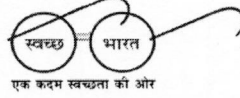




सत्यमेव जयते

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

Telephone No.:(Off.) 011-29562146-47
(Fax) 011-29562137
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

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

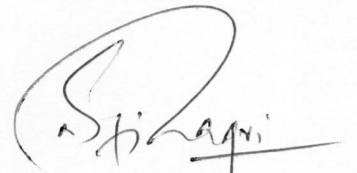
Date: 18.05.2020

Vacancy circular

Central Waqf Council invites application as per the Prescribed Performa for one post of Multi Tasking Staff (MTS) purely on contractual basis. The eligible candidates as per the following requirements may come along with their relevant document for walk in interview on dated 27.05.2020 at 11.00 A.M in the office of Central Waqf Bhawan P-13,14 Pushp Vihar Opposite Family Court New Delhi.

S. No.	Post	No. of Post	Proposed salary	Qualification
1	Multi Tasking Staff (MTS)	1	10,000 To 15,000	<p>1. Essential Qualification: High School Pass or equivalent from recognized Board/Institution</p> <p>2. Desirable Qualification: Three years experience in a reputed organization/ Govt office and also having valid LMV driving license.</p> <p><u>Nature of Duties</u></p> <p>1. Physical maintenance of records of section</p> <p>2. General cleanliness and upkeep of the section</p> <p>3. Carrying of the files and other papers within the building</p>

				<ol style="list-style-type: none">4. Photocopying, sending of Fax etc.5. Delivering the Dak (inside and outside of the office)6. Watch & Ward duties7. Any other work assigned by the superior authority from time to time
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(Dr. S.A.S Naqvi)
Secretary

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)