



Advt. No. NAWADCO/H&A/ENG-YP/2022/01/70403

National Waqf Development Corporation Limited

Central Waqf Bhawan, 3rd Floor, Plot No.: 13 & 14, Sector-6,
Pushp Vihar, Saket, New Delhi-110017

Dated: 23.11.2022

Engagement of Young Professionals (YPs) in NAWADCO

1. BACK GROUND OF NAWADCO

India has the largest Waqf land in the world. As per estimation of 2006 there are about 4.90 lakh registered Waqf properties comprising of about 6 lakh acres of land, with an approximate market value of Rs. 1.20 lakh crores. Since most of these properties are situated at prime urban locations, if, these properties are managed and developed properly, they have the potential of generating substantial income for Waqf Boards/ Waqf Institutions.

To fill the gap of development deficit, National Waqf Development Corporation Limited (NAWADCO), was established by the Government of India, under the aegis of the Ministry of Minority Affairs (MoMA) under the Companies Act 1956, with the specific mandate to develop Waqf properties across India and to enhance the income of State Waqf Boards/ Waqf institutions for socio economic empowerment of the community.

- NAWADCO seeks to provide a unique opportunity for Young Professionals (YPs) to work and get exposure in its functional areas. It seeks to engage persons with a passion for development and the potential to become future leaders in their respective fields. The aspiring professionals should be highly qualified, motivated individuals having experience which is relevant to development and who can provide high quality professional inputs in the field of Finance. The proposed Young Professionals should be able to demonstrate proven academic credentials and professionalism.
- NAWADCO is looking for engaging a pool of talented Young Professionals (YPs) as per the following details:

1	Name of position	Young Professional
2	Number of positions	One (1) in Finance (Project Finance & Analysis).
3	Age limit	Maximum age 32 years as on the date of advertisement
4	Period of Contract	For a period of one (1) year.
5	Remuneration (pm)	Rs. 45,000/- (TDS as applicable will be deducted) (Rupees Forty Five Thousand Only)
6	Education qualification:	
6 (a)	Essential	Post Graduate degree in Finance/ MBA (Fin.) from a recognized Institution/ university with minimum 50 percent marks.
6 (b)	Essential experience	One (1) year working experience in the field of Project Finance & Analysis for development of commercial, infrastructure, education and healthcare projects.
6 (c)	Desirable Qualification	<ul style="list-style-type: none">Working knowledge of IT.Expert knowledge of MS office and expert knowledge of

		Excel for calculations.
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4. Terms and conditions of engagement:

(a) **Selection Procedure:**

- They shall be shortlisted based on educational qualifications and experience.
- The shortlisted candidates will be interviewed by the Selection Committee. Decision of the Selection Committee will be final.
- Depending on the number of applications received, NAWADCO reserves the right to adopt appropriate short-listing criteria for selection of YPs.

(b) NAWADCO reserves the right to cancel the process at any stage.

(c) Period of contract shall be one (1) year extendable by another year.

(d) **Termination:** NAWADCO can terminate the contract at any time with one month's notice to the Young Professional. The Young Professional can also seek for termination of the contract upon giving one month's notice to NAWADCO.

(e) **Settlement of Disputes:** NAWADCO and the Young Professional shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof.

(f) **Arbitration:** Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to the MD, NAWADCO, who will arbitrate for the settlement of the controversy.

(g) The appointment of Young Professional is of a temporary nature and the YPs cannot in any manner lay claim for regularization of service in NAWADCO.

(h) **Submission of Applications:** Eligible candidates may send duly filled application (in the enclosed proforma) along with photograph and all relevant enclosures/ documents (self-attested) at support-nawadco@gov.in latest by 5.00 pm on or before 23rd Dec. 2022.

(HR & Admin.)
NAWADCO

APPLICATION PROFORMA FOR YOUNG PROFESSIONAL
 (All eligibility conditions to be satisfied on the closing date of application)

A. Personal Details:

S. No.	Particulars		Affix Photograph
1	Applicant's Name (As per matriculation certificate)		
2	Father/ Mother/ Husband Name		
3	Date of Birth (DD/MM/YYYY)		
4	Age as on Cut-off date of AdvertisementYears.....Months.....Days	
5	Gender		
6	Address for Communication		
7	Permanent Address		
8	Contact Number		
9	Email Id		

B. Academic & Professional Qualification (in reverse order, starting from the latest):

S. No.	Qualification	Name of Board/ Institute/ University	Subjects	Year of Passing	Div./ Grade with %age Marks	Distinction, if any

*** Attach self-attested documents in support of your claim.**

C. Experience Details:

S. No.	Name of Organization	Designation	Period		Total Period	Place of Posting	Job Profile	Emoluments Per Month
			From (Date)	To (Date)				

*** Attach self-attested documents in support of your claim.**

Total work experience (in years) : _____

Work experience in relevant field (in years) : _____

D. Current Work Profile:

Organization : _____

Position : _____

Date of Appointment: ____ / ____ / ____

E. Name of two Referee (Mandatory) :

S. No.	Name	Profession	Mobile No.	Email Id
1				
2				

F. Please attach a Sheet containing short note on your suitability for the post (in around 250 words, either typed in double space or neatly handwritten)

G. Undertaking:

- i. I, _____, hereby undertake that the above information are correct and nothing material has been concealed.
- ii. I, have gone through the vacancy circular/ advertisement and agree to the terms and conditions given there.
- iii. I, undertake to submit the original documentary proof in respect of my educational qualification, experience, date of birth, address etc. as and when asked.
- iv. I, undertake that, I fulfill the eligibility criteria as per the advertisement/ guidelines. In case of non-eligibility, my candidature is liable to be rejected without informing me.
- v. I, undertake that no criminal case is pending against me and I have never been convicted by any court of law.

Name & Signature of the applicant

Date:

Place: