

NATIONAL WAQF DEVELOPMENT CORPORATION LIMITED

Reg. off: Central Waqf Bhawan, Plot No. 13 & 14, Sector - 6, Pushp Vihar,
Saket, New Delhi-110017 Phone no.: 011-29565618, Email Id: support-nawadco@gov.in

Advertisement for the Post of Whole-time Company Secretary
NAWADCO/DAVP/02(46)/2024/7216 for the Post of Company Secretary

Applications are invited from “**Retired Personnel**” (Male/Female) who are qualified as “**Company Secretary**” from the Institute of Company Secretaries of India (ICSI) and superannuated from a Private Company/ PSU within the age Group of 64 years to work as Whole-time Company Secretary in NAWADCO at Saket, New Delhi on contract basis for short-term period. Candidate should possess minimum 10-15 years post qualification experience in secretarial compliance related matters. Engagement will be on contractual basis for a period of 6 months extendable as per requirement. Monthly remuneration is negotiable.

Interested candidate ready to join immediately can apply within 15 days from the date of publication of this advertisement by sending their CV along with recent photograph and experience certificates addressing to **Managing Director, National Waqf Development Corporation Limited (NAWADCO), Central Waqf Bhawan, 3rd Floor, Plot Nos. 13 & 14 (Opposite Family Court), Sector-6, Pushp Vihar, Saket, New Delhi-110017**

Sd/-

Managing Director
NAWADCO

CBC 27103/12/0002/2425