM, English.....WPM and Urdu.....WPM

12. Declaration by Candidate

I here declare that all the statement made by me in this application is true and complete to the best of my Knowledge and belief and nothing has been concealed or distorted.

SIGNATURE OF THE CANDIDATE

Place: \_\_\_\_\_

Date: \_\_\_\_\_