



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 – 110017

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

Date: 23rd June, 2020

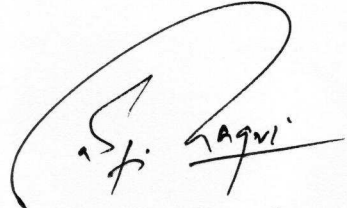
Vacancy Circular

Central Waqf Council, a statutory body under Ministry of Minority Affairs, Govt. of India, proposes to engage legal personnel purely on temporary and contractual basis under the “Quami Waqf Board Taraqqiati Scheme” a centrally sponsored scheme of Ministry of Minority Affairs, Govt. of India. The details of requirements are given below:

S. No.	Post	No. of Post	Proposed Salary	Age	Essential Qualification & Experience
1.	Legal Support Officer	One	Rs.35,000/- to Rs.40,000/-	Not exceeding 40 Years as on 6 th July, 2020	Essential (i) Masters Degree in Law (LLM) from a recognized University; (ii) Ten years experience in legal practice or office work regarding legal matters. Desirable: (i) Knowledge of Waqf Act and Working knowledge of Urdu/Hindi with ability to do correspondence work independently. (ii) Computer literacy.

2.	Legal Assistant	1	Rs.25,000/- to Rs.30,000/-	Not exceeding 35 Years as on 6 th July, 2020	Essential (i) Bachelor Degree in Law (LLB) from a recognized University; (ii) Five years experience in legal practice or office work regarding legal matters. Desirable: (i) Masters Degree in Law (LLM) from a recognized University; (ii) Knowledge of Waqf Act and Working knowledge of Urdu/Hindi with ability to do correspondence work independently. (iii) Computer literacy.
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The interested candidates may come for walk in interview on 6th July, 2020 Monday at 11:00 AM in the office of Central Waqf Council, Central Waqf Bhawan, P-13 & 14, Pushp Vihar, Sector -6, Saket, Opposite Family Court, New Delhi – 110017 along with application in the prescribed format and certificates of educational qualification and experience etc.


Dr. S.A.S. Naqvi
Secretary, CWC

Application format for Walk-in-Interview

(Should be submitted during attending for Walk-In-Interview. No need to apply through post or courier)

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 10th 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 10th 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: _____