

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

S.N.	Post Name	No's of Post	Salary	Eligibility Criteria	Work Profile
01.	Zonal Waqf Officer	02	27,000/- per month	<ol style="list-style-type: none"> 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. Good verbal & written communication skill in English. Adequate knowledge of Waqf Act. 1995. Age not above 65 years as on 31.07.2019. Typing speed: more than 30 WPM with 90% accuracy. 	<ul style="list-style-type: none"> ➤ Look after the administration of Aukaf in various circles allotted to him/her. ➤ Follow up the issue in each circle with concerned officers ➤ Coordinate with other departments regarding issue related to Auqaf. ➤ Any other work allocated by CEO/Board.
02.	Survey Assistant	02	20,000/- per month	<ol style="list-style-type: none"> Officer of 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. Good Verbal & written communication skill in English Adequate knowledge of Waqf Act. 1995. Age not above 65 years as on 31.07.2019. Typing speed: more than 30 WPM with 90% accuracy. 	<ul style="list-style-type: none"> ➤ Conduct a proper survey of Waqf properties and submit reports. ➤ Follow up on case of Auqaf yet to be notified. ➤ Identify any new Waqf properties not yet notified ➤ Prepare cases for notification of new auqaf. ➤ Liaise with the survey communications, assistance communications etc. ➤ Any other work allocated by CEO/Board.
03.	Assistant Programmer	01	15,000/- per month	<ol style="list-style-type: none"> BCA or equivalent from a recognized university / institute with 2 years experience. Good verbal & written communication skill in English Adequate knowledge of Waqf Act. 1995 Age between 21 to 40 years on 31.07.2019 Typing speed: more than 30 WPM with 90% accuracy. 	<ul style="list-style-type: none"> ➤ 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.
04.	Data Entry Operator	02	10,000/- per month	<ol style="list-style-type: none"> Graduate with one year diploma in Computer application from a recognized university / institute with 2 years experience. Good verbal & written communication skill in English Adequate knowledge of Waqf Act. 1995 Age between 21 to 40 years on 31.07.2019 Typing speed: more than 30 WPM with 90% accuracy. 	<ul style="list-style-type: none"> ➤ Data entry in leasing module, litigation module, return module with all kind of typing work. ➤ Preference will be given for those having knowledge of working with PDF files or having done work related to digitization of records. ➤ Any other work allocated by CEO/Board.

Interested candidates should come with original documents, bio data and valid ID proof at office of the Punjab Waqf Board, SCO 1062-63, Sector 22-B, Chandigarh-160 022 on 08/08/2019 at 11.00 a.m.

Headquarter and working hours:

9 am to 5 pm. May be required at times to come early or leave late. Headquarter shall be at the head office of Punjab Waqf Board.

Selection criteria:

Candidates fulfilling the basic qualification and other criteria shall be allowed to sit in a typing test and those passing the test shall be interviewed on the same day. Merit in interview subsequent to the passing of the typing test shall be basis for selection.

Terms and Conditions

1. The posts are being filled on temporary basis for a period of 1 year (Sr. No 1 to 3)/ 6 months (Sr. No 4) and the selected candidates shall have no right whatsoever to claim permanent employment under the board.
2. Board may at its discretion and as per its need, extend the contract but in no case shall contract be extended for a period of more than 1 year at a time. Further no extension beyond the age of 65 years shall be permissible.
3. Selected candidates may be required to visit field offices, for which suitable TA/DA as decided by Board shall be admissible.
4. Performance shall be reviewed quarterly and contract may be terminated without any notice, if performance is found to be unsatisfactory.
5. The selected candidate must serve a notice of 1 month if he/she intends to resign, failing which salary of 1 month must be deposited.
6. Selected candidates shall be entitled to 1 leave per month which may be carried forward. Any absence beyond permissible leave shall be treated as leave without pay.


Chief Executive Officer,
Punjab Waqf Board, Chd.