



# 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

F.No. 14(1)/2023-CWC

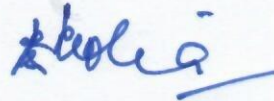
Dated: 03.09.2024

## Vacancy Circular

Central Waqf Council, a statutory body under Ministry of Minority Affairs, Government of India invites application for the following post for a period of three months purely on temporary and contractual basis, which may be extended subject to further requirement and satisfactory performance. The interested candidates may come for a walk-in-interview alongwith self attested copies of their all testimonials on **7<sup>th</sup> September, 2024 (Saturday) at 11.00 AM** at Conference Room, 10<sup>th</sup> Floor, Ministry of Minority Affairs, Pandit Deendayal Antodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 110 003. The details of requirements are given below:-

S. No.	Post	No. of post	Monthly remuneration	Age	Essential Qualification & experience
1.	Consultant (Legal)	Two (02)	Each @ Rs.80,000/- Per month	Not exceeding 50 years as on 30.08.2024	<b>Essential</b> (i) Bachelor Degree in Law (LLB) from a recognized University; <b>Desirable</b> (i) Knowledge of Waqf Act and working knowledge of Urdu/ Hindi with ability to do correspondence work independently. (ii) Computer literacy
2	Stenographer	One(01)	Rs.40,000/-	Not exceeding 40 years as on 30.08.2024	<b>Essential</b> (i) Degree or equivalent from recognized University; (ii) Full knowledge of computer having god typing speed.
3	Incharge IT	One(01)	Rs.60,000/-	Not exceeding 40 years as on 30.08.2024	1.BCA/B.Tech/B.E Degree in IT from a recognized University/Institute. 2.Should have a sound knowledge/understanding of IT

					<p>related work, programming, website management, which includes monitoring design , development co-ordination and execution of the project.</p> <p>3.Should be ready to travel frequently as per the requirement of the task.</p> <p>4. Capability to handle independently all the IT related work.</p>
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**(S.P. Singh Teotia)**  
Secretary,  
Central Waqf Council



9. Speed in Typewriting: Hindi.....WPM, English.....WPM and Urdu.....WPM (*for stenographer*)

10. Speed in Shorthand: Hindi.....WPM, English.....WPM and Urdu.....WPM (*for stenographer*)

11. Language known:

12. Computer Knowledge:

13. Declaration by candidate

I hereby 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: \_\_\_\_\_