



# CENTRAL WAQF COUNCIL

(Ministry of Minority Affairs Govt. of India)

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Central Waqf Bhawan  
P-13&14, Pushp Vihar,  
Sector-6, Saket,  
Opposite Family Court,  
New Delhi – 110 017

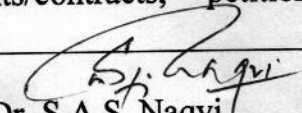
F.No.13 (1)/2016-CWC

Dated:7<sup>th</sup> October, 2019

## Vacancy Circular

Central Waqf Council, a statutory body under Ministry of Minority Affairs, Gov of India, invites applications for engaging experienced / retired Govt. personnel for working in Administration/ Establishment and Legal fields purely on temporary/ contractual basis for a period of six months, may be extended for further period subject to satisfactory performance/ requirement and approval of the competent authority. The interested candidates may come for a walk-in-interview on Monday, the 14<sup>th</sup> October, 2019 at 11.00 AM at the Central Waqf Council office alongwith their applications in the prescribed format. The details of vacancies are given below :

S. No.	Positions	No. of positions	Remuneration	Essential Qualification & Experience
1	Advisor/ consultant in the field of Administration / establishment and Finance	One	Fixed salary based on the past experience and position / fixation as per the LPC	Master Degree, preferably in Social Science/ Management with experience in the field of Administration, Establishment and Finance in the Government set up and knowledge of Govt Rules & Regulations with sound health and readiness to travel across India as and when needed.
2	Advisor/ consultant in the field of Legal Services	One	Fixed salary based on the past experience and position / fixation as per the LPC	Law Graduate with sufficient experience in the legal services, knowledge of Govt Rules & Regulations, correspondence, drafting of agreements/contracts, petition filing etc.

  
Dr. S.A.S. Naqvi  
Secretary (CWC)

## Application format for Walk-in-Interview

(Should be submitted during attending for Walk-In-Interview. No need to apply through post or courier)

Name of the post applied for : \_\_\_\_\_

Please paste a  
latest self  
attested colour  
photo of the  
candidate

1. Name of the candidate: \_\_\_\_\_
2. Date of birth (as per class 10<sup>th</sup> Mark sheet/Certificate): \_\_\_\_\_
3. Father's Name: \_\_\_\_\_
4. Category (SC/ST/OBC/GEN/PWD): \_\_\_\_\_
5. Sex (Male/Female): \_\_\_\_\_
6. Correspondence Address (with PIN Code) :

\_\_\_\_\_ PIN \_\_\_\_\_  
 \_\_\_\_\_  
 District: \_\_\_\_\_ State: \_\_\_\_\_  
 Mob. No. \_\_\_\_\_ Email \_\_\_\_\_

7. Permanent Address :

\_\_\_\_\_ PIN \_\_\_\_\_  
 \_\_\_\_\_  
 District: \_\_\_\_\_ State: \_\_\_\_\_  
 Mob. No. \_\_\_\_\_ Email \_\_\_\_\_

8. Educational Qualification(Starting from 10<sup>th</sup> onwards):

S. N.	Examination Passed/Degree obtained	Name of the Board/University/ institution	Year of passing	Class of Division	% of marks/G PA	Subjects taken/ Specialization

9. Experience, (Starting from the present employment(Experience certificate needs to be attached):

S. N.	Name & Address of the employer	Post held/Nature of employment	Period		Permanent/ Temporary	Salary & Grade Pay (in Rs.)	Nature of duties
			From	To			

10. **Declaration by Candidate**

I here 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. I am aware that if any time I am found

to have to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

**SIGNATURE OF THE CANDIDATE**

Place: \_\_\_\_\_

Date: \_\_\_\_\_