





CENTRAL WAQF COUNCIL

(Ministry of Minority Affairs, Government of India)

Telephone No.011-29562146, 47

Fax:

011-29562137

Website: www.centralwaqfcouncil.gov.in

E-mail: secycwc@wakf.gov.in, secycwc.wakf@nic.in

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



Central Waqf Bhawan P-13 & 14, PushpVihar, Sector -6, Saket, Opposite Family Court,

Dated: 03.09.2024

New Delhi - 110017

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 7th September, 2024 (Saturday) at 11.00 AM at Conference Room, 10th 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 | Two | Each @ | Not | Essential |
| | (Legal) | (02) | Rs.80,000/- | exceeding | (i) Bachelor Degree in Law |
| | | | Per month | 50 years as | (LLB) from a recognized |
| | | | | on | University; |
| | | | | 30.08.2024 | |
| | | | | | Desirable |
| | | | | | (i) Knowledge of Waqf Act |
| | | | | | and working knowledge of |
| | | | | | Urdu/ Hindi with ability to do |
| | | | | | correspondence work |
| | | | | | independently. |
| 2 | G: 1 | 0 (04) | | | (ii) Computer literacy |
| 2 | Stenographe | One(01) | Rs.40,000/- | Not | Essential |
| | r | | | exceeding | (i) Degree or equivalent from |
| | | | | 40 years as | recognized University; |
| | | | | on | (ii) Full knowledge of |
| | | | | 30.08.2024 | computer having god typing |
| 3 | In all and IT | 0 (01) | D (0.000/ | 37 | speed. |
| 3 | Incharge IT | One(01) | Rs.60,000/- | Not | 1.BCA/B.Tech/B.E Degree in |
| | | | | exceeding | IT from a recognized |
| | | | | 40 years as | University/Institute. |
| | | | | on | 2.Should have a sound |
| | | | | 30.08.2024 | knowledge/understanding of IT |

| ir de ex | related work, programming, website management, which includes monitoring design, development co-ordination and execution of the project. 3. Should be ready to travel frequently as per the requirement of the task. 4. Capability to handle independently all the IT related work. |
|----------|---|
|----------|---|

(S.P. Singh Teotia)

(S.P. Singh Teotia)
Secretary,
Central Waqf Council

APPLICATION FORMAT

| Nar | ne of the post app | plied for | | | | |
|-----------|-------------------------------------|---------------------------------|----------------------------|----------------------|------------|----------------------------------|
| 1. N | Name of the cand | idate | | | | _ |
| 2. D | Date of birth (as p | | | | | |
| 3. F | ather's name | | | | | _ |
| 4. C | Category (SC/ST/ | OBC/GEN/PWI | D): | | | |
| 5. S | ex (Male/Female | e): | | | | _ |
| 6. A | Address for comm | nunication: | | | | |
| | | | 1 | | | |
| | | | | | | |
| | | Mobi | le: | | Email | |
| 7. E | ducational Quali | fication (starting | g from 10 th or | nwards): | | |
| S. No. | Examination passed/ degree obtained | Name of Board/ University | Year of passing | Class of Division | % of marks | Subject taken/ specialization |
| | | | | | | |
| | | | | | | |
| | | | | | | |

8.

| S. No. | Name & Address of the employer | Post held/ Nature of employment | period | | Permanent/ Temporary | Salary & Grade pay | Nature of duties |
|-----------|--------------------------------------|---------------------------------------|--------|----|-------------------------|-----------------------|------------------|
| | | | From | То | | | |
| | | | | | , | | |
| | | | | | | | |
| | | | | | 7 | - | |
| | | | | | | | |

| 9. Speed in Typewriting: HindiWPM, EnglishWPM and |
|---|
| UrduWPM (for stenographer) |
| 10. Speed in Shorthand: HindiWPM, EnglishWPM and |
| UrduWPM (for stenographer) |
| 11. Language known: |
| 12. Computer Knowledge: |
| 13. <u>Declaration by candidate</u> 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: |
| |