

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

OFFICE OF THE CHIEF SECRETARY  
GOVT. OF NCT OF DELHI

25 APR 2022

11th Floor, Deendayal Antyodaya Bhawan,  
CGO Complex, Lodhi Road,  
New Delhi-110003

Dated the 18<sup>th</sup> April, 2022

**OFFICE MEMORANDUM**

**Subject: Publishing of advertisement for filling up the post of Nazim, Dargah Khwaja Saheb, Ajmer-regarding.**

The undersigned is directed to inform that the post of Nazim in Dargah Khwaja Saheb, Ajmer is to be filled on deputation / short term contract basis. The Dargah Khwaja Saheb, Ajmer is a statutory body functioning under the Administrative Control of the Ministry of Minority Affairs.

2. In this regard, the Ministry of Minority Affairs invites applications (As per Annexure-I) from eligible and interested serving / retired government employees on deputation / contract basis. The eligibility criteria and other conditions of the post is as under;

<b>Essential Qualifications and Experience</b>	<b>The candidate should:</b> a) Be a person serving in or who has retired from a post equivalent to a Deputy Secretary / Director in the Central Government/State Government / Central or State Autonomous Body / Public Sector Undertaking / Armed Forces/Central Para-military Forces; b) Have at least 5 years experience in a supervisory capacity dealing with administrative, legal, revenue and financial matters to allow him to liaise 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 (R.A.), Ajmer; and e) At least a graduate from a recognized university with working knowledge of Urdu.
<b>Eligibility:</b>	A person serving in or who has retired from a post equivalent to a Deputy Secretary / Director in the Central Government / State Government / Central or State Autonomous Body/Public Sector Undertaking / Armed Forces / Central Para-military Forces is eligible to apply.

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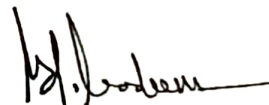
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Age:	The person (serving) should be between 35 years and 55 years. Relaxation in deserving cases will be given subject to fulfillment of essential qualifications and experience detailed in paragraph 1 above.
<b>DESIRABLE QUALIFICATIONS:</b>	Candidates 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.
<b>Tenure:</b>	<p>A person employed in the Central Government/ State Government/ Central or State Autonomous Body / Public Sector Undertaking / Armed Forces / Central Para-military Forces, will, if selected, be appointed for an initial 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.</p> <p>A retired person will, if selected, be appointed for an initial 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 65 years.</p>
<b>Pay &amp; Other Allowances:</b>	<p>The pay of a person serving with 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.</p> <p>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 Matrix Level 12 (Rs.78800 to Rs.209200) of 7<sup>th</sup> CPC. He will earn increments in this pay band during the time he is appointed as Nazim as per rules of the Central Government. However, the service as Nazim is non-pensionable.</p> <p>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 his pension including other benefits like dearness relief on pension and will in addition be paid a remuneration on the formula of last pay drawn-pension + DR as admissible from time to time.</p>
<b>Accommodation:</b>	Rent-free accommodation will be provided to the Nazim at Ajmer.
<b>Conveyance:</b>	A car is placed at the disposal of the Nazim to allow him to perform his official duties.

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General Conditions:	<p>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.</p> <p>b) The candidates when intimated will be required to present themselves for a personal interview.</p> <p>c) The Central Government reserves the right to relax the qualifications / experience and age limit for outstanding and exceptionally deserving candidates.</p>
Address for Forwarding Applications:	<p>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:</p> <p style="text-align: center;">Shri Nijamuddin, Director (Dargah), Ministry of Minority Affairs, 11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi 110003</p>

3. The last date for submission of application to this Ministry is by 17<sup>th</sup> May, 2022 (i.e. 30 days from issue of this OM).



(Md Nadeem)

Under Secretary (Dargah)  
Telephone No- 011-26160031

1. Chief Secretaries, All State/UT Governments;
2. Director, CS Division, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi;
3. Sr. Technical Director, NIC, MoMA- with request to upload the circular on the Ministry's website;
4. Office of the Dargah Khawaja Saheb, Ajmer - with request to upload the circular on the Dargah's website.



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Annexure-IApplication for the post of Nazim, Dargah Khwaja Sahib, Ajmer

S. No.	Details of applicant	To be filled by applicant	Photo	
1	Name of applicant			
2	Post held			
3	Mobile No.			
4	Father's Name			
5	Permanent Address			
6	Email			
7	Present Address			
8	Date of Birth			
9	Educational & Professional qualifications			
	Course	Board / University	Years	Division
(i)	Secondary			
(ii)	Sr. Secondary			
(iii)	Graduation			
(iv)	PG			
(v)	Others			
10	Details of Experience / Positions (If space insufficient, Pl Attach sheet)			
	Positions held	Designation/Office	Period	Pay Scale
(i)				
(ii)				
(iii)				
(iv)				
(v)				
11	Last Pay Drawn (Basic)			
12	Grade Pay / Level	Rs.		

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13	Pension (if retired)	Rs.
14	I am a Hanafi Muslim and a staunch devotee of Hazrat Khwaja Moinuddin Chishty (R.A.) Gharib Nawaz, Ajmer.	

(Signature of the applicant)

Name:- .....

Mobile No.....

Email:- .....

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