

## **National Waqf Development Corporation Ltd.**

(under the aegis of Ministry of Minority Affairs)

3rd Floor, Central Waqf Bhawan, Plot Nos. 13 & 14, (Opposite Saket Family Court) Sector-6,  
PushpVihar, Saket, New Delhi-110017

Employment Notification No. NAWADCO/05/2017 dated 20.04.2017

NAWADCO requires **General Manager (Projects)** on Contract basis initially for 3 years (extendable) having Bachelor's Degree in Civil Engineering / Architecture. An advanced Degree in Management / Finance / Projects Management / Certified PMP or a related field is strongly preferred. **Experience:** A minimum of 15 years experience in the direct management of large size real estate projects. The Incumbents serving as Deputy General Manager (Projects/Engg.)/Additional General Manager/General Manager in PSUs are eligible to apply on lien/deputation/absorption basis alongwith incumbents serving on equivalent position with similar experience in private sector company having turnover not less than Rs.250 Cr. per annum. Candidates who have applied for the post of Executive Director earlier in response to our employment notification no. 04/2017 of Feb, 2017 would also be considered provided they are eligible and willing, they need not apply again. **Age:** Not above 55 years. **Last date for submission of applications in NAWADCO: 12<sup>th</sup> May, 2017.** For all details & amendments, if any, please visit: [www.nawadco.org.in](http://www.nawadco.org.in) and [www.ministryofminorityaffairs.gov.in](http://www.ministryofminorityaffairs.gov.in)

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**Employment Notification No. NAWADCO/05/2017 dated 20.04.2017**

National Waqf Development Corporation Limited, a Joint Sector Company, under the aegis of the Ministry of Minority Affairs, Government of India for development of Waqf Properties requires General Manager (Projects).

**Role Purpose:**

General Manager(Projects) is responsible

1. for leading all matters related to project development including identifying & assessing potential waqf properties interacting with various stakeholders and devise appropriate business models to optimize benefit for waqf institutions, engage Transaction Advisers, review & approve bid documents after selection of suitable developers.
2. to monitor at pre-construction/construction/post-construction stage & approve end-user lease agreement, escrow management and collect lease rentals from developer for the leasing period as per contract and receiving own share of lease revenue.

**Educational Qualification:**

- a. Bachelor's Degree in Civil Engineering / Architecture
- b. An advanced Degree in Management / Finance / Projects Management / Certified PMP or a related field is strongly preferred.

**Work Experience:**

- a. A minimum of 15 years experience in the direct management of large size real estate projects with responsibility for site analysis, budget control and project scheduling & monitoring. Experience in developing marketing strategies of Real Estate projects, monitoring Transaction Advisory services and analyse aspects in relation with Risk Management services would be an added advantage.
- b. Out of the total experience, minimum two (2) years experience as DGM/Additional GM/GM(Projects) or equivalent reporting directly to Functional Head / Director (Projects),

**Age:**

Not exceeding 55 years as on the last date of submission of applications.

**Mode of Recruitment:**

1. Selection by interview.
2. Deputy General Managers and above working in PSUs and officer in the rank of Directors in Government of India, meeting stipulated qualifications & work experience can be taken on deputation/lien/foreign service with usual terms & conditions of deputation.

**Tenure:** The selected candidates shall be appointed initially for a period of three years extendable based on performance.

**Contractual Appointment:** Contractual appointment for candidates from Private and Joint Sectors.

### **Remuneration:**

1. For candidates working in PSUs, remuneration will be negotiable, based on pay in the parent organization.
2. For candidates from Government of India usual terms and conditions of deputation would be applicable.
3. For other candidates, salary will be in commensurate with qualification and experience, also negotiable based on pay in the present organization.

### **Submission of Applications:**

Candidates working in Government, Semi-Government organisation, Public Sector undertaking and autonomous bodies etc., should apply through proper channel or furnish '**No Objection Certificate**' at the time of personal interview and produce proper relieving order from their employers, in the event of their selection, at the time of reporting for joining. Candidates who have applied for the post of Executive Director earlier in response to our employment notification no. 04/2017 of Feb, 2017 would also be considered provided they are eligible and willing to be considered, such candidates need not apply again.

Candidates should apply, giving contact numbers, email id at the following address to: **Senior Adviser, National Waqf Development Corporation Limited (NAWADCO), 3<sup>rd</sup> Floor, Central Waqf Bhawan Plot Nos. 13 & 14 (Opposite Family Court), Sector-6, PushpVihar, Saket, New Delhi-110017** and at email id: [support-nawadco@gov.in](mailto:support-nawadco@gov.in) so as to reach latest by **12<sup>th</sup> May, 2017** with the following:-

- a. Brief write- up on the significant contributions made by them during their present / past assignments and their suitability for the post.
- b. Candidates should bring copy of application , interview call letter along with photograph and attested copies of documents viz. 1 Matriculation/Secondary Certificate as proof of Date of Birth. 2. Complete set of Mark Sheets/Degree Certificate
- c. s in support of qualification. 3. Proof of Experience Certificate along with Pay Scale for last position held. 4. All original certificates/experience certificates for verification.
- d. The details of job handled in the past in reverse chronological order.

### **Certification by Candidate**

1. Candidate has to submit his/her willingness for the post at the time of interview clearly stating that he/she will join the post, if selected. If any candidate, does not initially give his/her willingness, **he/ she shall not be interviewed.**
2. If any of the candidates who appeared for the interview and is selected by the NAWADCO, gives his/her unwillingness after the interview is held, but before the appointment is processed or after the date of issue of offer of appointment, would be debarred for a period of two years for being considered for any position in NAWADCO.

### **General Instructions**

The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribe in the advertisement would not bestow on him/her the right to be definitely called for interview/considered further for selection process. In case of overwhelming response, NAWADCO reserves the right to shortlist the candidates

by fixing revised eligibility criteria. In case of unsuitability of candidates for the post applied for, NAWADCO at its discretion can offer a suitable post in the lower level. Decision of NAWADCO will be final in this regard.

The Management of NAWADCO reserves the right to shortlist candidates for interview & make amendments at their sole discretion and has right to select or reject any or all the incumbents or to withdraw or cancel the entire process of recruitment against this advertisement.

**Last date for submission of applications in NAWADCO: 12<sup>th</sup> May, 2017**

**For all details & amendments, if any, please visit: [www.nawadco.org.in](http://www.nawadco.org.in) and**

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