

THE SYNOD OF THE CHURCH OF NORTH INDIA

APPLICATIONS INVITED FOR THE POST OF PROPERTY MANAGER, CHURCH OF NORTH INDIA TRUST ASSOCIATION

The Church of North India invites applications from suitable candidates for the post of Property Manager, CNITA. This is a full-time and responsible position involving the administration, coordination, protection, and management of property-related matters of the CNI Trust Association (CNITA) and other CNI Synod recognized Trusts.

Eligibility Criteria:

- Must be a member of the Church of North India (CNI)
- Age: 45–55 years

Educational Qualification:

- Master's Degree from a recognized institution, OR
- A Bachelor's Degree holder who is well experienced and knowledgeable in property-related matters, government procedures, legal documentation, and related administrative processes.

Experience & Skills:

Candidates should possess adequate experience in:

- Revenue Records and Property Deeds
- Lease Documents and Power of Attorney matters
- Liaison with Government Officers, Departments, and Officials
- Dealing with Land & Development Office (L&DO), NDMC, DDA and similar authorities
- Coordination with Registrar of Companies, Income Tax Offices, Banks, Advocates, and Courts in connection with property-related matters

Language & Computer Skills:

- Proficiency in English and Hindi
- Working knowledge of computers including M.S. Word, Excel, and related office applications

Other Requirements:

- Willingness to travel extensively to various CNI Dioceses across India
- Good communication, organizational, and administrative abilities

Interested candidates may submit their detailed resume/CV along with relevant documents, testimonials, and references to the designated office/address/email of the CNI Synod on or

before the prescribed date. Only shortlisted candidates will be contacted for further process.
The last date of the receipt of the application will be 15th July, 2026.

Address - To,

The General Secretary, CNI Synod

CNI Bhavan,16, Pandit Pant Marg, New Delhi - 110001

Email Id - cnigs@cnisynod.org