



राष्ट्रीय वक्फ विकास निगम लिमिटेड (नवाडको)

(अल्पसंख्यक कार्य मंत्रालय, भारत सरकार के तत्वावधान में)

NATIONAL WAQF DEVELOPMENT CORPORATION LIMITED (NAWADCO)

(Under the aegis of Ministry of Minority Affairs, Government of India)

Registered office: Central Waqf Bhawan, Plot No. 13 & 14, Opposite Saket Family Court,
Sector - 6, Pushp Vihar, Saket, New Delhi-110017

Phone no.:- 011-29565618, Email Id:- support-nawadco@gov.in



Detailed Employment Notification No. 05/2021 for Jobs in NAWADCO dated 02/12/2021

National Waqf Development Corporation Limited (NAWADCO), has been established under the aegis of Ministry of Minority Affairs, Government of India, registered under the Companies Act 1956, with the mandate to develop Waqf properties in India.

Applications are invited from suitable candidates for the following posts in NAWADCO on contract basis :-

S.No.	Name of Post	Number of Post	Monthly Remuneration (in Rs.)
1.	Company Secretary	1	50,000 /-
2.	Executive Assistant (PS to MD/CEO)	1	40,000 /-
3.	Legal Executive	1	30,000 /-
4.	IT Executive	1	25,000 /-
5.	Architectural Assistant	1	25,000 /-
6.	HR / Admin. Assistant	1	25,000 /-

S.No.	Name of Post	No. of Post	Age Limit	Educational Qualification	Work Experience & Job Profile
1.	Company Secretary	1	40	Qualified Company Secretary from Institute of Company Secretaries of India (ICSI)	Candidate should have minimum 4-6 years post qualification experience in a PSU/ Private Reputed Company. Degree in Law would be an added advantage. Must possess good communication skills to coordinate with senior management. Expert hands in handling all Board and Committee Meetings, AGM, EGM etc. independently. Dealing with issues of FCCD, Share capital etc. Responsible for all secretarial compliance related matters, filing of requisite forms timely. Must have

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					excellent drafting skill for preparation of agenda, minutes, Director's Report and other documents.
2.	Executive Assistant (PS to MD/CEO)	1	35	MBA from a recognized University / Management Institution of repute.	Candidate should have minimum 2-4 years post qualification experience & proficiency in Stenography, MS office including Word, Excel, Powerpoint etc. Knowledge of relevant aspects of office management and practices & standards. Preference may be given to candidates worked with CEOs/MDs/ Senior Functionaries etc. Must possess good communication skills to coordinate with senior management and Fluent in typing in English & Hindi. Handling computer operations smoothly with good typing speed would be an added advantage.
3.	Legal Executive	1	35	Bachelor Degree in Law (LLB) entitling the incumbent for Registration at Bar Council and appearing before the Courts	Candidate should have minimum 4-6 years post qualification experience in a PSU/ Public / Private Reputed Company/ Government of India, having dealt with various Company and Legal Matters, Secretarial & Statutory Compliances etc. preferably in a real estate / infrastructure company including experience in: a) Scrutiny of land records / land documentation as per land related laws; b) Drafting & Vetting of agreements / contracts / MoUs/ GPAs etc.; c) Legal due-diligence and legal issues associated with property development; d) real estate development matters associated with various State Building Byes laws, RERA Act, Construction laws, Labour laws, etc.; e) Thorough knowledge of Corporate Law, Coordination with external law firms, Litigation Management, Coordinating with government / non-govt. agencies / Statutory Bodies etc.. Must possess good communication skills to coordinate with senior management and provide valuable inputs on all legal aspects. Knowledge of Waqf Act, Waqf Properties Lease Rules, etc. would be an added advantage.
4.	IT Executive	1	30	Bachelor in Computer Applications (BCA) or equivalent from a Government recognized University / Institute	Candidate should have minimum 2-4 years post qualification experience in Information Technology (IT) field in a PSU/ Public / Private Reputed Company/ Government of India. Relevant experience in an ERP/IT Environment and well versed in management and upkeep in IT system/ communication systems including website management, designing, maintenance, updation, upgradation, database, software, hardware, networking, video conferencing & allied equipment. Strong Troubleshooting Skills and capable of resolving network problems. Handled IT platforms of Tech Companies.

S.No.	Name of Post	No. of Post	Age Limit	Educational Qualification	Work Experience & Job Profile
					Shall be responsible for all IT related functionalities of the company and shall assist & coordinate with concerned officials / NIC / other related agencies/platforms of Govt. of India for handling Computer/ Software/ Hardware / IT / Network / Website maintenance and updation from time to time / Server related matters etc.
5.	Architectural Assistant	1	30	Diploma in Architecture / B.Arch or equivalent from a Government recognized University / Institute	Candidate should have minimum 2-3 years post qualification experience in drafting & preparation of architectural layouts, construction site drawings, architectural layouts, site plans, elevations, landscape design, CAD Graphics, site selection & master planning, construction related documentations, etc. Site survey & evaluation, verification of measurements, field area, furnishing conceptual project reports, designs, reviewing site layouts, assessing quantity take-offs from drawings, plans, etc.; Shall be able to provide valuable inputs & assist projects division in all projects related matters of the company. Knowledge of latest architectural & structural softwares would be an added advantage.
6.	HR / Admin. Assistant	1	30	Bachelor in Business Administration (BBA) in HR/Admin or equivalent from a Government recognized University / Institute	Candidate should have minimum 2-3 years post qualification experience of working at a small to medium sized Public / Private/ Government of India, handling Human Resources / General Administration & Personnel Management matters of Executives; Knowledge of HRM Rules & Policies; Shall assist Manager(HR/Admin) in all HR related matters of the company. Experienced of working in HR/Admin of CPSE would be an added advantage.

General Terms & Conditions:

1. Candidate will be recruited on contractual basis for a period of one year with 6 months on probation. Contractual agreement may be extended for a further period subject to satisfactory performance.
2. The posts published above are based in the registered office of the company at New Delhi but the selected candidates may have to travel across India from time to time for project site visits.
3. Monthly remuneration in above posts is negotiable.
4. Those who are ready to join the company may apply.

Submission of Applications:

Interested candidates should send their applications at the company's registered address to the **Chief Executive Officer, National Waqf Development Corporation Limited (NAWADCO), Central Waqf Bhawan, 3rd Floor, Plot Nos. 13 & 14 (Opposite Family Court), Sector-6, Pushp Vihar, Saket, New Delhi-110017** within 28 days from the date of this notification with the following:-

- a. Duly filled Application form (Annexure-1) alongwith a brief write- up on the significant contributions made by them during their present / past assignments and their suitability for the post.
- b. Self-attested copies of documents viz. 1 Matriculation/Secondary Certificate as proof of Date of Birth. 2. Complete set of Mark Sheets/Degree Certificates in support of educational qualification. 3. Proof of Experience Certificate alongwith pay for last position(s) held in support of work experience & job profile. 4. All other supported documents for verification of information.

Selection Process:

The selection of candidates for the above posts would be through Walk-in Interview or any other process as adopted by the company. The decision of the competent authority would be final in this regard.

Sd/-
CEO
NAWADCO

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