

NATIONAL WAQF DEVELOPMENT CORPORATION LIMITED (NAWADCO)

(Under the aegis of Ministry of Minority Affairs, Government of India)

Registered office: Central Waqf Bhawan, Plot No. 13 & 14 (Opposite Family Court), Sector - 6, Pushp Vihar, Saket, New Delhi-110017.

Employment Notification No. 04/2017 for NAWADCO's Jobs

NAWADCO incorporated as registered Company on 31st December, 2013 under the Companies Act, 1956 with an authorised capital of Rs. 500 crore is engaged in development of State Waqf Properties to enhance income of the Waqfs. NAWADCO is in the process of identifying suitable land parcels out of about 6 Lakh acres of Waqf land available across India to provide Technical & Financial support by undertaking project management consultancy services including entering into feasible business models as facilitator. **NAWADCO** requires the following category of key Personnel as per the eligibility specified as below against each post on contract, initially for a period three years extendable based on performance, :

| S. No. | Name of the Post | Educational Qualification & Experience; | Mode of Recruitment | Remuneration |
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| 1. | Executive Director | <p><u>1. Qualification;</u></p> <p><u>Essential:</u> Muslim candidates with education; Degree in Engineering / B. Com / CA / ICWA.</p> <p><u>2. Desirable:</u> MBA or equivalent</p> <p><u>3. Experience;</u></p> <p>15-18 years experience in Real Estate/ Infrastructure Sector with exposure to Project Management.</p> <p>2. Executives working in E-6 Grade and above / Functional Head (Projects) in a Public / Private / Joint Sector Companies, having turnover of not less than INR 250 crores .</p> <p><u>4. Age:</u> Not above 55 Years</p> | <p><u>Deputation:</u></p> <ol style="list-style-type: none">1. General Managers working in Infrastructure PSUs and officer in the rank of Directors in Government of India, having relevant experience of Infrastructure Sector can be taken on deputation on usual terms & conditions of deputation.2. For a period of three years extendable based on performance.3. Contractual appointment for candidates from Private and Joint Sectors. | <ol style="list-style-type: none">1. For candidates working in PSUs in E-6 Grade or equivalent, remuneration will be negotiable, based on pay in the parent organization.2. Usual terms and conditions of deputation for candidates from Government of India.3. For other candidates salary will be in commensurate with qualification and experience, also negotiable based on pay in the present organization. |

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| 2. | Company Secretary | <p><u>1.Qualification:</u></p> <p><u>Essential:</u></p> <p>a. Qualified Company Secretary from the Institute of Company Secretaries of India.</p> <p><u>2.Experience:</u></p> <p>A minimum of 4-5 years of post qualification experience of working in a medium to large sized Public / Private / Joint Sectors Organizations of repute. Out of which 2 years experience in one step below post / Assistant Company Secretary.</p> <p><u>3.Desirable:</u></p> <p>Dealing with various Company and Legal Matters, Secretarial and Statutory Compliances etc. Preferably in a real estate/infrastructure company including experience in: a) Scrutiny of land records / land documentationb) Drafting of agreements / contracts; c) Legal due-diligence and legal issues associated with encroachments; d) real estate development matters associated with following laws:-Land related laws-Environment laws-Construction laws-Registration laws-Labour laws, Coordination with external law firms, Litigation Management, Coordinating with government / non-govt. agencies /</p> | <p>On contract, initially for a period of three years extendable based on performance.</p> <p>Government Servants willing to come on deputation would be governed by usual terms & Conditions of deputation in Government of India.</p> | <p>Remuneration will be Rs,35,000/- (Negotiable) depending on deserving cases.</p> |

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| | | <p>Statutory Bodies etc..</p> <p>4. Age: Not above 40 Years</p> | | |
| 3. | Manager (Finance & Accounts) | <p>1. <u>Qualification:</u></p> <p><u>Essential:</u></p> <p>a. Graduate in Commerce / CA / ICWA / CFA.</p> <p>2. <u>Experience:</u></p> <p>The candidate should have 10-12 years post qualification experience in a medium to large sized Public / Private / Joint Sector Organizations of repute. Out of which 2 years experience in one step below post/ a senior position handling Finance & Accounts jobs, independently.</p> <p>3. <u>Desirable:</u> Ability to handle Finance and Accounts department independently, dealing with statutory and government auditors. Expert hands in data handling. Knowledge of financial analysis and GFR Rules. Ability to take up challenges with a start-up organization.</p> <p>4. <u>Age:</u> Not above 55 Years</p> | <p>On contract, initially for a period of three years extendable based on performance.</p> <p>Government Servants willing to come on deputation would be governed by usual terms & Conditions of deputation in Government of India.</p> | <p>Remuneration will be equivalent to pay scale of Executive Level – 3 i.e. Rs. 24,900-50,500 with Industrial DA.</p> |

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| 4. | Manager (HR) | <p>1. <u>Qualification:</u></p> <p>Graduate with MBA or equivalent from a recognized University / Management Institution of repute.</p> <p>2. <u>Experience:</u></p> <p>Candidate should have minimum 8-10 years post qualification experience of working at a medium to large sized Public / Private / Joint Sectors / Organizations of repute / Government of India. Out of which 2 years experience in one step below post / executive position handling HR/ General Administration & Personnel Management Matters. Well versed with various Labour Laws, rules and Statutory Compliances. All aspects of Recruitment, Salary, Pay Fixation, Employees Services, Performance Management etc. Planning, Training & Development etc.</p> <p>3. <u>Desirable:-</u></p> <p>Working in Administration of Government in Establishment / HR of PSU.</p> <p>4. <u>Age:</u> Not above 40 Years.</p> | <p>On contract, initially for a period of three years extendable based on performance.</p> <p>Government Servants willing to come on deputation would be governed by usual terms & Conditions of deputation in Government of India.</p> | <p>Remuneration will be equivalent to pay scale of Executive Level – 3 i.e. Rs. 24,900-50,500 with Industrial DA.</p> |
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Tenure:

The candidates selected against the above posts shall be appointed initially for a period of three (3) years extendable based on performance. They shall be placed on probation for one year.

Submission of Applications:

Candidates working in Government, Semi-Government organisation, Public Sector undertaking and autonomous bodies etc., should apply through proper channel or furnish '**No Objection Certificate**' at the time of personal interview and produce proper relieving order from their employers, in the event of their selection, at the time of reporting for joining. Candidates should apply, giving contact numbers, email id at the following address to; **Senior Adviser (HR, Admn. & Estt.), National Waqf Development Corporation Limited (NAWADCO), Central Waqf Bhawan Plot Nos. 13 & 14 (Opposite Family Court), Sector-6, Pushp Vihar, Saket, New Delhi-110017** and at email id: support-nawadco@gov.in so as to reach latest by **March 03, 2017** with the following:-

- a. Brief write- up on the significant contributions made by them during their present / past assignments and their suitability for the post.
- b. Candidates should bring copy of application , interview call letter along with photograph and attested copies of documents viz. 1 Matriculation/Secondary Certificate as proof of Date of Birth. 2. Complete set of Mark Sheets/Degree Certificates in support of qualification. 3. Proof of Experience Certificate along with Pay Scale for last position held. 4. All original certificates/experience certificates for verification.
- c. The details of job handled in the past in reverse chronological order.

Certification by Candidate

1. Candidate has to submit his/her willingness for the post at the time of interview clearly stating that he/she will join the post, if selected. If any candidate, does not initially give his/her willingness, **he/ she shall not be interviewed.**
2. If any of the candidates who appeared for the interview and is selected by the NAWADCO, gives his/her unwillingness after the interview is held, but before the appointment is processed or after the date of issue of offer of appointment, would be debarred for a period of two years for being considered for any position in NAWADCO.

General Instructions

The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribe in the advertisement would not bestow on him/her the right to be definitely called for interview/considered further for selection process. In case of overwhelming response, NAWADCO reserves the right to shortlist the candidates by fixing revised eligibility criteria. In case of unsuitability of candidates for the post applied for, NAWADCO at its discretion can offer a suitable post in the lower level. Decision of NAWADCO will be final in this regard.

The Management of NAWADCO reserves the right to shortlist candidates for interview & make amendments at their sole discretion and has right to select or reject any or all the incumbents or to withdraw or cancel the entire process of recruitment against this advertisement
