



CENTRAL WAREHOUSING CORPORATION

(A Government of India Undertaking)

4/1, Siri Institutional Area, Hauz Khas, New Delhi - 110016

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 post indicated below

Name of the Post	Number of Vacancies	Scale of Pay (IDA) (Rs.)	Gross Emoluments (Minimum Pay + DA) (Rs/month)	Maximum Age Limit
Hindi Translator	01-UR	11200-30600	19208/-	28 years *

* Age Relaxation and Reservation for SC/ST/OBC/PWD candidates as per Govt. guidelines. Departmental Candidates will be entitled to age relaxation subject to the condition that as on last date for receipt of application, the candidates should have atleast 5 years of service left.

Educational Qualification

Master's Degree of a recognized University in Hindi/English with English/Hindi as a main subject at the degree level

Or

Master's Degree of a recognized University in any subject with Hindi as the medium of instructions and examination with English as a compulsory subject at degree level

Or

Bachelor's degree with Hindi and English as main subject or either of the two as medium of examination and other as a main subject plus recognized Diploma/ Certificate Course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central/State Government Offices including Government of India Undertakings.

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 **20.5.2013**).
3. Mere submission of application and fulfilling the eligibility conditions gives no right to any person to appear for test/interview etc.
4. UR/OBC applicants shall submit their application along with the nonrefundable application fee of Rs. 300/- (Rupees 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).
5. Self attested Photostat copies of documents in proof of Age; Qualifications (including all the mark sheets and the proof of medium of instructions & examinations at Graduate and Post Graduate level), Caste, disabilities etc. should be attached with the Application (in the given format). Original certificates will, however, be scrutinized/verified at the time of test/ interview.
6. The applications which are not supported with the documents in proof of age, qualification, caste etc. will not be considered and will be summarily rejected. Incomplete applications or applications not in prescribed proforma shall summarily be 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 Dy. General Manager (Personnel), Central Warehousing Corporation, "Warehousing Bhawan" 4/1, Siri Institutional Area, Hauz Khas, New Delhi-110016 on or before **20.5.2013 superscribing on the envelop for the post applied for Hindi Translator.**
9. **No application shall be entertained after the last date of receipt of application.**

10. **Age Limit:** (i) The prescribed qualifications and age limit shall be reckoned as on the last date of receipt of application i.e. **20.5.2013**. The age relaxation to SC/ST/OBC/PH candidates will be as per Govt. guidelines. (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) The age limit for departmental candidate has been relaxed subject to the condition that on last date for receipt of application the candidate should have atleast 5 years of service left.
11. There will be written test on the Subject knowledge and General awareness and the short-listed candidates will be called for interview.
12. On qualifying the written test and interview, eligible candidates will be appointed as Hindi Translator based on merit.
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. No TA will be provided for attending the written test. However, for attending interview, candidates will be given to and fro IInd class Rail/Bus fare by the shortest route subject to production of Railway/Bus ticket.
15. Candidates should satisfy themselves that they fulfill the required qualifications, 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 –HH/OH. The person with a degree of disability 40% and above shall be eligible for applying against the PWD Category.**

APPLICATION FOR THE POST OF _____

Affix your recent passport size photograph
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1.	Name of Applicant	:					
2.	Father/Husband Name	:					
3.	Date of Birth (DD/MM/YYYY)	:					
4.	Age as on 20.5.2013 (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 document to be attached.	:					
8.	Mailing Address (With Pin Code)	:					
9.	Permanent Address (with pin code)	:					
10.	DD Details	:					
11.	Educational Qualifications (Start from 10 th onwards)						
	1	Academic Qualification	Name of Board/ University	Year of Passing	Subject(s)	%age of marks obtained	Class/ Division
12.	List of documents attached :						
	i) Proof of age			ii) Proof of educational qualification			
	iii) Caste certificate, if applicable			iv) Disability certificate			

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 at any stage, my candidature/appointment may be cancelled/terminated.

Date -----

Place -----

Signature