

CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)

4/1, Siri Institutional Area, August Kranti Marg,
Hauz Khas, New Delhi-110 016

Central Warehousing Corporation, a Schedule-A Mini-Ratna Public Sector Undertaking, providing Warehousing Facilities and Logistic support to Agriculture sector and other Notified commodities, invites applications from Indian Nationals, who fulfill the prescribed qualification, experience and age etc. for the posts indicated below:

Post Code	Name of the post	Number of Vacancies	Scale of Pay (IDA) (Rs.)	Gross Emoluments On date (Minimum Pay + DA) (Rs/month)	Maximum Age Limit
01	General Manager (General)	02 (UR)	43200-66000	72274/-	45 Years*
02	Asstt.General Manager(General)	01 - (UR)	24900-50500	41658/-	40 Years*
03	Asstt.General Manager(Accounts)	02 - (UR)	24900-50500	41658/-	40 Years*
04	Asstt. General Manager(Technical)	01 - (UR)	24900-50500	41658/-	40 Years*
05	Manager (General)	07 - (1-ST, 1-SC 2-OBC, 3-UR)	20600-46500	34464/-	40 Years*
06	Manager (Technical)	01 - (UR)	20600-46500	34464/-	40 Years*
07	Manager(Accounts)	04 - (1-OBC, 1-SC & 2-UR)	20600-46500	34464/-	40 Years*
08	Manager (Hindi)	01 (UR)	20600-46500	34464/-	40 Years*

***Age Relaxation and Reservation for SC/ST/OBC/PH as per Government Guidelines**

Departmental candidates will be entitled to age relaxation subject to the condition that as on last date of receipt of application, the applicant should have atleast 5 years of service left..

QUALIFICATION & EXPERIENCE:**POST CODE - 01:**

Educational Qualification: - A post graduate degree with Ist Division preferably in Business Administration or Economics or Commerce.

Experience : At least four years experience in Public Institutions or Commercial Organization in a senior managerial position or four years service in the Govt. in the scale of Rs. 12000-375-16500 (Revised Rs. 15600-39100(CDA) with grade pay Rs. 7600 / Rs. 32900-58000(IDA))

POST CODE- 02:

Educational Qualification: A Post graduate Degree in second class preferably in Economics/Commerce/Business Administration /Industrial Relations.

Experience: 06 years service in Govt., of which atleast 3 years should be in the scale the minimum of which is not less than Rs. 15600 (CDA) with grade pay Rs.6600 / Rs.20600(IDA) or 06 years experience in a Public Institution or a Commercial Organization drawing for 03 years not less than Rs. 45700/- (CDA)/Rs. 46500/- (IDA) per month inclusive of Dearness Allowance.

POST CODE-03:

Educational Qualification : A Post graduate Degree in the Second Class in Commerce or Business Administration with Specialization in Finance or Accounts from a reputed Institution or a Member of the Institute of Chartered Accountants or of the Institute of Cost & Works Accountants.

Experience: 03 years service in Central Govt. or Subordinate Accounts Service (SAS) with 06 years service in the scale the minimum of which is not less than Rs. 15600 (CDA) with grade pay Rs.6600 / Rs.20600 (IDA) or 06 years experience in a Public Institution or a Commercial Organization drawing not less than Rs. 45700/- (CDA)/Rs. 46500/- (IDA) per month inclusive of dearness allowance.

POST CODE- 04:

Educational Qualification: A Post graduate degree in second class in Agriculture with Entomology or Micro-biology or Bio-chemistry or a Post graduate degree in second class in Bio-chemistry or Micro-biology or a Post graduate degree in Second Class in zoology with Entomology.

Experience: 06 years service in Central Govt., of which three years should be in the scale the minimum of which is not less than Rs.15600(CDA) with grade pay of Rs.6600 / Rs. 20600 (IDA) or six years experience in Public Institution or a Commercial Organization; drawing not less than Rs. 45700/- (CDA)/Rs. 46500/- (IDA) per month inclusive of dearness allowance for three years.

POST CODE- 05:

Educational Qualification: A Post graduate degree preferably in Economics/Commerce/Business Administration/Industrial Relations.

Experience: 04 years experience in Central Govt. in the scale the minimum of which is not less than Rs.15600(CDA) with grade Rs.5400 / Rs. 20600(IDA) or 06 years experience in Central Govt. in the scale the minimum of which is not less than Rs.9300(CDA) with grade pay Rs.4600 / Rs.16400/-(IDA) or similar experience at equivalent levels in Public Institutions or Commercial Organizations, drawing not less than Rs. 44500/- (CDA)/Rs.46500/- (IDA) per month inclusive of dearness allowance.

POST CODE - 06:

Educational Qualification: A Post Graduate Degree in second class in Agriculture with Entomology or Microbiology or a Post Graduate Degree in second class in Biochemistry or Microbiology or a Post Graduate Degree in second class in zoology with Entomology.

Experience: 04 years service in Central Govt. in the scale the minimum of which is not less than Rs.9300/-(CDA)with grade pay 4600 / Rs.16400(IDA) or officers from Public Institutions or Commercial Organizations with similar experience and drawing not less than Rs. 44500/- (CDA)/Rs.46500/- (IDA) per month inclusive of dearness allowance.

POST CODE - 07: A member of the Institute of the Chartered Accountants or of the Institute of Costs & Works Accountant with 02 years experience or a degree in second class in Commerce or Business Administration, with specialization in Finance or Accounts from reputed institution with 04 years experience, drawing not less than Rs. 44500/-(CDA)/Rs.46500/-(IDA) per month inclusive of dearness allowance.

POST CODE - 08:

- (i) Master's degree of a recognized University or equivalent in Hindi with English as a subject at the degree level
OR
Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level.
OR
Master's degree of a recognized University or equivalent in any subject with Hindi and English as a subject at the degree level.
OR
Master's degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level
OR
Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level.
- (ii) 5 years experience of terminological work in Hindi and/or translation from English to Hindi or vice-versa preferably of technical or scientific literature.
OR
5 years experience of teaching, research, writing or journalism in Hindi.

Desirable:

- (i) Knowledge of Sanskrit or modern Indian Language.
(ii) Administrative Experience
(iii) Experience of organizing Hindi classes or workshops for noting and drafting.

GENERAL CONDITIONS

1. The post carries IDA pattern pay scale and usual allowances thereon such as HRA and leave Travel facilities etc. The scale carries DA on percentage basis.
2. Employees of the State/Central Govt./Public Sector Undertaking should get their application routed through proper channel so as to reach Central Warehousing Corporation, " Warehousing

Bhawan” 4/1, Siri Institutional Area, Hauz Khas, New Delhi-110016 on or before the last date prescribed (The last date of receipt of application is **10.12.2012**)

3. Mere submission of application and fulfilling the eligibility conditions gives no right to any person to appear for interview etc.
4. The filling up of the post of General Manager (General) would be made subject to the outcome of the Writ Petition No. 5912/2012 pending in the High court of Delhi.
5. UR/OBC applicants shall submit their application along with the nonrefundable application fee of Rs.300/- (Rs. three hundred only) through demand draft drawn in favour of “Central Warehousing Corporation” payable at New Delhi. No fee for SC/ST/PH Candidates (Cheques and IPO’s will not be accepted).
6. Self attested Photostat copies of documents in proof of Age; Qualifications (including certificate mentioning the division of passing or conversion of CGPA/grade to %age of marks for the minimum required educational qualification), Caste, experience certificate, pay scale and salary (including Basic Pay & DA) for the minimum period of experience as indicated for each post, etc. should be attached with the Application (in the given format). Original certificates will, however, be scrutinized/verified at the time of interview.
7. The applications which are not supported with the documents in proof of age, qualification (including certificate mentioning the division of passing or conversion of CGPA/grade to %age of marks), experience, caste, pay scale, salary (including Basic Pay & DA) will not be considered and will be summarily rejected.
8. No correspondence will be entertained about the outcome of the application.
9. Neatly handwritten, preferably typed application as given in prescribed Proforma on A4 size paper should be sent to the Dy. General Manager (Personnel), Central Warehousing Corporation, “Warehousing Bhawan” 4/1, Siri Institutional Area, Hauz Khas, New Delhi-110016 on or before **10.12.2012 superscribing on the envelop for the post applied for.**
10. **No application shall be entertained after the last date of receipt of application.**

11. **Age Limit:** (i) The prescribed qualifications, experience and age limit etc. shall be reckoned as on the last date of receipt of application i.e. **10.12.2012**. The maximum age limit can be relaxed for 5 years in case of SC/ST candidates, 3 years for OBC and 5 years for PH candidates (10 years for PH-SC/ST candidates and 8 yrs for PH-OBC candidates). Age limit of PH candidates applying for the post of Manager (Hindi) can be relaxed to 10 years (15 years for PH-SC/ST and 13 years for PH-OBC) (ii) Age is also relaxable by 5 years to those who had ordinarily been domiciled in the Kashmir Division of the State of Jammu and Kashmir during the period 01-01-1980 to 31-12-1989. Any person intending to avail the relaxation under this category shall submit a certificate from (a) The District Magistrate in the Kashmir Division within whose jurisdiction he had resided or (b) any other authority designated in this behalf by the Govt. of J&K to the effect that he had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989. (iii) Departmental candidates are also entitled for age-relaxation, subject to the condition that as on last date of receipt of application, the candidate should have atleast 5 years of service left.
12. For the post Code No. 1 to 7, the short listed candidates shall be called for interview. On qualifying the interview, selected candidates will be appointed in their respective fields. For post Code No. 8, the shortlisted candidates will be called for written test first. The successful candidates in written test will be called for interview.
13. All appointments will be subject to the Rules and Regulations of the Corporation in-force from time to time. Other benefits like CPF, Gratuity, Leave travel concessions, Leave encashment, Medical facilities, Perks / Perquisites etc. shall be applicable as per the rules of the Corporation as amended from time-to-time.
14. The candidates called for interview will be paid 'to and fro' rail fare/bus fare as per the rules of the Corporation, which will be intimated in the call letter for interview. Candidates called for written test will not be given any TA/DA.
15. Candidates should satisfy themselves that they fulfill the required qualifications, experience, pay scale, salary (Basic Pay & DA), age etc. before applying for the post.
16. In case it is found that information furnished by a candidate is false or defective in any manner, the candidature of such persons

will be summarily rejected as and when it comes to the notice of the Management. The candidates are advised to satisfy themselves fully about the correctness of the information furnished.

17. Any attempt to influence in any manner would disqualify the candidate.
18. **Nature of disability -VH, HH or OH. The person with a degree of disability 40% and above shall be eligible for applying against the PH Category.**

APPLICATION FOR THE POST OF _____

Affix your recent
passport size
photograph

1.	Name of Applicant		:				
2.	Father/Husband Name		:				
3.	Date of Birth (DD/MM/YYYY)		:				
4.	Age as on 10.12.2012 (supporting Documents to be enclosed)			Years	Month		
5.	Gender		:	Male	Female		
6.	Category (SC/ST/OBC/UR)		:				
7.	Whether Physically Handicapped(Y/N) If yes, nature of Disability and its Degree. Supporting documents to be attached.		:				
8.	Mailing Address (With Pin Code)		:				
9.	Permanent Address (with pin code)		:				
10.	Educational Qualifications (Start from 10 th /12 th onwards)						
	1	Academic Qualification	Name of Board/ University	Year of Passing	Subject(s)	%age of marks obtained	Class/ Division
11.	List of documents attached :						
	i) Proof of age			ii) Proof of educational qualification			
	iii) Caste certificate, if applicable			iv) Disability certificate, if applicable.			
12.	Experience: (Attach proof)						
	Organization	Post held	Period	Present pay scale	Nature of duties		

Declaration :

Certified that the information furnished above are true and correct to the best of my knowledge and belief and in case the same is found false or incorrect my candidature/appointment may be cancelled/terminated at any point of time.

Date -----

Place -----

Signature