No. 11/1/2020-Waqf
Government of India
Ministry of Minority Affairs
11th Floor, Pt. Deendayal Antyodaya Bhavan,
CGO Complex, Lodhi Road,
New Delhi-110003

Dated: 24th March, 2023

OFFICE MEMORANDUM

Subject:-Filling up the post of Nazim in Dargah Khwaja Saheb, Ajmer on deputation basis - regarding.

The undersigned is directed to inform that the Ministry of Minority Affairs, Government of India invites applications from eligible candidates for the post of Nazim, Dargah Khwaja Saheb, Ajmer, which is a statutory body under the administrative control of the Ministry of Minority Affairs. The post will be filled on the foreign deputation basis and officers who fulfill the following criteria may apply to the said post;

Essential Qualifications and Experiences	The candidate should: a) Be a person serving in a post equivalent to a Deputy Secretary (Level-12) in the Central Government / State Government / Central or State Autonomous Body/Public Sector Undertaking/ Armed Forces/Central Para-military Forces, or b) Having at least 5 years service in the post at the pay level - 11, with experience of administrative, legal, revenue and financial matters to allow him to liaison with different Departments of the Central Government and the Rajasthan Government. c) Be a Hanafi Muslim and a citizen of India, d) Be a devotee of Khwaja Saheb, Ajmer; and e) At least a graduate from a recognized university with working knowledge of Urdu.
Age:	The age of the officer should not be more than 56 years at the last date for submission of the application. Relaxation in deserving cases will be given subject to fulfillment of essential qualifications and experience detailed in paragraph 1 above.
Desirable Qualifications:	Candidates belonging to an organized Central or State Service/ Armed Forces/ Central Para-Military Forces and having experience in handling legal, administrative, revenue and financial matters will be preferred.
Tenure:	The initial appointment for the period of two years. The term of appointment can be extended from time to time but in no case will such a person be allowed to continue to function as Nazim beyond the age of 60 years.

Pay & Other Allowances:	The pay of an officer serving in the Central Government / State Government / Central or State Autonomous Body / Public Sector Undertaking / Armed Forces / Central Para-Military Forces, if selected for appointment as Nazim, will be protected. He will earn increments in this pay level during the time, he will be appointed as Nazim as per rules of the Central Government. However, the service as Nazim is non-pensionable.
Accomodation :	Rent-free accommodation will be provided to the Nazim at Ajmer.
Conveyance:	A car is placed at the disposal of the Nazim to allow him to perform his official duties.
General Conditions:	a) The candidates presently employed in the Central Government / State Government / Central or State Autonomous Bodies / Public Sector Undertakings / Armed Forces / Central Para-Military Forces, must apply through proper channel with Cadre and Vigilance clearance. b) The candidates when intimated will be required to present themselves for a personal interview. c) The Ministry of Minority Affairs reserves the right to relax the qualifications / experience and age limit for outstanding and exceptionally deserving candidates.
How to apply:	Duly filled prescribed application form and signed (applications in original) through proper channel with forwarding letter should be sent to reach the authority mentioned below within 30 days from the date of publication of advertisement.
Address for Forwarding of the Applications:	The application should be sent to the following address in sealed envelope and should be superscribed with the words "APPLICATION FOR THE POST OF NAZIM" on the envelope: Under Secretary (Dargah), Ministry of Minority Affairs, Room No. 1124B, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi 110003. Email: **nadeem-upsc@nic.in**

2. This issues with the approval of the Competent Authority.

(Md. Nadeem)
Under Secretary to the Government of India

Copy to :

(i) The Chief Secretaries (all State Govt.);

(ii) The Director (CS), DoPT with a request to widely circulate the vacancy and to post advertisement on the website of DoPT;

(iii) Sr. TD (NIC), MoMA with a request to post the advertisement on the website of MoMA.

(iv) Deputy Director (Media), MoMA

Proforma

APPLICATION FOR THE POST OF NAZIM, DARGAH KHAWAJA SAHEB,AJMER
(ON DEPUTATION)

Passport Size
Photograph

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 of Office/ Organization	(b) Name of the post	(c) Pay Level & Basic Pay	(d) Nature of duties

9.	Present post held (if on deputation):

(a) Name of Office/ Organization	(b) Name of the post	(c) Pay Level & Basic Pay	(d) 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 desirable qualifications (name and year of the degree, university and year of passing out):	

Signature of the candidate _____

Name: _____

Place: _____
Date: _____

TO BE FILLED BY THE FORWARDING OFFICE

Office's name								
Category of Office Please tick ( )	Central Government							State Government
	Central Ministry	Department	Attached Office	Subordinate Office	Autonomous Body	Statuory Body	Other	
Present Post								
Date of continuous employment of the applicant in the present grade					Present Pay level and basic pay			

Verification of service particulars by the office/department/organization:

1. Certified that all the information mentioned by the applicant in his application as mentioned above have been verified as per service 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. ..... The Cadre and Vigilance clearance of the applicant is enclosed herewith.

Signature with date _____

Seal _____

Designation _____

Phone _____

Email _____