



सैण्ट्रल रेलसाइड वेअरहाउस कंपनी लिमिटेड

(भारत सरकार का उद्यम-मिनी रत्न)

आईएसओ 9001:2008 प्रमाणित कंपनी

सीआईएन: यू63023डीएल2007पीएलसी165676

**CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED**

(A Govt. of India Enterprise - Mini Ratna)

*ISO 9001:2008 Certified Company*

No.CRWC-1/Recruitment /15-16

Closing Date: 04.01.2016

Central Railside Warehouse Company Ltd (CRWC), a Govt. of India Enterprise, is engaged in planning, development, promotion, acquisition and operation of Warehousing Complexes/Terminals/Multimodal Logistics Hubs. The Company promotes and provides rail based seamless supply chain management systems and provides state-of-the art warehousing facilities.

CRWC is looking for young and dynamic candidates for the positions mentioned below:

**DETAILS OF POST & VACANCY :**

Name of the post	Scale of Pay (in Rs.)	Maximum Age Limit (in years) as on 12.12.2015	No. of Posts	Category
Assistant Company Secretary	16400-40500 (IDA)	35	01	General
Deputy Manager (Finance & Accounts)	20600-46500 (IDA)	40	01	General

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



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**QUALIFICATION AND EXPERIENCE AS ON 12.12.2015**

NAME OF THE POST	ESSENTIAL QUALIFICATION	EXPERIENCE	MAX. AGE LIMIT
Assistant Company Secretary	Associate Member of the Institute of Company Secretaries of India (ICSI)	Minimum 3 years post qualification experience as <i>Company Secretary</i> in a reputed Government/ PSU /Private organization/, out of which total 2 years should be in the IDA pay scale of Rs. 12600-32500/- (E-0) or with CTC of Rs. 3,00,000/- p.a.	35 years as on 12.12.2015
Deputy Manager (Finance & Accounts)	CA/ICWA OR MBA(Finance with 60% marks) (regular course only) from any recognized Institute/University	Minimum 5 years post qualification experience in a reputed Government / PSU/Private organization/, out of which total 2 years should be in the IDA pay scale of Rs. 16400-40500/- or with CTC of Rs. 5,50,000/- p.a.	40 years as on 12.12.2015

- 1) Wherever CGPA/ OGPA or letter grade in a degree is awarded; equivalent percentage of marks should be indicated in the application forms as per norms adopted by the University/ Institute. The candidate will have to produce a copy of these conversion norms with respect to his/her University/ Institute at the time of Interview.
- 2) Only Indian Nationals need to apply.
- 3) Minimum Essential post Qualification experience as specified in above table should be as on 12.12.2015.
- 4) No age relaxation will be there for candidates belonging to reserved category applying against unreserved category.
- 5) Above mentioned Post carry IDA pattern pay scales and usual allowances. These scales carry DA on percentage basis.
- 6) Candidates Employed in Govt. Dept/ PSU/ Autonomous Body should apply through proper channel along with other essential enclosures or submit No Objection Certificate (NOC) from present employer at the time of interview.
- 7) Qualification mentioned in the above table is sacrosanct. No equivalent qualification shall be acceptable for any post.
- 8) Qualification mentioned in the above table should have acquired on regular basis. No correspondence/ part time



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course/ degree shall be acceptable for any post.

- 9) In case there is no mention of specialization in the qualifying degree as required in the minimum essential Qualification above, candidates are to submit a certificate at the time of interview from their institute / university with a clear mention to their specialization in the qualifying degree.
- 10) CRWC reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need arises, without issuing any further notice or assigning any further notice/any reasons therefor. The decision of the Management will be final and no appeal will be entertained against this issue.
- 11) Any changes/ Modification/ Information regarding this recruitment will be intimated through Website only. The CRWC may be checked regularly.

### HOW TO APPLY:

**To apply, the under mentioned steps may be followed:**

1. Application Form can be downloaded from the website [www.crwc.in/CRWC/careers](http://www.crwc.in/CRWC/careers) from **09.12.2015 onwards**.
2. 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 Railsid 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.
3. Application completed in all respects along self-attested copies of the testimonials/documents as mentioned below should be sent by post to "**DGM (L/O/M), Recruitment Cell, CRWC LTD, Ground floor, Pragati Maidan Metro Station Building, New Delhi -110001**" so as to reach on or before **04.01.2016** in a sealed envelope superscribed as "**Application for the Post \_\_\_\_\_**" on the top left hand corner.
4. The Company will not be responsible for postal delay or loss/non-delivery of any applications. No correspondence in this regard will be entertained. The company will also not take responsibility to connect any certificate/remittance sent without application form.
5. Candidates fulfilling the above criteria should submit their **APPLICATIONS** along with the following documents:
  - 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) 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 pay scale / CTC whichever applicable, issued by the employer should be furnished by the candidates applying from Public sector /Govt undertaking/Autonomous Body or private organization as prescribed in the advertisement.
  - **In case the candidate employed in Govt. Dept/ PSU/ Autonomous body, should send the application through proper channel.**
  - A recent passport size colored photograph should be firmly pasted on the application form and should be



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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.

6. 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.

### **SELECTION PROCESS:**

#### **Selection Process:**

- The selection process will consist of Interview only.
- The company intends to call for interview on the basis of merit only.
- Management reserves the right to fix the standard and specifications for screening and calling the candidates for interview.

#### **ADMIT CARD/CALL LETTER**

The provisionally eligible/shortlisted candidates for interview will be intimated by post/e-mail/SMS in due course of time.

### **GENERAL INFORMATION / INSTRUCTIONS:**

- Mere submission of application and fulfilling the eligibility conditions gives no right to any person for calling in the Interview etc.
- Eligible candidates for 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 Interview without fulfillment of eligibility conditions will not confer any claim to the candidate for final selection to 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.**
- Short listed candidates for interview, travelling from a distance of 30 Kms or more will be reimbursed to and fro rail fare limited to AC-III tier (3AC) by shortest route as per rules for travel within India only upon



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production of tickets, if appeared for the interview.

- Candidates employed in Govt. Dept /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 norms of merit in the basic qualification prescribed in the advertisement.
- Issue of Call letter for Interview does not confer any right of acceptance of candidature and should not be considered 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.

Deputy General Manager  
(LOM)  
CRWC, New Delhi



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**APPLICATION FORMAT**

Self- attested photo of the Candidate

1. Post Applied For (in Block letters) : .....
2. Name in Full (Block Letters) : .....
3. Father's Name : .....
4. Date of Birth : .....
5. Age (in years) as on 12.12.2015 : .....
6. Gender : .....
7. Nationality : .....
8. Community (SC/ST/OBC/Minority/PH/General):.....  
(Attach Certificate, if applicable)
9. Name of Last/ Present Organization: .....

(Please tick)

Govt (Central/State)	PSU	Auto. Bodies	Others
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10. Correspondence Address: .....



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11. Contact No. & Email-ID : .....

12. Qualifications (Academic & Professional):

Exam Passed	Year of Passing	Name of the Institute/ University	Max. Marks	Marks Obtained	%age of Marks

\*In case of the Grading System, please provide equivalent percentage duly certified by the Institute/ University for Consideration.

\*Self attested educational documents should be attached.

13. Post Qualification Experience as on 12.12.2015.

Post held with scale of pay or Gross Emoluments	Name and Address of Employer	Period of Service			Scale of Pay/ CTC	Annexure No. of Exp. Certificate/ Scale of Pay/ CTC Certificate
		From Date	To Date	Total Duration (in years & months)		



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Total Experience in ..... Years..... Months..... days.

14. Membership No. Of Institute (where applicable).....

Demand Draft No.	Date	Name of Issuing Bank	Branch Code No.
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15. Other relevant Information (if any)

**Verification**

I declare that the information furnished above by me is true to the best of my knowledge and belief that nothing material has been concealed.

Signature of the Candidate: .....

Date: .....

Place: .....

**Important Instructions to the Candidate.**

1. Affix your self attested passport size photograph in the space provided.
2. All details requested are mandatory, where information not applicable mention NA.
3. Wherever CGPA or Letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institutes
4. Application form without passport size photograph, signature, demand draft, self attested documents, viz. qualification, age, experience and salary certificate, for respective category, disability etc will be rejected.
5. The Applications received after the closing date will not be entertained.