



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



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 (Corporate Identity Number, CIN- U74999DL2013GOI262924), with the mandate to develop waqf properties in India.

Applications are invited from suitable candidates for the following posts in NAWADCO, on contract basis initially for a period of one year:-

S. No.	Name of Post	Number of Post	Age Limit	Educational Qualification	Minimum number of years of Work Experience	Monthly Remuneration (in Rs.)
1	Company Secretary	1	40	Qualified Company Secretary from Institute of Company Secretaries of India (ICSI)	4-6	50,000/-
2	Executive Assistant (PS to MD/CEO)	1	35	MBA from a recognized University/ Management Institution of repute.	2-4	40,000/-
3	Legal Executive	1	35	Bachelor Degree in Law (LLB) entitling the incumbent for Registration at Bar Council and appearing before the Courts	4-6	30,000/-
4	IT Executive	1	30	Bachelor in Computer Applications (BCA) or equivalent from a Government recognized University / Institute	2-4	25,000/-
5	Architectural Assistant	1	30	Diploma in Architecture / B.Arch or equivalent from a Government recognized University / Institute	2-3	25,000/-
6	HR / Admin. Assistant	1	30	Bachelor in Business Administration (BBA) in HR/Admin or equivalent from a Government recognized University/Institute	2-4	25,000/-

For more details, please see NAWADCO's website www.nawadco.org.in/Ministry's website www.minorityaffairs.gov.in

Applications to be submitted within 28 days.

Sd/-
CEO
NAWADCO