

एन आई सी कवरत्ती / NIC. Kavaratti

No:- 512

Date:- 19/08/2020



LAKSHADWEEP STATE WAQF BOARD
(Union Territory of Lakshadweep)

Telephone No: 04896 - 262121,
263165, 262192

E-mail:- ceold.wakf@nic.in

Firdous Annex 1st Floor
Post Office Junction
Kavaratti-682555

E.No.1/7/2016-Waqf/789

Dated: 18th August, 2020

EMPLOYMENT NOTICE

The Lakshadweep State Waqf Board invites application for the post of **Office-cum-Legal Assistant** on contract basis under the Scheme for “**Quami Waqf Board Taraqqiati Scheme**” (QWBTS). The eligibility criteria for the post and consolidated monthly remuneration are given below:-

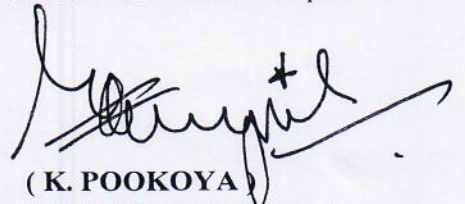
Sl.No.	Particulars	Details
1	Name of the posts	Office-cum-Legal Assistant (on Contract basis)
2	Number of Posts	1 (one)
3	Job Profile	a. Appearing of all waqf cases to the Waqf Tribunal, District Court, Sub Court, Munsif Court and other Legal Authorities and filing reply statements etc. b. The monitoring of the all Court cases and preparing the written statement of all cases to the all court and other Legal Authorities with direction of the Standing Council of U.T. Administration/ Waqf Board or Competent Authority of the Board. c. Dealing all correspondences relating to laws, Legal opinion/examination/vetting, dealing with correspondence from Ministries, U.T. Administration. Central Waqf Council and State/U.T. Waqf Boards, submission of quarterly report to Ministry/U.T. Administration of all waqf cases and other works assigned by the competent Authority.
4	Consolidated Monthly Remuneration	@Rs.30,000/- (Rupees Thirty thousand) only per month for the period actually worked. The remuneration to be paid to incumbents would be enhance by 5% every year to mitigate inflation.

Cont....2/-

Handwritten signatures and initials in blue ink, including 'FMS', 'A', 'ypl', '9/8', and '19/8'.

5	Qualification	a) LLB with enrolment Certificate b) An Advocate having minimum 3 years experience in legal matters. c) Good Verbal and Written communication skill in English d) Thorough knowledge of Waqf Act-1995. e) Typing Speed:30-40 words per minute f) Must be a Muslim g) Preference will be given to local candidate, failing which General Category.
6	Age	Not more than 35 years of age on date of interview
7	Period of Appointment	Initially 1 (one) year, extendable at the direction of Competent Authority
8	Method of selection	By walking interview

The interested candidates with the above qualification may send their application in plain paper with attested copies of certificates with mark list to proof the qualifications, age and cast certificates etc addressed to the **Chief Executive Officer, Lakshadweep State Waqf Board, Firdous Annex, 1st Floor, Post Office Junction, Kavaratti – 682555** so as to reach **on or before 11th September, 2020.** Selected applicant should execute on Agreement/Bond on non judicial stamp paper worth Rs.100/- to ensure the smooth working atmosphere in the Board before joining official duty. The copy of the Agreement is appended herewith for reference. The applications received after the due date and without copies of qualifications will not be considered.


(K. POOKOYA)

CHIEF EXECUTIVE OFFICER

To

1. The Director, Information & Public Relations, Kavaratti with request publish in the next edition of Lakshadweep Times.
2. The SIO, NIC with request to host in the official web site of Lakshadweep Administration.