

Central Waqf Council

(A statutory body under Ministry of Minority Affairs, Government of India)

It is proposed to fill up one post of **Assistant Administrative Officer on deputation** (Group B, Non-Gazetted, Non-Ministerial) in Level 8 Rs.47,600 – 1,51,100/- (Pre-revised to Rs.9300-34800 plus Grade Pay of Rs.4800/-). The eligibility conditions and other details required for selection by deputation for the said post are given below:-

Age: The maximum age limit for appointment to deputation shall be “not exceeding 56 years as on the closing date of receipt of application.

Eligibility: Officers from Central Government or State Government or Union Territories Administration or Public Sector Undertaking or Autonomous or Statutory bodies etc.

(a)

(i) Holding analogous post on regular basis; or

(ii) with 6 years regular service in posts with Grade Pay –Rs. 4200 or equivalent and possessing the qualification and experience;

(b) Qualification and Experience:

Essential:

(i) Degree from a recognized University;

(ii) Five Years experience in work relating to establishment or administration.

Desirable:

(i) **Elementary knowledge of Persian and Arabic**

(ii) **Proficiency in Urdu**

(iii) **Thorough knowledge of Government Rules, Regulations and Procedure.**

Generals:

Applications in the prescribed proforma **as available on the website of the Council i.e. www.centralwaqfcouncil.gov.in** alongwith required documents through proper channel may be forwarded to the Secretary, Central Waqf Council, Central Waqf Bhawan, P-13 & 14, Pushp Vihar, Sector -6, Saket, Opposite Family Court, New Delhi 110017 **within 30 days from the date of publication of this advertisement in Employment News.**

Note:

(1) The other allowances viz. Transportation, HRA, Deputation Allowance will be as applicable to Central Government employees in equivalent scale. However, no accommodation is provided from the Department.

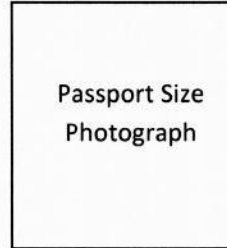
(2) The application must be attached with photocopy of the ACRs for the last five years.

(3) It may also be clearly stated that no vigilance/disciplinary proceeding are pending or contemplated against the candidate concerned.

(4) The application without vigilance clearance and attested copy of ACRs dossiers will not be entertained.

**PROFORMA FOR THE POST OF ASSISTANT ADMINISTRATIVE OFFICER, CENTRAL WAQF COUNCIL
(ON DEPUTATION)**

1. Name, Address, and e-mail :
2. Fathers/Husband Name:
3. Date of Birth:
4. Date of Entry in Govt. Service:
5. Date of superannuation as per Central Government/State Government under the rule as applicable to the candidate.
6. Are you holding analogous post on regular basis - Yes/No



7. Present post held:

- (a) Name/Status of Organization
- (b) Name of the post:
- (c) Matrix level & pay:
- (d) Nature of duties:

8. Details of past service(s)

- (a) Post:
- (b) Pay Scale:
- (c) Period during which post held:
From,- To:-
- (d) Nature of duties performed:

9. Essential and relevant qualification (Name and Year of the Degree, University and year of passing out):

Signature of the Candidate _____

Place: _____

Date: ____/____/____

Name: _____

Office								
Category of office Please tick(v")	Central government							State Government
	Central Ministry	Department	Attached Office	Subordinate Office	Autonomous Body	Statutory Body	Others	
Present post								
Date of continuous employment of the application in the present grade /						Present Pay & Matrix Level		
<p>CERTIFICATE TO BE FURNISHED BY THE EMPLOYERS/ HEAD OF OFFICE/FORWARDING AUTHORITY</p> <p>certified that the particulars furnished by Shri/Smt./Kum..... are correct and he/she possess educational qualification and experience mentioned in the vacancy circular.</p> <p>Also certified that :</p> <p>i) There is no vigilance case pending/contemplated against him/her.</p> <p>ii) His/her complete CR Dossier/ACRs for last 5 years duly attested on each page by an officer of the rank of an under Secretary to the Govt of india are enclosed:</p> <p>iii) His/her integrity is beyond doubt.</p> <p>iv) No major/ minor penalties have been imposed on him/her during the last 10 years.</p> <p>v) List of major/ minor penalties imposed on him/her during the last 10 years is enclosed.</p>								
						Signature..... Name&Designation..... Office Seal....		