

Punjab Waqf Board seeks suitable candidates for the following posts at Head Office, Chandigarh

	Post Name	No's of Post	Salary	Eligibility Criteria	Work Profile
1	Assistant Programmer	03	15,000/- pm	<ol style="list-style-type: none"> 1. BCA or equivalent from a recognized University /Institute with 2 years Experience. 2. Good Verbal and written communication skill in English. 3. Adequate knowledge of Waqf Act-1995 4. Typing speed: More than 30 words per minute with 90% accuracy.Age between 21 to 40 years as on 01.01.2019 	Data entry in leasing module, litigation module, return module with all kind of typing work. Preference will be given for those having programming knowledge in PHP. GIS/GPS Mapping of properties etc. Any other work allocated by CEO/Board.
2	Legal Support Officer	02	40,000/- pm	<ol style="list-style-type: none"> 1. An Advocate having minimum 5 years experience in the legal matters. 2. Good Verbal and written communication skill in English. 3. Thorough knowledge of Waqf Act-1995 4. Typing speed: More than 30 words per minute with 90% accuracy.Age between 21 to 40 years as on 01.01.2019 	All kind of Legal work like preparation of notices, look after the cases pending in various courts, assist in inquiries to be conducted, give legal opinion and other legal matters. Any other work allocated by CEO/Board. Note: Typing work will be carried out by the officer himself/herself.
3	Legal Support Assistant	03	25,000/-pm.	<ol style="list-style-type: none"> 1. An Advocate having minimum 2 years experience in the legal matters. 2. Good Verbal and written communication skill in English. 3. Thorough knowledge of Waqf Act-1995 4. Typing speed: More than 30 words per minute with 90% accuracy. 5. Age between 21 to 40 years as on 01.01.2019 	All kind of Legal work like preparation of notices, look after the cases pending in various courts, assist in inquiries to be conducted and other legal matters. Any other work allocated by CEO/Board. Note: Typing work will be carried out by the officer himself/herself.

4	Zonal Waqf Officer	02	27,000/- pm	<ol style="list-style-type: none"> 1. Officer (Group B & above) retired from Central Govt/State Govt/PSU or equivalent having wide administrative experience. or Graduate in any discipline having similar experience for not less than 5 years. 2. Good Verbal and written communication skill in English. 3. Adequate knowledge of Waqf Act-1995 4. Age not above 65 years as on 01.01.2019 5. Typing speed: More than 30 words per minute with 90% accuracy. 	<ul style="list-style-type: none"> - Look after the administration of Auqaf in various circles allotted to him/her. - Follow up the issues in each circle with concerned officers - Coordinate with other departments regarding issues related to Auqaf - Any other work allotted by CEO/Board
5	Survey Assistant	02	20,000/- pm	<ol style="list-style-type: none"> 1. Officer or Surveyors retired from the Survey/Revenue or similar department having experience in field works. Or Graduate in any discipline having similar experience for not less than 5 years. 2. Good Verbal and written communication skill in English. 3. Adequate knowledge of Waqf Act-1995 4. Age not above 65 years as on 01.01.2019 5. Typing speed: More than 30 words per minute with 90% accuracy. 	<ul style="list-style-type: none"> - Conduct a proper survey of Waqf properties and submit reports - Follow up on cases of auqaf yet to be notified. - Identify any new wakf properties not yet notified - Prepare cases for notification of new auqaf - Liaise with the Survey commissioners, assistant commissioner etc - Any other work allocated by CEO/Board.

The candidate should apply through speed post or in person to the office of Punjab Waqf Board, SCO 1062-63 Sector-22-B, Chandigarh in the prescribed application form available on the website www.pbwakf.org/. The application form must be annexed with a detailed "RESUME" of the applicant. **Application forms received in the office till 5 pm of 20.02.2019 will only be considered.**

Location of Office:

Punjab Wakf Board, Head Office, Sector 22B, Chandigarh

Working Hours:

9 am to 5 pm. (Only indicative. May be required at times to come early or leave late)

Selection Criteria:

1. Candidates fulfilling the eligibility criteria for posts mentioned at Sr. no 1 to 3 above will be ranked in order of merit on the basis of their percentage of marks in the examination of the degree forming the qualification criteria. Those higher in order of merit and fulfilling the experience required will be called for the typing test. 7 candidates against each vacancy shall be called for the typing test, which shall be a qualifying test only, required to be passed with minimum typing speed of 30 words per minute with accuracy of more than 90%. Those passing the typing test and in higher order of merit shall be issued the appointment letters against the posts advertised.
2. Board will have absolute authority to decide upon the candidates to be chosen on the basis of the quality of resume submitted and service record of the retired employee, subject to the fulfillment of eligibility criteria. However, in case the applicant is not a retired employee, they shall be selected as per criteria laid out in point 1 above. Between the retired employees and experienced graduates, board may select anyone depending upon the suitability of the eligible applicants.

Terms and Conditions:

1. These posts are being filled temporarily on contract basis for a period of 1 year and the selected candidates will have no right whatsoever to claim permanent employment under the board. Undertaking to be submitted after selection.
2. Board may, at its discretion and as per its need, extend the contract but in no case will contract be extended for a period of more than 1 year at a time.
3. While head office if selected candidates will be at Chandigarh, they may be required to visit various districts of Punjab for the official work. TA/DA as applicable and approved by Board will be paid for such visits.
4. Performance of selected candidates will be reviewed after every 3 months and in case the performance is found to be unsatisfactory, your services may be terminated.
5. Either party may cancel the contract with one month advance notice. In case the notice is not served, one month salary will have to be deposited by the contractual employee.
6. You will be entitled to one leave per month which may be carried forward. Any absence beyond 1 day per month will be treated as leave without pay.


**Chief Executive Officer
Punjab Waqf Board**