



CENTRAL WAQF COUNCIL

(Ministry of Minority Affairs, Government of India)

Telephone No.011-29562146, 47
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Website: www.centralwaqfcouncil.gov.in
E-mail : secycwc.wakf@nic.in

Central Waqf Bhawan
P-13 & 14, PushpVihar,
Sector-6, Saket,
Opposite Family Court,
New Delhi -110 017
Dated:18.07.2019

F.No.55(1)2017-CWC(C & S)

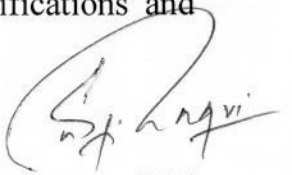
Vacancy Circular

Central Waqf Council invites application by 31st July'2019 from the interested and eligible candidates for the following post purely on temporarily and contractual basis under the "Qaumi Waqf Board Taraqqiati Scheme" up to 31.03.2020 which may be extended further subject to satisfactory performance, continuation of the scheme and approval of the competent authority.

S. No.	Post	No. of Post	Proposed Salary	Essential Qualifications & Experience
1	<u>Data Entry Operator</u> (DEO)	03 (Three)	Rs.15,000/ - to Rs.20,000/ -	1.Graduation with good knowledge of Computer application 2.Three years experience of working on computer. 3. Typing speed -At least 40 w.p.m. in English Desirable: Experience in Waqf matters
3	<u>Multi Tasking Staff</u> (MTS)	01 (One)	Rs.10,00 0/- to Rs.15,00 0/-	1.High School Pass or equivalent from recognized Board/Institution. 2. Three years experience in a reputed organization/Govt.offices and also having valid LMV driving license. Nature of duties 1.Physical maintenance of records of section 2.General cleanliness and upkeep of the Section

				<p>3. Carrying of files and other papers within the building</p> <p>4. Photocopying, sending of Fax etc.</p> <p>5. Delivering the Dak (inside and outside the office)</p> <p>6. Watch & Ward duties</p> <p>7. Any other work assigned by the superior authority from time to time</p>
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Interested candidates may send their application in the prescribed format alongwith self attested copies of all the educational qualifications and experience certificates to this office latest by 31st July'2019.



Secretary, CWC

Post Applied for: _____

Name				
Father's Name				
Date of Birth				
Permanent Address				
Complete Present Address including email ID and Mobile No.				
Education & Professional Qualifications	Exam Passed	Board/Univ.	Year	% of Marks
Experience	Organization	Designation	From	To
Nature of work carried-out in each organization				
Languages Known	Read	Write	Speak	
Any other information				

I certify that the above particulars are correct to the best of my knowledge and belief and I shall be held responsible for furnishing any false information.

Date :

Place :

(Name & Signature)