CENTRAL WAQF COUNCIL

(Ministry of Minority Affairs, Government of India)

Telephone No.011-29562146, 47
Fax: 011-29562137
Website: www.centralwaqfcouncil.gov.in
E-mail : secycwc.wakf@nic.in

Central Waqf Bhawan
P-13 & 14, PushpVihar,
Sector-6, Saket,
Opposite Family Court,
New Delhi –110 017

F.No. :- 13(1)/2016-CWC Dated:- 11.10.2022

OFFICE MEMORANDUM

Subject:-Invitation of offline applications for engagement of One (01) Legal Consultant in the Central Waqf Council, Purely on Temporary and Contractual basis.

The Central Waqf Council, a statutory body under Ministry of Minority Affairs, Government of India, invites offline applications from willing and eligible candidates for engaging One (01) Legal Consultant in this office. Person fulfilling the requisite qualifications and experience as prescribed below may apply offline for the said post.

2. Brief Description of posts/qualification/experience/work:-

Post	Qualification and Preferred experience
Legal Consultant	• Bachelor's degree in Law of a recognized University. • Having experience in Government Offices in dealing with Waqf matters/land matters, examination/review of legal provisions of various Rules, Acts, Regulations to comply with compliance requirements. Dealing with Court Cases filed and pending in various courts of Law, streamline and simplify Rules, Regulations, Acts carry out a comprehensive exercise to review legal approvals concerning Statutory Bodies, identify action points aiming to minimize compliance for citizens. • Knowledge of e-office, typing on computer, MS word MS Excel • Knowledge of Hindi will be given preference

3. The Eligibility for the post as under :

Sl.No.	Description of eligibility	For retired Central Government Officers	For others
I	Age as on 01.10.2022	Not more than 65 yrs.	Not more than 50 yrs.
II	Essential Qualification	Retired officer/official of Central Government in the level of Under Secretary/Deputy Secretary or equivalent having minimum 05 years experience in dealing with the Legal Provisions, examination of Rules, Regulations, Acts and Court Cases pending in various Courts of Law etc.	Having working experience in Govt. offices.

4. Selection Process :

All the applications received shall be placed before Screening Committee and after screening the list of candidates will be finalized as per eligibility conditions and candidates will be informed date & time for interview. At the time of interview, all original documents will be verified. The selection of candidates will be made on the basis of interview only. However, this office reserves the right to reject any or all applications without assigning any reasons.

5. **Terms and Conditions of Appointment :-**

i. The Legal Consultant will be engaged initially for a period of one year. However, their continuation in their respective position, if any, beyond the first and subsequent years shall be on a satisfactory Annual Performance Review and at sole discretion of the Council. Extension beyond three years may be considered under exceptional circumstances with the approval of the Competent Authority.

ii. Engagement may be terminated at any time by the competent authority without assigning any reason and without any notice. However, Consultant will have to give 30 days advance notice for remuneration in lieu thereof before resigning from the engagement.

iii. The consultant will not be entitled to absorption to the post held by him or any other benefits applicable to the regular employees.

iv. She/he will be governed by the Official Secrets Act, 1923 as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the office. All such documents will be the property of the Government.

v. The consultants so appointed shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department or will they indulge in any activity outside the terms of the contractual assignments.

vi. The Consultant (Retired Government/PSU Employees) will continue to draw pension and dearness relief thereon during the period of his engagement as Consultant in this office. His/Her engagement as Consultant will not be considered a case of re-employment.

vii. Working hours shall be from 9:00 am to 05:30 pm. However, in exigencies of work he/she may be required to sit late and may be called on Saturday/Sunday and other gazetted holidays. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted holidays, if called them. Compensatory leave in such cases shall be at the discretion of the head of the concerned division.

viii. Consultant shall be eligible for 8 days of paid leave in a calendar year of service. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Un-availed leave shall neither be carried forward to next year nor encashed.

ix. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted holidays, if called them. Compensatory leave in such cases shall be at the discretion of the head of the office.

x. Selected candidates shall provide integrity certificates from 2 references known to them.

xi. A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court pending against them.

xii. CWC shall have powers to terminate any or all the professionals at any time without assigning any reason.

xiii. Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

xiv. Consultants shall be expected to follow all the rules and regulations of the Government of India which are in force. He/She will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties.

xv. In case the services of the said officials are not found satisfactory or found in conflict with the interest of CWC /Government of India, his/her services will be liable for discontinuation without assigning any reason.

xvi. The Consultants will be engaged on full time basis and would not be permitted to take up any other assignment during the period of engagement.

6. **Monthly emoluments/remuneration :**

For retired Central Government Officers		For others
i.	Last pay drawn minus the amount of pension being drawn by the selected person DA amount will not be paid.	Rs. 60,000/- (fixed)
ii.	Transport allowance for the purpose of commuting between the residence and place of work not exceeding the rate drawn by him at the time of retirement. However, Dearness Allowance shall not be admissible thereon.	
iii.	Shall not be entitled to any kind of allowance or accommodation facility. However, should they require to travel inside the country in connection with the official work of the Ministry, TA/DA as admissible to a regular employee of the same grade he/she retired from will be paid to him/her after obtaining approval of the competent authority.	
iv.	The amount of remuneration so fixed shall remain unchanged for the term of the contract.	
v.	TDS as admissible shall be deducted from the monthly remuneration of Consultants. A TDS certificate shall be issued by the office on demand.	

Note: The payment will be released by CWC within one week after completion of the month based on the biometric attendance registered by the individual consultant or on certification by their reporting authority.

7. **Increment :**

In case the contract is for more than one year, the remuneration may be reviewed after completion of one year on annual basis.

8. **TA/DA**

Consultants shall not be entitled to any kind of allowance or accommodation facility. However, should they require to undertake domestic tours in connection with the official work of the CWC, TA/DA admissible subject to approval of the competent authority at the following rates :-

Mode of Journey	For retd. Govt. Officer	For others
Air in Economy class or by rail in AC three tiers.	As admissible to a regular employee of the same grade he/she retired from.	As per rules.

9. **Submission of application :**

The application in the attached format should be submitted with self attested copies of all the requisite documents through offline mode (Speed Post/ Courier/By Hand) only. The last date for submission of application is **10.11.2022.**

(Abdul Rashid Meer)
Asst. Administrative Officer

i. Website of CWC/MoMA
ii. Notice Board

Application Format

Self attested photo

Name of the Post applied for : _____

1.	Name of the candidate	
2.	Date of Birth	
3.	Father's Name	
4.	Category (SC/ST/OBC/Gen/PWD)	
5.	Sex (Male/Female)	
6.	Corresponding Address (with Pin code)	
	Mob. No.	
	E-mail	
7.	Permanent Address	
	Mob. No.	
	E-mail	

8. **Educational / Professional Qualification (Starting from 10th onwards)**

S. N.	Examination Passed/Degree obtained	Name of the Board/University/ Institution	Year of Passing	Class of Division	% of marks/ GPA	Subject taken/ Specialization

9. **Experience (Starting from the present employment (experience certificate needs to be attached)**

S. N.	Name & Address of the employer	Post Held/Nature of employment	Period		Permanent/ Temporary	Salary & Grade Pay (in Rs.)	Nature of duties
			From	To			

10. Knowledge of Computer :

11. Language known :

12. **Declaration by Candidate**

I hereby declare that all the statement made by me in this application is true and complete to the best of my knowledge and belief and nothing has been concealed or distorted. I am aware that if any time I am found to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

SIGNATURE OF THE CANDIDATE

Place ……..

Date ……..