



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

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Central Waqf Bhawan
P-13 & 14, PushpVihar,
Sector -6, Saket,
Opposite Family Court,
New Delhi - 110017
Dated:06.01.2022

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

Vacancy Circular

Central Waqf Council invites application in the attached format from the interested and eligible candidates for the following posts purely on temporarily and contractual basis under the "Qaumi Waqf Board Taraqqiati Scheme" initially 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 31st January'2022.

S. No.	Post	No. of Post	Consolidated Salary (p.m.) & Age	Essential Qualifications & Experience
1.	Senior Consultant (GIS)	01 (One)	Rs. 60,000-70,000/- Age Below 50 yrs	1. Post Graduate in Physical Geography, Remote Sensing and GIS/Earth Science/Geo-Spatial Technology and allied subject from a recognized University/Institute; 2. At least five years working experience in handling large geo spatial data at national level in govt. organization. 3.Experience in developing geo spatial software and knowledge of R & Python language. 4. Good verbal and written communication skill in English;

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				<p>5. Should be ready to travel in and outside Delhi as per the requirement;</p> <p>Desirable:</p> <p>1.Knowledge of Waqf Act and Urdu Language.</p> <p>2.Project work /dissertation from institute of national repute such as ISRO,NRSC,IIRS,IISC etc.</p>
2.	Junior Consultant	01 (One)	Rs. 45,000- 60,000/-	<p><u>Age</u></p> <p>Below 40 yrs</p> <p>1. B.Tech (Computer Science) or MCA or M.A./M.Sc. in Geo informatics or Geography with GIS or B.Arch, M.Tech in Environment or Water Resources with GIS from a recognized University / Institute;</p> <p>2. At least three years post qualification experience on GIS data management, RDBMS, R & Python Language.</p> <p>3.Should be efficient in guiding/training on GIS to field survey staff.</p> <p>4. Good verbal and written communication skill in English;</p> <p>4. Should be ready to travel in and outside Delhi as per the requirement.</p> <p>Desirable: Knowledge of Waqf Act and Urdu Language.</p>

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3.	Media Consultant	01 (One)	Rs. 60,000/- <u>Age</u> Below 55 Yrs	<p>1. Bachelor's degree preferably in Public Relations, Journalism or related field;</p> <p>2. 10 years experience in media management, production of awareness/scheme related videos, public relations, managing PR and awareness campaigns;</p> <p>3. Excellent writing, oral presentation; and communication skills in English and Hindi;</p> <p>4. Working knowledge of computers and writing software (MS Office).</p> <p><u>Desirable:</u></p> <p>1. Knowledge of Waqf Act and Rules.</p> <p>2. Experience in coordinating with Panchayati Raj Institutions etc;</p> <p>3. Experience in organizing workshops, seminars & conferences etc.</p> <p>4. Should be conversant in Urdu, Hindi and English Journalism and Mass Media.</p>
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4.	Senior Associate	02 (Two)	Rs.35,000/- <u>Age</u> Below 35 Yrs	1. Master Degree from a recognized University / Institute; 2. At least three years experience in office work. 3. Good verbal and written communication skill in English; 4. Should be ready to travel in and outside Delhi as per the requirement. <u>Desirable:</u> Knowledge of Waqf Act and Urdu Language.
5.	Junior Associate	02 (Two)	Rs.25,000/- <u>Age</u> Below 30 Yrs	1. Graduate from a recognized university/Institute; 2. At least one year experience in office work. 3. Good knowledge of working on computer. 4. Good verbal and written communication skill in English. 5. Should be ready to travel in and outside Delhi as per the requirement. <u>Desirable:</u> Knowledge of Waqf Act and Urdu Language.
6.	Accountant	01 (one)	Rs.30,000/- <u>Age</u> Below 35 yrs	1. M.Com/MFC/MBA (Finance) with good knowledge of Computer application including Tally; 2. Five years post qualification experience of accounts work; 4. Good verbal and written communication skill in

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				English; 5. Should be ready to travel in and outside Delhi as per the requirement. <u>Desirable:</u> Knowledge of Waqf Act and Urdu Language.
7.	GIS-Digitization-Supervisor	02 (Two)	Rs.20,000/- <u>Age</u> Below 35 yrs	1. Graduate in Mathematics /Science/Geography/Geology/Environmental Sciences or Computer Applications or Diploma in Engineering); 2. Experience of 3+ years in Spatial Data Management, Digital Image Processing and Interpretation. Experience in GIS Data handling /digitization Tools like Arc. Info. Arc Editor, Arc View. Auto CAD Map info; 3. Any of the above mentioned technology based projects working/handling experience.
8.	Data Entry Operator (Hindi)	02 (Two) One post under QWBT Scheme & one post under non-scheme	Rs.20,000/- <u>Age</u> Below 45 yrs	1. Graduation preferably in Hindi with good knowledge of Computer application; 2. Two years working experience in Hindi or teaching. <u>Desirable:</u> Experience in Waqf matters and English typing.

Interested candidates may send their application in the prescribed format along with self attested copies of all the educational qualifications and experience certificates to this office latest by 31st January'2022.


Assistant Administrative Officer, CWC
07/01/2022

Application Format

Passport size coloured
photograph
(self-attested)

(To be filled in BLOCK letters)

1.	Post applied for	
2.	Name of Candidate	
3.	Father's / Spouse's name	
4.	Date of Birth (DD/MM/YYYY)	
5.	Age (as on Advt. Date)	
6.	Nationality	
7.	Correspondence Address	
8.	Permanent Address	
9.	Contact mobile number & e-mail id	

10.	Educational Qualification (in chronological order from 10 th standard onwards)				
S. No.	Courses/Degree Passed	University/Institution/Board	Year of Passing	Main Stream/ Discipline	Result (% obtained) &/or Marks obtained
11.	Professional Qualifications (if any)				
	1				
	2				
	3				
12.	Employment records				
S. No.	Name of Employer	Period		Duration (In years & months)	Designation and nature of work performed with salary
		From	To		
13.	Total Experience				
14.	Languages known				
15.	Any other information				

Declaration :-

I certify that the above information are correct and complete to the best of my knowledge and belief.

Place:

(Name and Signature of Candidate)

Date:
