



सत्यमेव जयते

CENTRAL WAQF COUNCIL
(Ministry of Minority Affairs, Government 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. 55(1)/2021 – CWC (C&S)

Date: 6th October, 2021

Vacancy Circular
Walk in Interview

Central Waqf Council, a statutory body under Minister of Minority Affairs, Govt. of India, proposes to engage services of one **Data Entry Operator (DEO)** 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 interested candidates may come for walk-in-interview on **20th October, 2021 (Wednesday) at 10.30 AM** in the office of Central Waqf Council along with their application in the prescribed format and self attested copies of their testimonials/documents. The detail of vacancy is given below:

S. No.	Post	No. of Post	Proposed Salary	Age	Essential Qualification & Experience
1.	Data Entry Operator (DEO)	One	Rs.20,000/-	Not exceeding 25 Years as on 20 th October, 2021	Essential: (i) Bachelor Degree in any discipline from a recognized University; (ii) Good knowledge of Computer application. (iii) Atleast one year experience of working on computer. Desirable: (i) Knowledge of Waqf Act and Working knowledge of Urdu/Hindi.

(Dr. Wasi A. Zaidi)

Assistant Administrative Officer

Application format for Walk-in-Interview

Please paste a latest self attested colour photo of the candidate

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: _____
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 10th onwards):

S. N.	Examination Passed/Degree obtained	Name of the Board/University/ institution	Year of passing	Class of Division	% of marks/GPA	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. 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 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.

SIGNATURE OF THE CANDIDATE

Place: _____

Date: _____