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 (F&A)	01-(UR)	43200-66000	87523/-	45 Years*
02	General Manager (Technical)	01-(UR)	43200-66000	87523/-	45 Years*
03	Dy. General Manager (General)	01-(OBC)	32900-58000	66655/-	45 Years*
04	Asstt.General Manager(General)	04- (01-UR, 01-SC, 02 –OBC (01-OBC vacancy is backlog vacancy)	24900-50500	50447/-	40 Years*
05	Asstt.General Manager(Accounts)	02- (01-UR, 01-OBC(Backlog)	24900-50500	50447/-	40 Years*
06	Asstt. General Manager(Technical)	04-(03-UR, 01 OBC)	24900-50500	50447/-	40 Years*
07	Manager (General)	12- (01-ST (Backlog) 01-SC (Backlog), 04-OBC (03-OBC backlog vacancy), 06-UR)	20600-46500	41736/-	40 Years*
08	Manager(Accounts)	03 - (02-OBC (OBC vacancy is backlog vacancy), 01 -UR)	20600-46500	41736/-	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:

GENERAL MANAGER (F&A) (POST CODE – 01) :-

Educational Qualification: - A post graduate degree with First Division in Business Administration with specialization in Finance or a Member of Institute of Chartered Accountants or of the Institute of Cost & Works Accountants.

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))

GENERAL MANAGER (TECHNICAL) (POST CODE – 02) :-

Educational Qualification: - A post Graduate Degree in First Division in Agriculture with Entomology or Microbiology or Bio-Chemistry or a post Graduate Degree in Bio-Chemistry or Microbiology or a Post Graduate Degree in First Class in Zoology with Entomology.

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))

DY. GENERAL MANAGER (GENERAL) (POST CODE – 03) :-

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 – 04) :-

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.

ASSISANT GENERAL MANAGER (A/CS) (POST CODE-05) :-

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 of India /the Institute of Cost & Works Accountants.

Experience: 03 years service in Central Government or Subordinate Accounts Service (SAS) with 06 years service in the scale the minimum of which is not less than Rs. 15600 with grade pay Rs.6600 (CDA)/ 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.

ASSISTANT GENERAL MANAGER (TECH) (POST CODE– 06) :-

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 a 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.

MANAGER (GENERAL) (POST CODE– 07) :-

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– 08) :-

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

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 **16.10.2015.**

3. Mere submission of application and fulfilling the eligibility conditions give no right to any person to appear for interview etc.

4. UR/OBC applicants shall submit their application along with the nonrefundable application fee of **Rs.500/-(Rs. Five 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**).

5. Self attested Photostat copies of the following documents in proof of Age; Qualifications, experience etc. should be attached with the prescribed format. Original certificates will, however, be scrutinized/verified at the time of interview.

   a) A passport size recent 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) 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

   g) Membership certificate from the Institute of Chartered Accountants of India/Institute of Cost Accountants of India wherever applicable.

h) 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.

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.

j) Caste certificate should be in the prescribed format for **"appointment to the posts under the Govt. of India**" duly issued by the concerned authority.

6. The applications which are not supported with the above listed documents will not be considered and will be summarily rejected.

7. No correspondence will be entertained about the outcome of the application.

8. Neatly handwritten, preferably typed application as given in prescribed Proforma on A4 size paper should be sent to the General Manager (Personnel), Central Warehousing Corporation, "Warehousing Bhawan" 4/1, Siri Institutional Area, Hauz Khas, New Delhi-110016 on or before **16.10.2015 superscribing on the envelop for the post applied for.**

9. **No application shall be entertained after the last date of receipt of application.**

10. **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. **16.10.2015.** 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). **(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.

11. For the post Code No. 1 to 8, the short listed candidates shall be called for interview. On qualifying the interview, selected candidates will be appointed in their respective fields.

12. 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.

13. 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.

14. Candidates should satisfy themselves that they fulfill the required qualifications, experience, pay scale, salary (Basic Pay & DA), age etc. before applying for the post.

15. 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.

16. Any attempt to influence in any manner would disqualify the candidate.

17. Corporation at its discretion, may decide to fill all the notified vacancies or some of the notified vacancies as per availability of the candidates or for other reason.

18. Corporation has full right to cancel/scrap the recruitment process at any time without assigning any reason.

19. **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's/Husband's Name	:		
3.	Date of Birth (DD/MM/YYYY)	:		
4.	Age as on **16.10.2015** (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 10th onwards)						
	1	Academic Qualification	Name of Board/ University	Year of Passing	Subject (s)	%age of marks obtained	Class/ Division

12.	List of documents attached :	
	a) 10th class pass certificate for date of birth with marks sheet	b) 12th 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	f) Membership certificate from the Institute of Chartered Accountants of India/Institute of Cost Accountants of India wherever applicable. In case of MBA/BBA

	same is not mentioned in the degree certificate/marks statement	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.
13.	Experience: (Attach proof)	

Organization	Post held	Period	Pay scale/Basic Pay + DA	Nature of duties

14.	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.

(It is mandatory to provide all the informations required in the application form)

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 of the candidate