No. 11/1/2020-Waqf
Government of India
Ministry of Minority Affairs
11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex,
Lodhi Raod, New Delhi-110003

Applications are invited for the post of Nazim, Dargah Khwaja Saheb (DKS), Ajmer. DKS is a Statutory Body under the administrative control of the Ministry of Minority Affairs. The post is equivalent to Deputy Secretary (level-12 as per 7th CPC) in the Central Government and is to be filled up on foreign deputation basis/short term contract basis.

2. Detailed advertisement, application format etc are available on the Ministry's website i.e. www.minorityaffairs.gov.in.

3. The last date of submission of filled in applications is 30 days from the date of publication of this advertisement in Employment News.

Under Secretary (Dargah)

No. 11/1/2020-Waqf
Government of India
Ministry of Minority Affairs

11th Floor, Pt. Deendayal Antyodaya Bhavan,
CGO Complex, Lodhi Road, New Delhi-110003
Dated: 09 September, 2024

OFFICE MEMORANDUM

Subject:-Filling up the post of Nazim in Dargah Khwaja Saheb, Ajmer on foreign deputation basis/short term contract basis - regarding.

The undersigned is directed to inform that the Ministry of Minority Affairs, Government of India invites applications from eligible candidates for the post of Nazim, Dargah Khwaja Saheb, Ajmer which is a statutory post as per Dargah Khwaja Saheb Act, 1955. Dargah Khwaja Saheb, Ajmer is statutory body under the administrative control of the Ministry of Minority Affairs. The post will be filled on the foreign deputation basis/short term contract basis and officers/retired officers who fulfill the following criteria may apply to the said post;

Essential Qualifications and Experiences	The candidate should: a) Be a person serving in or who has retired from the post equivalent to a Deputy Secretary (Level-12) in the Central Government / State Government / Central or State Autonomous Body/Public Sector Undertaking/ Armed Forces/Central Para-military Forces, and b) Having at least 5 years service in the post at the pay level - 11, with experience of administrative, legal, revenue and financial matters to allow him to liaison with different Departments of the Central Government and the Rajasthan Government. c) Be a Hanafi Muslim and a citizen of India, d) Be a devotee of Khwaja Saheb, Ajmer; and e) At least a graduate from a recognized

	university with working knowledge of Urdu.
Age:	The age of the officer should not be more than 56 years at the last date for submission of the application. However, in case of retired persons the age should not be more than 63 years. Relaxation in deserving cases will be given subject to fulfillment of essential qualifications and experience detailed in paragraph 1 above.
Desirable Qualifications:	Candidates belonging to an organized Central or State Service/ Armed Forces/ Central Para-Military Forces and having experience in handling legal, administrative, revenue and financial matters will be preferred.
Tenure:	The initial appointment for the period of two years. The term of appointment can be extended from time to time but in no case will such a person be allowed to continue to function as Nazim beyond the age of 60 years (in case of retired persons not beyond 65 years).
Pay & Other Allowances:	The pay of an officer serving in the Central Government / State Government / Central or State Autonomous Body / Public Sector Undertaking / Armed Forces / Central Para-Military Forces, if selected for appointment as Nazim, will be protected. He will earn increments in this pay level during the time, he will be appointed as Nazim as per rules of the Central Government. However, the service as Nazim is non-pensionable. In case of an officer who has retired from a Central/State Autonomous body or a Public Sector Undertaking and who does not earn a pension is selected for appointment as Nazim his pay will be fixed appropriately in the pay level-12 with increments as per Rules of Central Government during his tenure as Nazim. In case a retired person who draws a pension from whatever source is selected for appointment as Nazim such a person will continue to draw pension including other benefits like dearness relief on pension and will in addition be paid a remuneration on

	the formula of last pay drawn minus pension plus DA as admissible from time to time.
Accommodation:	Rent-free accommodation will be provided to the Nazim at Ajmer.
Conveyance:	A car is placed at the disposal of the Nazim to allow him to perform his official duties.
General Conditions:	a) The candidates presently employed in the Central Government / State Government / Central or State Autonomous Bodies / Public Sector Undertakings / Armed Forces / Central Para-Military Forces, must apply through proper channel with Cadre and Vigilance clearance. b) The candidates when intimated will be required to present themselves for a personal interview. c) The Ministry of Minority Affairs reserves the right to relax the qualifications / experience and age limit for outstanding and exceptionally deserving candidates.
How to apply:	Duly filled prescribed application form and signed applications (in original) through proper channel with forwarding letter should be sent to reach the authority mentioned below within 30 days from the date of publication of advertisement.
Address for Forwarding of the Applications:	The application should be sent to the following address in sealed envelope and should be superscribed with the words "APPLICATION FOR THE POST OF NAZIM" on the envelope: Under Secretary (Dargah), Ministry of Minority Affairs, Room No. 1124B, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi 110003. Email: **ushaj2-mma@gov.in**

2. The application of serving officers whose application received through proper channel will only be considered for the post.

3. This issues with the approval of the Competent Authority.

(Md Nadeem)
Under Secretary to the Govt. of India

(i) Secretary, All Ministries / Departments of Government of India.
(ii) Director, CS Division, DoP&T, Khan Market, New Delhi - for uploading on the website of DoP&T.
(ii) Secretary, Minority Welfare Department of all States/UTs
(iv) All Autonomous bodies under the Ministry of Minority Affairs.
(v) Sr. Technical Director, NIC, MoMA - for uploading on the website of the Ministry of Minority Affairs.

****

Proforma

APPLICATION FOR THE POST OF NAZIM, DARGAH KHAWAJA SAHEB, AJMER
(ON FOREIGN DEPUTATION BASIS)

Passport Size Photograph

1.	Name:	
2.	Father's/Husband's Name:	
3.	Date of Birth:	
4.	Gender (Male / Female / Others)	
5.	Postal Address with telephone, Fax & e-mail:	
(a) Office		(b) Residence
6.	Present designation (retired official mention his last designation)	
7.	Present basic pay or pension with Pay Level (or Grade Pay)	
8.	Date of entry in Govt. Service:	
9.	Date of superannuation as per existing rules:	
10.	Whether retired or serving official	
11.	Substantive post held in the Parent Deptt. on regular basis (retired official mention details about post from which he has retired)	

(a) Name of Office/ Organization	(b) Name of the post	(c) Pay Level & Basic Pay	(d) Nature of duties

12.	Present post held (if on deputation):		
(a) Name of Office/ Organization	(b) Name of the post	(c) Pay Level & Basic Pay	(d) Nature of duties

13.	Details of past service(s)		
(a) Post	(b) Pay Scale /Grade Pay /Pay Level	(c) Period during which post held From - To	(d) Nature of duties performed

14.	Essential and desirable qualifications (name and year of the degree, university and year of passing out):	
15.	Whether are you belong from Hanfi Muslim or other wise	
16	Details about Knowledge of Urdu	

Signature of the candidate _____

Name: _____

Email id: _____

Place: _____

Date: _____

TO BE FILLED BY THE FORWARDING OFFICE

Office's Name							
Category of Office Please tick ( )	**Central Government / State Government**						
	Central Ministry	**Department**	**Attached Office**	**Sub-ordinate Office**	**Autonomous Body**	**Statutory Body**	**Other**
Present Post							
Date of continuous employment of the applicant in the present grade					Present Pay level and basic pay		

Verification of service particulars by the office /department / organization:-

1. Certified that all the information mentioned by the applicant in his application as mentioned above have been verified as per service records and found to be correct.

2. It is also certified that Mr./Ms..... has been working as ..... in the present post/present pay in the regular and substantive capacity w.e.f. ..... The Cadre and Vigilance clearance of the applicant is enclosed herewith.

Signature with date _____

Seal _____

Designation _____

Phone _____

Email id _____