

CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)

No. CWC/I-DR (Group-A)/Rectt/2016

Dated: 02.08.2016

CIRCULAR

With the approval of the Competent Authority, it has been decided to fill up following posts by direct recruitment for which advertisement is being released in Employment News and has already been released in National Daily Newspapers. The vacancies have also been uploaded on CWC website www.cewacor.nic.in.

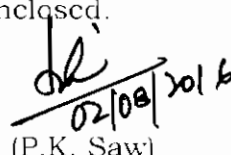
Sl. No	Post Code	Name of the post	Number of Vacancies
1.	01	Dy. General Manager(General)	02 (UR)
2.	02	Asstt. General Manager (General)	06 - (04-UR, 01-SC (Backlog), 01-OBC(Backlog))
3.	03	Manager (General)	06- (02-UR, 01-SC (Backlog), 01-ST, 02-OBC (01 backlog))
4.	04	Manager(Accounts)	02 - (01-UR, 01-OBC (backlog))

Age Relaxation and Reservation to the candidates belonging to SC/ST/OBC categories candidates will be applicable as per Government of India guidelines, wherever posts are reserved for these categories.

Departmental candidates applying under direct recruitment will be entitled for age relaxation subject to the condition that as on last date of receipt of application, the candidates should have atleast 05 years of service left.

The last date of receipt of application is **31.08.2016**. Interested eligible employees may respond to the advertisement and submit their applications within schedule time.

A copy of the detailed advertisement uploaded on the website is also enclosed.


02/08/2016

(P.K. Saw)

Dy. General Manager (Pers)

Distribution:

1. All HODs, CWC, CO, New Delhi.
2. All RMs/Head of CCs, CWC, ROs/CCs-with the request to circulate to the Warehouses/Units in their region.
3. Sr.PA to Chairman/PPS to MD/AM to Dir (Fin)/Sr.PA to Dir (Pers)/PPS to Dir(MCP), CWC, CO, New Delhi.
4. Guard file.



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



4/1, Siri Institutional Area, August Kranti Marg,
Hauz Khas, New Delhi-110 016 Tel.26566107 Fax: 26967256
E-mail:- perdiv.cwhc@nic.in, gmpers.cwhc@nic.in

Advertisement No. CWC/Rectt./2016/01 dated 02nd Aug, 2016

Central Warehousing Corporation, a Schedule-A Mini-Ratna, Category-I, Central Public Sector Undertaking under the administrative control of Ministry of Consumer Affairs, Food & Public Distribution, providing Scientific storage facilities for agricultural inputs, produce and other notified commodities besides providing logistics infrastructure like CFSs/ICDs, Land Custom Stations, Air Cargo Complexes etc for import-export cargo, invites application from eligible candidates, who fulfil the prescribed qualification, experience, age, etc., for the posts indicated below:

Vacancies under Direct Recruitment quota

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 (As on 31/08/2016)
01	Dy. General Manager (General)	02-(UR)	32900-58000	70669/-	45 Years*
02	Asstt. General Manager(General)	06- (UR-04,SC-01 (Backlog), OBC-01 (Backlog)) }	24900-50500	53485/-	40 Years*
03	Manager (General)	06- (UR-02, SC-01 (Backlog), ST-01, OBC-02 (01 Backlog Vacancy)	20600-46500	44249/-	40 Years*
04	Manager(Accounts)	02 – (UR-01, OBC-01 (Backlog) }	20600-46500	44249/-	40 Years*

Above posts are not identified suitable for PWD category candidates.

***Age Relaxation and Reservation to the candidates belonging to SC/ST/OBC categories candidates will be applicable as per Government of India guidelines, wherever posts are reserved for these categories.**

Departmental candidates applying under direct recruitment will be 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.

QUALIFICATION & EXPERIENCE:

DY. GENERAL MANAGER (GENERAL) (POST CODE – 01) :-

Educational Qualification: - A **IInd Class Post Graduate Degree** preferably in Economics/Commerce/Business Administration/Industrial Relations.

Experience : 03 years experience in Govt. in the pay scale of Rs. 10000-325-15200 (CDA) (Revised Rs. 15600-39100 (CDA) with Grade Pay Rs. 6600/-) or 03 years regular experience in a Public Institution/Commercial Organization at middle management level in the pay scale of Rs. 13000-350-18250(IDA) (Revised 24900-50500 (IDA))

ASSISTANT GENERAL MANAGER (GENERAL) (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 Government, 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.

MANAGER (GENERAL) (POST CODE– 03) :-

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 pay Rs.5400 / Rs. 20600(IDA) or 06 years experience in Central Government 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.

MANAGER (A/Cs) (POST CODE– 04) :-

Educational Qualification & Experience: A member of the Institute of the Chartered Accountants or of the Institute of Costs & Works Accountant with two years experience or a degree in second class in Commerce or Business Administration, with specialization in finance or accounts from reputed institution with 4 years experience, drawing not less than Rs. 44500/- (CDA)/Rs.46500 (IDA) per month inclusive of Dearness Allowance.

GENERAL CONDITIONS TO THE POSTS TO BE FILLED UNDER DIRECT RECRUITMENT

1. Only Indian Nationals; aged 18 years and above, are eligible to apply according to age limit as mentioned against each post.
2. The number of posts indicated in the advertisement is tentative and may vary as per actual requirements of the CWC.
3. The **cut off date** for reckoning Maximum Age Limit, qualification and Experience (wherever applicable) would be last date of receipt of application **i.e. 31.08.2016**. The cut off date for determining all eligibility criteria i.e. **31.08.2016**.
4. Mere submission of application and fulfilling the eligibility conditions gives no right to any person to appear for test/interview etc.
5. The post carries IDA pattern pay scale and usual allowances thereon such as HRA and leave Travel facilities etc. The scale carries Industrial DA on percentage basis.
6. Employees of the Central Govt./State Govt. / Public Sector Undertaking should get their application routed through proper channel. In case application has not been routed through proper channel; a **No Objection Certificate (NOC)** from present employer should be produced at the time of interview failing which candidature of the candidate will not be entertained and will not allowed for interview.
7. UR/OBC applicants shall submit their application along with the non-refundable application fee of **Rs. 500/- (Rs. five hundred only)** through **Demand Draft drawn in favour of "Central Warehousing Corporation" payable at New Delhi**. No cheque & IPO shall be accepted. Candidates belonging to SC/ST/Ex-Serviceman and Women candidates are exempted from the payment of application fee.
8. Self attested Photostat copies of the following documents in proof of Age; Qualifications etc. should be attached with the prescribed Application format. Original certificates will, however, be scrutinized/verified at the time of interview.
 - a) A passport size recent colour photograph, duly signed to be pasted on the application form.
 - b) 10th class pass certificate for date of birth with marks sheet
 - c) 12th class pass certificate with marks sheet
 - d) Graduation (degree) certificate/provisional degree certificate with marks sheets of all the years/semesters.
 - e) Post Graduation degree certificate with marks sheets of all the years/semesters

- f) **Candidates please note that qualifications as mentioned in the advertisement shall only be accepted for this recruitment. The name of qualification, specialization and Division (wherever applicable) shall be clearly indicated on the Marks sheet/certificate or a certificate to this effect shall be produced from concerned Institute/University; if the same is not available either on Marks sheet or degree certificate. No equivalent qualifications like Post Graduate Diploma (PGD) shall be considered.**
- g) Membership certificate from the Institute of Chartered Accountants of India/Institute of Cost Accountants of India wherever applicable.
- h) Caste certificate should be in the prescribed format for **“appointment to the posts under the Govt. of India”** duly issued by the concerned authority.
- i) Service experience certificate for a required period in the prescribed CDA/IDA pay scale alongwith a copy of the Pay slip for any one month of every year covering the total prescribed eligibility period to establish eligibility on this criteria.
9. Neatly handwritten, preferably typed application as given in prescribed proforma on A4 size paper along with self-attested copies of documents as listed under para. 8 and requisite Demand Draft towards application fee (wherever required to be paid by candidates) should be sent to the **“General Manager (Personnel), Central Warehousing Corporation, “Warehousing Bhawan” 4/1, Siri Institutional Area, Hauz Khas, New Delhi-110016 so as to reach on or before the last date i.e. 31st Aug 2016** super scribing the envelope **“Application for the post of Under Direct Recruitment”**. Candidates, please note that CWC will not be responsible for any postal delay and applications received after the last date of receipt of application shall not be entertained under any circumstances.
10. The applications which are not supported with the above listed documents will not be considered and will be summarily rejected. Incomplete applications or applications not in prescribed proforma shall summarily be rejected. No correspondence will be entertained about the outcome of the application.
11. **Age Limit:** (i) The prescribed qualifications, experience and age limit shall be reckoned as on last date of receipt of applications i.e. **31.08.2016**. The maximum age limit can be relaxed for 5 years in case of SC/ST candidates and 3 years for OBC candidates wherever posts are earmarked reserved for these categories. (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/she had resided or (b) any other authority designated in this behalf by the Govt. of J&K to the effect that he/she 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) The departmental candidates are eligible for age relaxation, subject to the condition that as on last date of receipt of applications, the candidate should have atleast 5 years of service left.

12. Selected Dy. General Manager/Asstt. General Manager/Manager shall have to furnish a bond of Rs. 1,00,000/- (Rupees one lakh only) at the time of joining. In case selected candidates leave the Corporation during the stipulated period, he/she shall have to deposit the bond amount before leaving the Corporation.

13. Personal Interview:

For the post code 1 to 4 only shortlisted candidates shall be called for interview. The selected candidates will be appointed in their respective fields.

It is also to inform that calling for interview doesn't mean that candidate is empanelled for appointment. Final merit list of candidates for empanelment will be prepared based on number of vacancies and the performance of the candidate in the interview and marks awarded by the Interview Board.

14. Candidates to be called for interview in the minimum ratio of 1:3. In case for a particular category, if minimum number of candidates are not eligible against the reserved category, reserved category candidates can be called against unreserved vacancies, provided they fulfil all the criteria prescribed for unreserved category candidates and they will not be considered for any relaxation at any stage.
15. **Place of interview:** Personal interview for all posts will be held at New Delhi.
16. All appointments will be subject to the Rules and Regulations of the Corporation in-force from time to time. Other benefits like CPF, Gratuity, Pension, 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.
17. The candidates called for interview will be paid 'to and fro' rail fare/bus fare subject to production of original tickets as per the rules of the Corporation, which will be intimated in the call letter for interview.
18. Candidates should satisfy themselves that they fulfil required qualifications, experience, pay scale, salary (Basic Pay & DA), and age etc. before applying for the post.

19. In case it is found that information furnished by a candidate is false or incorrect in any manner at any stage, the candidature/appointment will be summarily rejected/ terminated as and when it comes to the notice of the Management. The candidates are also advised to furnish the correct information relating to qualification, age, experience, caste etc. and to satisfy themselves fully about the correctness of the information furnished. Submission of false information may not only render their disqualification and rejection/termination of the candidature/appointment but also such candidate may be liable for initiation of appropriate legal action.
20. Any attempt to influence in any manner would disqualify the candidate.
21. Corporation at its discretion, may decide to fill any / all of the notified vacancies as per the availability of the candidates or for any other reason.
22. All candidates belonging to ST/SC/OBC category shall produce at the time of interview; self attested copy of the caste certificate in the prescribed '**Central Government**' format from the Competent Authority empowered to issue such certificate along with originals for verification. OBC certificate should be issued **on or after 01/04/2015** with suitable mention about creamy layer / Non – Creamy layer status. (OBC candidates with certificate having the "**Non-Creamy Layer Clause**" only will be eligible for reservation as per Government of India guidelines if the caste certificate caste appears in the Central List).
23. The OBC candidates who belong to "Creamy layer" are not entitled for concession admissible to OBC category and such applicants should indicate their category as General only.
24. The candidate's appointment will remain provisional subject to caste/tribe certificates being verified through proper channel and verification of testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the above verification reveals that his/her claim for belonging to SC/ST/OBC category and other testimonials is found false. The CWC also reserves its right to take such further action against the candidate, as it may deem proper, for production of such false caste Certificate.
25. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle applicants to be called for Interview.
26. CWC reserves the right to cancel/restrict/enlarge/modify/alter/scrap the recruitment process for all /any of the post, if need so arises.
27. CWC reserves the right **NOT** to select a candidate for a post, if suitable candidate is not found.
28. Appointment of the candidate in the CWC will also be subject to Medical fitness, satisfactory reference check, verification of academic and caste certificates (wherever application) and verification of Character and Antecedents (C&A).

29. All positions advertised under the **Advt. No. CWC/Rectt./2016/01 dated 02nd Aug 2016**; carry with it the liability to serve anywhere in India/Abroad depending upon CWC requirements.
30. Request for refund of application fee made by candidate will not be entertained under any circumstances.
31. If Applicant is not interviewed due to not meeting the eligibility criteria or non production of the required documents including NOC, travel ticket etc., no travelling expenses for coming for interview will be reimbursed.
32. In case of any dispute, legal jurisdiction will be New Delhi.
33. **Canvassing in any form shall be a disqualification**
34. ***Records of the candidates not selected shall not be preserved beyond 01 year from the date of interview or publication of next advertisement for the post(s), whichever is earlier.***
35. No person shall be eligible for appointment who has previously been dismissed or compulsorily retired from the service of the Corporation or from a Department of a State or the Central Government or from any Public Sector Undertaking.
36. No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.
37. ***Suitable instructions, modifications, corrigendum or additional instructions (if any) shall only be published on CWC website and candidate should comply with the same.***

APPLICATION FOR THE POST OF _____
UNDER DIRECT RECRUITMENT
(ADVT NO. Advertisement No. CWC/Rectt./2016/01 dated 02nd Aug 2016)

Affix your
recent
passport size
photograph

1.	Name of Applicant (IN CAPITAL LETTERS)	:				
2.	Father's/Husband's Name	:				
3.	Date of Birth (DD/MM/YYYY)	:				
4.	Age as on 31/08/2016 (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.	Email ID & Contact No.	:				
11.	DD Details	:				
12.	Educational Qualifications (Start from 10 th onwards)					
	Academic Qualification	Name of Board/ University	Year of Passing	Subject (s)	%age of marks obtained	Class/ Division

13.	List of documents attached :			
	a) 10 th class pass certificate for date of birth with marks sheet	b) 12 th class pass certificate with marks sheet		
	c) Graduation (degree) certificate/provisional degree certificate with marks sheets of all the years/semesters	d) Post Graduation degree certificate with marks sheets of all the years/semesters		
	e) Certificate from the concerned University clearly mentioning the division of passing Graduation/Post Graduation degree, if the same is not mentioned in the degree certificate/marks statement	f) Membership certificate from the Institute of Chartered Accountants of India/Institute of Cost Accountants of India wherever applicable. In case of MBA/BBA degree, if specialization is not mentioned in the concerned degree certificate, the same shall be obtained from the concerned authority and submitted.		
	g) Service Experience certificate for a required period in the prescribed CDA/IDA pay scale alongwith a copy of the Pay slip for the month of initial appointment to the prescribed eligibility scale.	h) Caste certificate should be in the prescribed format for “appointment to the posts under the Govt. of India” duly issued by the concerned authority.		
14.	Experience: (Attach proof)			
	Organization	Post held	Period	Pay scale/Basic Pay + DA
15.	Whether the applicant in his/her previous employment was anytime penalized/terminated in disciplinary proceedings? Whether he/she ever been arrested, prosecuted, kept under detention, convicted by court of law for any offence and whether any case is pending against him/her in any court of law/university/Educational institution at the time of filling up this application form		Yes or No. If yes, give details.	

Note: It is mandatory to provide all the informations required in the application form. Please attach extra sheets; if required.

Declaration

Certified that the information furnished in the application form 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 of the candidate

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Shrimati/Kumari _____ Son/Daughter of
_____ Village/Town _____ /District/Division*
_____ of the _____ State/Union Territory belongs to the
_____ Caste*/Tribe which is recognised as a Scheduled Caste/Tribe under :

*The Constitution Scheduled Castes Order, 1950.

*The Constitution Scheduled Tribes Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;

*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;

[As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]

The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956.

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.

*The Constitution (Pondicherry) Scheduled Castes Order, 1964.

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.

*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

*The Constitution (Sikkim) Scheduled Castes Order, 1978

*The Constitution (Sikkim) Scheduled Tribes Order, 1978

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

*The Constitution (SC) Orders (Amendment) Act, 1990.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati* _____ father/mother* _____ of Shri/Shrimati/Kumari _____ of Village/Town* _____ in /District/Division* _____ of the State/Union Territory* _____ who belongs to the _____ Caste*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

3. Shri/Shrimati/Kumari* and /or* his/her* family ordinarily reside(s) in Village/Town* _____ District/Division* of the State/Union Territory * of _____.

Place _____

Date _____

Signature _____

Designation _____

(with seal of Office)

State/Union Territory _____

* Please delete the words, which are not applicable.

@ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorised to issue caste certificates :

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.
6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____. *. Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 – Estt.(SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**-. As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Performa-III

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I Son/daughter of Shri.....resident of village/town/city.....district.....state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt.(SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008.

Signature:.....

Full Name:.....

Address:.....