

No. 8/2/2018-Waqf  
Government of India  
Ministry of Minority Affairs  
Waqf Division

11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan ,  
CGO Complex, Lodhi Road,  
New Delhi-110003

Dated the 13<sup>th</sup> November, 2018

**Subject: Filling up of the post of Secretary in Central Waqf Council (CWC), New Delhi through deputation on Foreign Service Terms - regarding**


Applications are invited for the post of Secretary, Central Waqf Council (CWC), New Delhi, a Statutory Body of the Ministry of Minority Affairs, Govt. of India, to be filled up by deputation on "Foreign Service Terms" as per the criteria mentioned below:-

<b>Name of vacancy and Pay scale of the Post</b>	<b>Eligibility Criteria</b>
Secretary, CWC PB-4:Rs 37,400-67,000/- + GP: Rs.8700/-  (Level 13 in the Pay Matrix as per the 7th Pay Commission)	By deputation from the Muslim officers serving in Central government / State Government / UT Administrations / PSUs / Autonomous and Statutory body holding analogous posts on regular basis in the parent cadre or Department; or five years service in the grade rendered after appointment thereto on regular basis in post in Pay Band-3 Rs.15600- 39100 with Grade Pay of Rs.7600:  <b>Qualifications and Experience :</b> <b>Essential :</b> (i) A bachelors' degree or equivalent from a recognized University or Institute; (ii) having at least five years experience of administrative, financial and legal matters. <b>Desirable:</b> (i) Five Years experience in financial and legal matters. (ii) Working knowledge of Urdu language;
	(iii) Experience in the field of Waqf Management, Administration, Finance and Management.

Note:

1. The pay of a person serving with the Central Government / State Govt. / Central or State Autonomous Body / Public Sector Undertaking, if selected for appointment as Secretary, CWC, will be protected. The other allowances viz. Transportation allowance, HRA, Deputation Allowance will be as applicable to Central Government employees in equivalent scale of pay and Grade Pay.

2. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or department of the Central Government or State Government shall ordinarily not exceed four years and will be subject to the age of superannuation as determined by Government of India.
3. The upper age limit for deputation shall be 56 years as on the closing date of the receipt of applications.
4. The terms and conditions of the service which are not explicitly provided in the Recruitment Rules of the CWC, shall be governed by the relevant provisions of the FRSRs as well as the deputation rules/regulations/instructions issued by the Central Government.
5. Mere submission of an application would not entitle any candidate to claim for selection/interview/appointment. CWC has the right to reject any application without assigning any reason thereof.
6. Eligible and interested candidates may send their applications through their Cadre Controlling Authorities along with their bio-data in the attached prescribed proforma. Applications must be accompanied by Integrity Certificate, Vigilance Clearance and attested copies of Annual Confidential Reports (ACRs) for the last five years.
7. Application of officials, who may be relieved immediately, in case of their selection, may only be forwarded. Candidates once selected will not be allowed to withdraw his/her candidature later.
8. The applications duly forwarded by the concerned Cadre Controlling Authorities must reach within 30 days from the date of publication of advertisement in the Employment News to the Deputy Secretary (H & W), Room No. 1131, 11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. Applications received after the due date will not be entertained.



(Pradeep Kumar)

Under Secretary to the Government of India

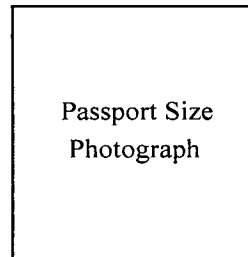
Ph. No. 011-24364286

To

1. All Ministries / Department, Govt. of India
2. All State / UT Govts.
3. Joint Secretary ( J/Director (CS-~~I~~) Department of Personal & Training , Ministry of Personnel Public Grievances and Pension, Lok Nayak Bhawan, Khan Market, New Delhi- 10003 - **with the request to place our requirement on website of DOP&T.**
4. Joint Secretary ( J/Director (CS-I), Department of Personal & Training , Ministry of Personnel Public Grievances and Pension, Lok Nayak Bhawan, Khan Market, New Delhi- 10003 - **with the request to place our requirement on website of DOP&T.**
5. Sr. Technical Director, NIC, MoMA- **with the request to place requirement on Ministry's website**
6. The Central Waqf Council, New Delhi- with the request to place requirement on Ministry's website

APPLICATION FOR THE POST OF SECRETARY, CENTRAL WAQF COUNCIL  
(ON DEPUTATION)

1. Name:.
2. Father's/Husband's Name:
3. Date of Birth:
4. Sex:
5. Postal Address with telephone, Fax & e-mail:
  - (a) Office:
  - (b) Residence:
6. Date of entry in Govt. Service:
7. Date of superannuation as per existing rules:
8. Substantive post held in the Parent Deptt. on regular basis:
  - (a) Name/Status of Organization:
  - (b) Name of the post:
  - (c) Matrix Level & Pay:
  - (d) Nature of duties:
9. Present post held (if on deputation):
  - (a) Name/Status of Organization:
  - (b).Name of the post: .
  - (c) Matrix Level & Pay:
  - (f) Nature of duties:
10. Details of past service(s)
  - (a) Post - .
  - (b) Pay Scale:
  - (c) Period during which post held:  
From, - To:-
  - (d) Nature of duties performed:
11. Essential and relevant qualifications (name and year of the degree, university and year of passing out):



Signature of the candidate \_\_\_\_\_  
Place:  
Date:  
Name \_\_\_\_\_

TO BE FILLED BY THE FORWARDING OFFICE

Office								
Category of Office Please tick (v")	Central Government							state Government
	Central Ministry	Department.	Attached Office	Subordinate Office	Autonomous Body	Statutory Body	Other	
Present Post								
Date of continuous employment of the applicant in the present grade					Present Pay & Matrix Level			

Verification of service particular by he office/department:

1. Certified that all the information mentioned by the applicant in his application as mentioned above have been verified from the records and found to be correct.

2. It is also certified that Sh./Ms. \_\_\_\_\_ has been working as \_\_\_\_\_ in the present post/present pay in the-regular and substantive capacity w.e.f. -

Signature with date \_\_\_\_\_  
Officer Seal \_\_\_\_\_

Designation \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_