

**Terms & Conditions for the post of Naib Tehsildar in Punjab Waqf Board,
Chandigarh (Purely Temporary & contract basis)**

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Applications are invited from eligible candidates for the appointment on the posts of **Naib Tehsildar**.

NO. THE POSTS:

5 (all posts Purely Temporary & contract basis).

MODE OF SELECTION :

Interview basis.

LAST DATE TO APPLY:

Within 7 days of the date of publication of the Advertisement. i.e. 11:59 midnight of the 24th April, 2025.

AGE LIMIT:

Not above the age of 70 years as on the last date of applying this post.

TENURE OF CONTRACT:

6 months on Purely temporary & contract basis.

ESSENTIAL QUALIFICATION:

- i. Naib Tehsildar retired from Punjab Govt. Dept. or its PSU/Board/Autonomous body/Local Body.
- ii. Good verbal & written communication skills in Punjabi, English & Urdu.
- iii. Adequate knowledge of Waqf Act/Rules.

TOTAL EMOLUMENTS:

Rs. 40,000/- (Rupees Forty-Thousand Only) per month (Fixed).

** (Taxi will be hired wherever required as per actual expenditure)

NATURE & PLACE OF POSTING:

The posts are related to field work (Revenue) and are transferable i.e. the selected candidates can be posted anywhere in the State of Punjab including Head-Office, Punjab Waqf Board, Chandigarh.

GENERAL INSTRUCTIONS:

- i. The appointment will be purely on Temporary & Contractual basis.
- ii. No TA/DA will be paid to the candidates for appearing in the interview.
- iii. The posts are temporary & contractual & the contract may be terminated/ discontinued by the Board at any time without giving any reason/cause. However, the selected candidate must give one-month prior notice before resigning from the service.
- iv. The Selected Candidate will be entitled to total 5 leaves during the 6 month period of contract.
- v. The Selection is subject to the candidates submitting their medical fitness certificate at the time of Joining the post.

- vi. Mere fulfillment of minimum qualifications does not entitle a candidate to get selected for the post.
- vii. Private practices of any kind will not be allowed during their period of contract.
- viii. Punjab Waqf Board reserves the right to modify/defer/cancel the advertisement/ appointment process or/and relax any condition at any stage without assigning any reason.
- ix. The decision of Punjab Waqf Board in all matters related to the selection process/ interview shall be final and no correspondence from the candidates will be entertained in this regard.
- x. The candidate is responsible for the correctness of the information. If it is found at a later stage that any information provided by the candidate is incorrect/false, his/her appointment will be cancelled.
- xi. Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will render him/ her liable for disqualification.
- xii. Candidates are advised to visit the Punjab Waqf Board website (<https://waqf.punjab.gov.in/>) regularly. All Notices regarding the date, venue and time of Interview shall be issued through Board's website only.
- xiii. Any recruitment related queries may be forwarded to 'pwb.establishment@gmail.com'.

DOCUMENTS REQUIRED:

- i. Age Proof (Class 10th certificate/Birth certificate)
- ii. Pension Payment order/Certificate.
- iii. Vigilance Clearance Certificate.
- iv. Last Pay Certificate
- v. Copy of Aadhaar Card.
- vi. One Recent Passport size Photograph.
- vii. Any other experience/achievement/award/honour received in relevant field of Revenue.

HOW TO APPLY ONLINE:

The interested candidates are required to fill up the **Application Form (Annexure-A)** and send the same along with copies of self-attested Certificates/Documents mentioned above via **ONLINE MODE ONLY** to pwb.establishment@gmail.com on or before the last date of submitting the online application form. Application forms/documents sent via offline mode shall not be considered.

Sd/-
Chief Executive Officer

Annexure A

Recent
Passport size
self-attested
Photograph.

**APPLICATION FORM for the post of Naib Tehsildar
in Punjab Waqf Board, Chandigarh (Purely Temporary & contract basis)**

(Details to be filled in CAPITAL LETTERS)

1. Name : _____

2. Father's/Husband's Name : _____

3. Date of Birth : _____

4. Age : _____

5. Citizenship : _____

6. Permanent Address : _____

7. Present address : _____

8. Mobile No. : _____

9. E-mail ID : _____

10. Gender : _____

11. Aadhar No. : _____

12. Marital Status : _____

13. Retired from (Punjab Govt
Dept. or its PSU/Board/
Autonomous body/
Local Body) : _____

14. Educational qualification : _____

15. Language Known : Punjabi English Urdu

16. Experience/achievement/award/
honour received in relevant field of Revenue : _____

17. a) Have you ever been arrested ? Yes / No

b) Have you ever been prosecuted ? Yes / No

c) Have you ever been kept under detention ? Yes / No

d) Have you ever been convicted by a Court
of Law for any offence ? Yes / No

h) Have you ever been debarred/disqualified
by any Public/ Staff Selection Commission or
any of if examination/selection ? Yes / No

i) Is any case pending against you in any Court of Law? Yes / No

j) Is any Vigilance Case or Regular Departmental
Inquiry pending against you? Yes / No

k) Have you ever been convicted for any criminal offence
involving moral turpitude? Yes / No

If any of the above options have been marked Yes, kindly mention the details:

18. List Enclosures : 01. _____
02. _____
03. _____
04. _____
06. _____
07. _____
08. _____

Declaration: I undertake that all the information given by me are correct to the best of my knowledge and I solemnly affirm that if any information given by me found wrong at any stage, my candidature for the post will automatically stand cancelled.

Date & Place:

(Signature of the Candidate)