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: admincwec.wakf@nic.in

Central Waqf Bhawan
P-13 & 14, Pushp Vihar,
Sector -6, Saket,
Opposite Family Court,
New Delhi – 110017

Date: 23rd June, 2020

Vacancy Circular

Central Waqf Council, a statutory body under Ministry of Minority Affairs, Govt. of India, proposes to engage legal personnel purely on temporary and contractual basis under the “Quami Waqf Board Taraqqiati Scheme” a centrally sponsored scheme of Ministry of Minority Affairs, Govt. of India. The details of requirements are given below:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Post</th>
<th>No. of Post</th>
<th>Proposed Salary</th>
<th>Age</th>
<th>Essential Qualification &amp; Experience</th>
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</thead>
</table>
| 1.    | Legal Support Officer| One         | Rs.35,000/- to Rs.40,000/- | Not exceeding 40 Years as on 6th July, 2020 | Essential
<p>|       |                      |             |                 |              | (i) Masters Degree in Law (LLM) from a recognized University; |
|       |                      |             |                 |              | (ii) Ten years experience in legal practice or office work regarding legal matters. |
|       |                      |             |                 |              | Desirable: |
|       |                      |             |                 |              | (i) Knowledge of Waqf Act and Working knowledge of Urdu/Hindi with ability to do correspondence work independently. |
|       |                      |             |                 |              | (ii) Computer literacy. |</p>
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<th>2.</th>
<th>Legal Assistant</th>
<th>1</th>
<th>Rs.25,000/- to Rs.30,000/-</th>
<th>Not exceeding 35 Years as on 6th July, 2020</th>
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**Essential**
(i) Bachelor Degree in Law (LLB) from a recognized University:
(ii) Five years experience in legal practice or office work regarding legal matters.

**Desirable:**
(i) Masters Degree in Law (LLM) from a recognized University;
(ii) Knowledge of Waqf Act and Working knowledge of Urdu/Hindi with ability to do correspondence work independently.
(iii) Computer literacy.

The interested candidates may come for walk in interview on 6th July, 2020 Monday at 11:00 AM in the office of Central Waqf Council, Central Waqf Bhawan, P-13 & 14, Pushp Vihar, Sector -6, Saket, Opposite Family Court, New Delhi – 110017 along with application in the prescribed format and certificates of educational qualification and experience etc.

Dr. S.A.S. Naqvi  
Secretar, 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: ________________________________

1. Name of the candidate: ________________________________

2. Date of birth (as per class 10th Mark sheet/Certificate): ________________

3. Father’s Name: ________________________________


5. Sex (Male/Female): ________________________________

6. Correspondence Address (with PIN Code):

__________________________

__________________________

District: __________ State: __________

Mob. No. __________ Email __________

7. Permanent Address:

__________________________

__________________________

District: __________ State: __________

Mob. No. __________ Email __________

8. Educational Qualification(Starting from 10th onwards):

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<th>S. N.</th>
<th>Examination Passed/Degree obtained</th>
<th>Name of the Board/University/ institution</th>
<th>Year of passing</th>
<th>Class of Division</th>
<th>% of marks/GPA</th>
<th>Subjects taken/ Specialization</th>
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9. Experience, (Starting from the present employment(Experience certificate needs to be attached):

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<th>S. N.</th>
<th>Name &amp; Address of the employer</th>
<th>Post held/Nature of employment</th>
<th>Period</th>
<th>Permanent/Temporary</th>
<th>Salary &amp; Grade Pay (in Rs.)</th>
<th>Nature of duties</th>
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10. Language Known: Proficiency in reading, writing and speaking Hindi language. Yes or No
11. Speed in Typewriting: Hindi.............WPM, English.............WPM and Urdu.........WPM

12. 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: ________________