



सैण्ट्रल रेलसाइड वेअरहाउस कंपनी लिमिटेड

(भारत सरकार का उद्यम-मिनी रत्न)

आईएसओ 9001:2008 प्रमाणित कंपनी

सीआईएन: यू63023डीएल2007 पीएलसी165676

CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED

(A Govt. of India Enterprise - Mini Ratna)

ISO 9001:2008 Certified Company

CRWC-1/Recruitment Phase-II/14-15/3928

Central Railside Warehouse Company Ltd, a Govt. of India Enterprise invites applications for the posts indicated below from eligible candidates for a bright career opportunity. The company is engaged in planning, development, promotion, acquisition and operation of Warehousing Complexes/Terminals/Multimodal Logistics Hubs. Growing at an exponential rate, the Company promotes and provides rail based seamless supply chain management systems. It also carries the business of Multimodal transport operations and aggregation/disaggregation of cargo both for domestic/impex movement in India and abroad, providing state-of-the art warehousing facilities, competitive modes of handling and transportation facilities of Cargo.

DETAILS OF POSTS & VACANCIES:

Name of the post	Post Code	Scale of Pay (in Rs.)	Maximum Age Limit (in years) as on 13.12.14	SC	ST	OBC	PWD/PH	UR	Total
Manager(Engineering Civil)	1	24900-50500 (IDA)	45	-	-	-	-	01	01
Manager (HR)	2	24900-50500 (IDA)	45	-	-	-	-	01	01
Assistant Manager (Civil)	3	16400-40500 (IDA)	40	-	-	-	-	03	03
Executive(Secretarial)	4	12600-32500 (IDA)	40	-	-	-	-	01	01
Total								06	06

* Age relaxation and reservation for SC/ST/OBC/PH as per Government Guidelines

पंजीकृत कार्यालय: वेअरहाउसिंग भवन, 4/1, सीरी इंस्टीटूशनल एरिया, अगस्त क्रांति मार्ग, हौज़ खास, नई दिल्ली-110016

कॉरपोरेट कार्यालय: भूतल प्रगति मैदान मेट्रो स्टेशन बिल्डिंग, नई दिल्ली-110001, दूरभाष: 011-23379418, फैक्स: 011-

23379434

Registered Office: Warehousing Bhawan, 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016

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QUALIFICATION AND EXPERIENCE As on 18.11.14

POST CODE	NAME OF THE POST	EDUCATIONAL QUALIFICATION	EXPERIENCE / SKILL
1	Manager (Engineering)	BE. / B. Tech (Civil) from a Govt. recognized institute with minimum 60% marks.	Minimum 10 years post qualification experience in relevant field in Central/State Govt./PSU/Autonomous bodies, out of which preceding minimum 2 years should be in the pay scale of Rs 20600-46500(IDA) / pay band- 3 with Grade pay of Rs 5400(CDA). OR Minimum 10 Years post qualification experience in relevant field in private organization of repute out of which preceding minimum 2 years should be with CTC of Rs 8.00 Lacs per annum.
2	Manager (HR)	MBA/ post graduate Diploma (2 year-Full time) in Human resource management/ Personnel Management from a Govt. recognized institute with minimum 60% marks.	Minimum 10 years post qualification experience in relevant field in Central/State Govt./PSU/Autonomous bodies, out of which preceding minimum 2 years should be in the pay scale of Rs 20600-46500(IDA) / pay band- 3 with Grade pay of Rs 5400(CDA). OR Minimum 10 Years post qualification experience in relevant field in private organization of repute out of which preceding minimum 2 years should be with CTC of Rs 8.00 Lacs per annum.
3	Asst. Manager (Civil)	BE. / B. Tech (Civil) from a Govt. recognized institute with minimum 60% marks.	Minimum 5 years post qualification experience in relevant field in Central/State Govt./PSU/Autonomous bodies, out of which preceding minimum 2 years should be in the pay scale of Rs 12600-32500(IDA) /pay band -2 with Grade pay of Rs 4200(CDA) OR Minimum 5 years post qualification experience in relevant field in private organization of repute out of which preceding minimum 2 years should be with CTC of Rs 4.00 Lacs per annum.

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4	Executive (Secretarial)	A Graduate degree from a Govt. recognized university and One year diploma in secretarial practice or office management.	10 years work experience in relevant field in Govt / Private organization of repute. Skill: English short hand speed 80 w.p.m and English typing speed 40 w.p.m.
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NOTE:

- 1) A Candidate may apply for more than one post subject to the eligibility criteria.
- 2) Candidates applying for more than one post should submit separate Application Form & demand draft along with the requisite enclosures for each post(s).
- 3) Qualifications mentioned in the above table are sacrosanct. No equivalent qualification shall be acceptable for any post.
- 4) Candidate should provide equivalent percentage if marking scheme is in grade.
- 5) Only Indian Nationals need to apply.
- 6) All the posts carry IDA pattern pay scales and usual allowances. These scales carry DA on percentage basis. Gross emoluments would vary depending upon place of posting.
- 7) Employees of the Central/State Govt. / Public Sector Undertakings should apply through proper channel and attach No Objection Certificate (NOC) from present employer along with other essential enclosures.

RESERVATION AND RELAXATIONS

1. The prescribed qualifications, experience shall be reckoned as on 18.11.14.
2. The Age Limit shall be reckoned as on 13.12.14.
3. The upper age is relaxable for different categories as under:
 - a. Upto a maximum of 5 years for SC/ST candidates.
 - b. Upto a maximum of 3 years for candidates belonging to OBC (Non-Creamy Layer).
 - c. Upto a maximum of 10 years if the candidate is a physically handicapped person.
 - d. For candidates belonging to SC/ST who are physically handicapped, the maximum age relaxation is 15 years.
 - e. For candidates belonging to OBC who are physically handicapped, the maximum age relaxation is 13 years.

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4. Candidates for different categories will be required to produce the requisite certificate, in the prescribed format of Government of India, from a competent authority issued in the current year, at the time of submitting the application.
5. **The OBC candidates who comes under 'Creamy Layer' are not entitled for OBC relaxation and they will be treated in the category of 'General'.**
6. **Concession for J&K Candidates:** Upper age limit is relaxable by 5 years for the candidates who had ordinarily been domiciled in the Kashmir Division in the State of Jammu and Kashmir during the period 01-01-1980 to 31-12-1989. Any applicant intending to avail the relaxation under this Category shall have to submit a certificate from the District Magistrate in Kashmir Division within whose jurisdiction she/he had ordinarily resided or any other authority designated in this behalf by the Govt. of Jammu & Kashmir to the effect that she/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.
7. The Ex-Servicemen and Commissioned Officers including Emergency Commissioned Officers (ECOs) or Short-Service Commissioned Officers (SSCOs) who have rendered at least five years military services as on 18th November, 2014 and have been released :-
 - (i) On completion of assignment (including those whose assignment is due to be completed within one year from 18th November, 2014 otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
 - (ii) On account of physical disability attributable to military service or on invalidment, shall be allowed maximum relaxation of five years in the upper age limit.

HOW TO APPLY:

To apply follow the steps given below:

1. Candidates belonging to General & OBC categories are required to pay a non-refundable application fees of **₹500/- (Rupees Five Hundred only)** by Demand Draft drawn in favour of "**Central Railside warehouse company Ltd**", payable at New Delhi. Name of the candidate, Date of Birth and Post Applied should be neatly indicated on the reverse of the demand draft.
2. **SC, ST and PWD/PH are exempted** from payment of above fees provided they attach a self-attested copy of SC/ST/PH/PWD certificate as applicable, issued by the Competent Authority at the time of submitting hard copy of the application form.
3. The application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future exam/selection.
4. Application Form can be downloaded from the website www.crwc.in/CRWC/careers
5. Application complete in all respects along with the demand draft and self-attested copies of the testimonials/documents mentioned below, should be sent by post to "**SAM (HR), CRWC LTD, Ground floor, Pragati Maidan Metro Station Building, New Delhi -110001**" so as to reach on or before **13.12.2014** in a sealed envelope superscribed as "Application for the Post _____" on the top left hand corner. In respect of candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh

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Division of J&K state, Lahaul & Spiti District and Pangri Sub-Division of Chamba District of Himachal Pradesh, Andman & Nicobar Islands or Lakshadweep; the last date for receipt of application is **20.12.2014**.

6. The Company will not be responsible for postal delay or loss/non-delivery thereof. No correspondence in this regard will be entertained. The company will also not take responsibility to connect any certificate/remittance sent without application form. Any deviation from the prescribed format will result in rejection of the application.
7. Candidates fulfilling the above criteria should submit their **APPLICATIONS** along with all of the following:
 - Demand Draft as applicable for General, OBC candidates.
 - Self-attested copies of testimonials/certificates. Self-attested copy of Matric / X Class certificate should also be enclosed as a proof of age.
 - Caste/Tribe Certificate (for SC/ST/OBC as applicable) & Disability certificate (in case of PWD/PH candidate) in the prescribed format at **Annexure: A, B, C** issued by the Competent Authority and Ex-serviceman proof (in case of Ex-serviceman candidates).
 - All certificates/testimonials in respect of qualifications (all semester/year-wise mark sheet and Degree certificate starting from matriculation onwards).
 - Experience Certificate/documents, issued by the employer in support of experience details mentioned by the candidate in application form.
 - Proof of current pay scale / CTC whichever applicable issued by the employer for previous 2 years as on date of advertisement should be furnished by the candidates applying from Public sector / Govt undertaking/Autonomous Body or private organization.
 - NOC/forwarding letter from the employer in case the candidate is employed in Central/State Government/ PSU/Semi-Government organization.
 - A recent passport sized colored photograph should be firmly pasted on the application form and should be self- attested. Without self-attested photograph, the application form will be rejected.
 - Self-attested Photostat copy of certificate from the District Magistrate in Kashmir Division within whose jurisdiction she/he had ordinarily resided or any other authority designated in this behalf by the Govt. of Jammu & Kashmir to the effect that she/he had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 01-01-80 to 31-12-89, if intending to avail the age relaxation under this category.
8. Application received after the last date or incomplete will be rejected; Management will not be responsible for any postal delay /loss of document during the transit. No correspondence in this regard will be entertained. Management will also not take responsibility to connect any certificate/remittance sent without application form. Any deviation from the prescribed format will result in rejection of the application.

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SELECTION PROCESS:

Post Code from 1 to 3:

- The selection process for the posts will consist of Interview only.
- The company will intend to call for interview on the basis of merit only.
- However the company may conduct written test followed by interview, keeping in view of number of applications.

Post Code 4:

- The selection process for the post will consist of skill Test and Interview.
- The candidate who qualifies in the skill test will be called for interview.
- However the company may conduct written test followed by Skill test & interview, keeping in view of number of applications.

ADMIT CARD/CALL LETTER

The provisionally eligible/shortlisted candidates for skill test/written test/ interview will be intimated by e-mail/sms in due course of time.

GENERAL INFORMATION / INSTRUCTIONS:

- Formats prescribed for furnishing SC/ST, OBC & PWD/PH certificates are appended at Annexure- A, B & C.
- Mere submission of application and non- fulfilling the eligibility conditions gives no right to any person for appearing in Written Test / Skill Test / Interview etc.
- Eligible candidates for skill test/written test/ interview will be intimated by email /SMS in due course of time. CRWC will not be responsible for any loss of email /information sent due to invalid or wrong email id.
- Qualifying in the skill Test /Written Test / Interview for any post without fulfillment of eligibility conditions will not confer any claim to the candidate for final selection for the post.
- Filling up of these vacancies is subject to the outcome of any litigation affecting the recruitment process.
- No correspondence will be entertained about the outcome of the application, at any stage.
- **All appointments will be subject to the Rules and Regulations of the Company in- force from time to time.**
- **After selection of candidates, the candidates may be posted anywhere in the India in the interest of the Company.**
- **No TA/DA will be provided for the Written Test / Skill Test / Interview.**

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- Candidates employed in Government Department/PSU/Autonomous Body shall either forward their application through proper channel or shall produce NOC from their present employer at the time of interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his/her employer at the time of interview, his/her candidature will not be considered.
- Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after the recruitment or joining, if any information provided by candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- Candidature of the candidate is also liable to be rejected if the application form along with necessary documents is not received or received un-signed or without affixing self-attested passport size colored photograph or without application fees or received after the closing date.
- Mere fulfillment of eligibility norms does not entitle a candidate to be called for the written test/interview. In the event of the number of eligible candidates being too high, the Management reserves the right to short-list the candidates by imposing the norms of merit in the basic qualification prescribed in the advertisement.
- Issue of Admit Card for the Skill / Written Test & calling for Interview does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria.
- Self-attested Photostat copies of documents for proof of age / qualifications / experience / salary proof/ caste etc. should be attached with the Application, without which the candidature would be rejected. Original certificates will, however, be scrutinized / verified at the time of Interview.
- At the time of the Interview, if a candidate is unable to produce all the original documents due to whatsoever reason, his candidature would be rejected. Under no circumstances additional time would be provided. Thus only those candidates are advised to apply who can produce all the relevant documents in original at the time of Interview itself.
- Any attempt to influence the Company in any manner would result in disqualification and rejection of candidature immediately. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Delhi Court only.
- The decision of the Company in all matters relating to the conduct of examination and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
- No person shall be eligible for appointment who has previously been dismissed or compulsorily retired from the service of the Company or from a Department of a State or the Central Government or from any Public Sector Undertaking.
- No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.

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