

NATIONAL WAQF DEVELOPMENT CORPORATION LIMITED (NAWADCO)

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

Registered office: 1st Floor, Core -1, SCOPE Minar, Laxmi Nagar, Delhi-110092.

Employment Notification No. 02/2015

NAWADCO was incorporated under the aegis of Ministry of Minority Affairs, Government of India as registered Company on 31st December, 2013 under the Companies Act, 1956 with an authorised capital of Rs. 500 crore and paid up capital of Rs. 100 crore is engaged in development of Waqf properties to enhance income of the Waqfs. NAWADCO is in the process of identifying suitable land parcels, out of about 6 lakh acres of Waqf land available across India to provide Technical & Financial support by undertaking project management consultancy services including entering into feasible business models as a facilitator. It requires the following category of key officials to absorb them on regular basis as per the eligibility specified against each post:

S.No.	Name of the post	Educational Qualification	Work Experience	Special requirements
1.	Managing Director - to act CEO of the Company. (Full Time member of BoD)	<ol style="list-style-type: none">1. A graduate with good academic record from a recognized university / institution.2. Candidates with Technical / MBA qualification will have added advantage. Candidates with Civil Engineering background will have a special advantage.	<ol style="list-style-type: none">1. Should possess adequate experience at a senior level of management in a large organization of repute.2. Candidates having experience in management and familiarity with Finance, Marketing / Production will have added advantage. Candidates with experience in contracting services will have a special advantage.3. Provide that minimum qualification is relaxable in the case of internal candidates with sound and adequate background and experience.	<ol style="list-style-type: none">1. Should be a prominent person, preferably having knowledge of Waqf and Shariah Law with demonstrated experience of working on community issues.2. Having exposure of interacting with national / International organizations working in the field of Waqf development & Shariah finance will be an added advantage.
Functional Competencies Required for MD Post		Functional competencies:- <ul style="list-style-type: none">• Having capabilities of strategic planning for NAWADCO and review monitor financial, commercial, project management, contract management and legal aspects in NAWADCO.• Having capabilities in analysing business reports/ financial reports/ business MIS.• Awareness of real estate sector dynamics, market cycles, market upside/ downside risks.• Awareness of legal aspects of (Waqf Act and Rules in real estate sector specific laws) corporate governance guidelines. Behavioural competencies:- <ul style="list-style-type: none">• Should be able to establish dialogue with community and behaviour stake holders internally and externally that is, both with Government as well as Waqf institutions.		

- Should be a strong visionary with proven leadership quality and entrepreneurial mind set.
- Should have political awareness, organizational astuteness and capability of managing sensitive matters.
- Should have strong interpersonal skills such as leadership, communication, persuasion and motivation.

S.No.	Name of the post	Educational Qualification	Work Experience	Functional Competencies required
2	Director- Projects (Full Time member of BoD)	<p>1. Bachelor's degree in engineering (preferably Civil), an advanced degree in Management/ Finance/ Project Management strongly preferred.</p> <p>2. Project Management Professional (PMP) certification will be an added advantage.</p>	<p>1. Candidate should have minimum 18 years of experience with exposure to all elements of Project management i.e. project design, project planning, contracting and execution monitoring; preferably in real estate sector.</p> <p>2. Out of total experience, minimum two (2) years of experience as General Manager/ Functional Head (Projects) reporting directly to the Board in a company having turnover of not less than INR 250 Crores.</p>	<p>Functional Competencies:-</p> <ul style="list-style-type: none"> • Having contract management/ contract monitoring capabilities. • Having capabilities of monitoring transaction advisory services. • Having capability of monitoring DPR preparation. • Having capability of monitoring Bid processes and execution of contracts. • Having capability of monitoring/ projects construction progress and managing PMC. • In-depth understanding all construction and post construction licence/ approvals. • Having capability of monitoring lease recovery, escrow account management and revenues for NAWADCO.

				<ul style="list-style-type: none"> • Capability of providing post construction legal/ administrative services to Waqf institutions. <p>Behavioural competencies:-</p> <ul style="list-style-type: none"> • Should have strong project management, project monitoring capabilities. • Should have strong negotiation skills especially with respect to vendor management/ contractor management. • Should have strong interpersonal skills such as leadership, communication, attention to details, persuasion, motivation and openness. • Should have strong conflict and crisis management skills, problem solving & decision making skills.
3	General Manager – (Finance & Accounts), One Post	Should be a MBA (Finance) and / or qualified CA/ ICWA/ CFA	The candidate to have minimum 15 years experience in Finance department of a mid to large size public or private sector organization with an annual turnover in excess of INR 250 crores. Out of total experience, minimum two (2) years to be spent in the role of a Head–Finance/ Chief Finance Officer or one level below.	
4	Manger -Business Planning. One Post	Bachelor’s degree in Engineering with Masters in Business Administration or equivalent from a recognized university/ institution.	1. Candidate should have minimum 8-10 years experience of working in reputed companies in the areas of business	

			<p>development, business planning, project conceptualization & analysis and conducting feasibility/ financial viability studies of projects (preferably in real estate sector).</p> <p>2. Having demonstrated initiative and drive in converting opportunities into projects in their previous organization. Suitable references to be provided.</p>	
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S.No.	Name of the post	Educational Qualification	Work Experience	Special requirements
5	Manager -Projects & Contracts. One Post	Bachelor's degree in Civil Engineering from a recognized university / institution. Preferably, with Masters in Business Administration or equivalent from a recognized university/ institution.	<p>1. Candidate should have minimum 8-10 years experience of working in a reputed companies in the areas of contract management, contract monitoring, project management (preferably in real estate sector).</p> <p>2. Having demonstrated initiative and drive in monitoring and executing projects within defined project milestones. Suitable references to be provided.</p>	
6	Manager–Legal. One Post	Bachelor's degree in law, Master's degree in Law preferred	<p>A minimum of 8-10 years experience with reputed companies in dealing with legal matters related to real estate including experience in</p> <ul style="list-style-type: none"> • Scrutiny of land records/ land documentation. • Drafting of agreements/ contracts. • Legal due-diligence and legal issues associated with encroachments. • All real estate development matters associated with following laws: <ul style="list-style-type: none"> o Land related laws o Environment laws o Construction laws o Registration laws o Labour laws • Coordination with external law firms. • Litigation management. • <input type="checkbox"/> Coordinating with government agencies/ 	

			statutory bodies etc.	
7	Manager-HR & Admin. One Post	Bachelor's degree with MBA in HR or Equivalent from a recognised university/ institution.	Candidate should have minimum 8-10 years post qualification experience working in the HR department of reputed companies with following functional capabilities: <ul style="list-style-type: none"> ○ HR policy design and implementation including Human Resource Management activities from recruitment till performance management/ career progression etc. ○ Application tools and practices, HRIS and human resource development aspects including training & development etc. 	
8	Manager – Finance. One Post	Should be a MBA (Finance) from a recognised university and/ or qualified CA/ ICWA/ CFA	Candidate should have minimum 8-10 years post qualification experience in finance function preferably in real estate sector and/ or project organizations.	

Age:

Upper age limit as on 1st October, 2015 should be 62 years for MD, 55 years for Director and 45 years for General Manager & Manager Level which is relaxable by 5years for internal candidates.

Tenure:

Tenure of MD and Director shall initially be for 3 years extendable by another 2 years based on performance (The Managers shall initially be on contract basis for two years and shall be considered for absorption on regular basis after successful completion of such period).

Pay Structure:

The compensation comprises of approximate Total CTC for MD Rs.35.20 Lac p.a.; for Director Rs.31.30 Lac p.a.; for General Manager Rs.22.60 Lac p.a.; and for Manager level Rs10.80 Lac p.a.

However, qualification and age limits can be further relaxed by the Board of Directors of NAWADCO, irrespective of the position in question.

Submission of Applications:

All the incumbents are required to submit soft copies of their applications on our email: support-nawadco@gov.in followed by the hard copy of their applications to the Sr. Consultant (Admin & Estt.) at the following registered office address: **National Waqf Development Corporation Ltd. (NAWADCO), 1st Floor, Core -1, SCOPE Minar, Laxmi Nagar, Delhi-110092** so as to reach latest by **1600 hours on 19/10/2015** in the format at Annexure-I along with:-

1. A brief write up on the significant contributions made by them during their present/past assignments and their suitability for the post.
2. Declaration about turnover of the company duly attested by the candidate.
3. Self-attested copies in support of age and qualifications and meeting laid down experience criterion.

4. The details of Job handled in the past in-reverse chronological order with particular references.

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 a Board level position in NAWADCO.

General Terms and Conditions

1. Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
2. Candidate who are already in employment, need to apply through proper channel/ produce NOC from the present employer at the time of interview failing which his/ her candidature will not be considered.
3. Candidature of the registered candidate is also liable to be rejected if valid print out of online application form along with necessary documents as mentioned are not received or received unsigned or without affixing passport size colour photograph or without application fee (if applicable) or received after the closing of the registered online more than once.
4. NAWADCO reserves the right to raise the minimum eligibility standard. NAWADCO also reserve the right to fill or not to fill all or any of the above positions or cancel, restrict, enlarge, modify & relax all the recruitment/ selection process without any further notice or assigning any reason, whatsoever.
5. The prescribed qualifications, experience are the minimum and mere possession of the same does not entitle a candidate participating in the selection process. NAWADCO's decision shall be final in this regard.
6. List of candidates shortlisted for participating in the selection process and also the list of selected candidate for appointment for the above posts will be displayed on Ministry website www.minorityaffairs.gov.in for the information of the candidates in due course of time.
7. Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Delhi Court only.



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Registered office: 1st Floor, Core -1, SCOPE Minar, Laxmi Nagar, Delhi-110092

Application No.....(To be filled by NAWADCO)

Advt. No. 02/2015

POST APPLIED FOR										
1	NAME (In Capital letter)									
2	FATHER/HUSBAND'S NAME									
3	GENDER (Put tick mark)	Male	Female	MARITAL STATUS (Put tick mark)			Married/ Unmarried / Others			
4	DATE OF BIRTH	D	D	M	M	Y	Y	Y	Y	
5	AGE AS ON 01.10.2015	Year		Month						
6	ADDRESS (Please give full postal address with Postal Pin No.)									
	DOMICILE STATE.....									
	MAILING ADDRESS			PERMANENT ADDRESS				FULL ADDRESS OF PERSENT EMPLOYER, IF EMPLOYED		

CANTACTMOBILE NUMBER.....

Alternate Mobile No. / Phone:

FAX NO.....

E-MAIL ID

7	ACADEMIC AND PROFESSIONAL QUALIFICATIONS (in ascending order)				
Examination Passed	Whether full time/ part time	Duration of the course	Name of the institution	Name of the University	Month & year of Passing

(Please attach copies of certificates/marksheets)

8	PARTICULARS OF EXPERIENCE (in reverse chronological order): EXPERIENCE at executive level..... YRS. TOTAL POST QUALIFICATION EXPERIENCE.....YRS.							
S.No	Name & address of the employer	Post held	Period				Job description in brief	Pay scale/ salary drawn
			From	To	Total			
					Year	Month		
9	Eligibility particulars related to Special Requirement	Separate sheets may be attached to provide details wherever necessary.						

(Please attach copies of experience certificates)

10	<p>I UNDERTAKE TO ABIDE BY THE TERMS & CONDITIONS MENTIONED IN THE ADVERTISEMENT. CERTIFIED THAT THE INFORMATION FURNISHED ABOVE ARE TRUE TO THE BEST OF MY KNOWLEDGE & BELIEF</p> <p>Place: Date:</p>		<p>Signature of the candidate</p>
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