

**CENTRAL WAREHOUSING CORPORATION**  
(A NAVRATNA CPSE)

CWC CO-PD0RECT/14/2020-PERSONNEL

Date: 04.08.2025

**NOTICE**

Applications are invited from ex-officers of CWC/ Central Govt./CPSEs/ Autonomous bodies for engagement as Advisor/Consultant on contractual basis in Central Warehousing Corporation, a Navratna CPSE under Administrative Control of Ministry of Consumer Affairs, Food and Public Distribution on a consolidated monthly remuneration. The details are as follows:

Position Code and number of positions	Required Work Experience	Experience of working in Pay Scale/Level and Monthly remuneration applicable (₹)	Job Description & Key Responsibilities	Mode of selection
01. Advisor (Financial & Contract Management): <b>01</b> at Corporate Office, New Delhi	Chartered Accountant with comprehensive experience in managing Finance, Contract Management and Its regulatory compliances in SAP ERP	<b>Pay Scale/Level</b> IDA Scale 100000-260000 (E-7) & above OR CDA Level 13 (123100-215900) & above  <b>Monthly Remuneration:</b> 50% of last drawn Pay* (Basic plus Dearness allowance).	1. Implementation of SAP modules in Finance, Contract Management and regulatory compliance 2.Coordinate with functional and technical teams to ensure timely and integrated rollout. 3. Identifying and resolving system, process, or integration issues. Provide continuous support to ensure smooth operations and user adoption.	Personal Interaction
02. Advisor (Accounts/ Finance): <b>01</b> at Corporate Office, New Delhi	Experience of Banking reconciliation, Pre-checking of bills, TDS returns uploading, Govt. Guidelines relating to financial matters of purchase, project and Financial establishment matters.	<b>Pay Scale/Level</b> IDA Scale 90000-240000 (E-6) & above OR CDA Level 12 (78800-209200) & above  <b>Monthly Remuneration:</b> 50% of last drawn Pay* (Basic plus Dearness allowance).	1.Review of banking operations of Corporation including BRS PAN India. Monitoring day-to-day collections to identify any leakage. 2. Pre-checking of all 3rd party bills, salary, personal claims and other related matters 3. Assistance in uploading of TDS returns and other related statutory formalities and review of outstanding advances in all financial matters. 4.Assistance in EPF, Pension, Gratuity claims in line with the approved Govt. guidelines 5. Advising and guiding with respect to various changes made in Schedule III of Companies Act, Format of Accounts etc. All financial matters wherever financial concurrence is required.	Personal Interaction
03. Advisor (Admin.): <b>01</b> at Corporate Office, New Delhi	Experience in administrative roles in Government/ CPSE/ Defence, interdepartmental coordination, policy implementation, operational management.  Experience of assignments in Central Ministries or international missions shall be preferred.	<b>Pay Scale/Level</b> IDA Scale 90000-240000 (E-6) & above OR CDA Level 12 (78800-209200) & above  <b>Monthly Remuneration:</b> 50% of last drawn Pay* (Basic plus Dearness allowance).	1.Assistance in administration functions and interdepartmental coordination. 2. Policy implementation and operational management. 3.Assistance in the implementation of ERP module related to administrative section of the Corporation.	Personal Interaction

04. Consultant (Liaison): <b>01</b> at Corporate Office, New Delhi	Ex-employee of Central Warehousing Corporation having experience in Liaison related matters including Maintenance of Roster for promotion/Direct Recruitment in respect of reservation for SC/ST/PWD/Ex-servicemen.	<b><u>Pay Scale/Level</u></b> IDA Scale 80000-220000 (E-5) & above  <b><u>Monthly Remuneration:</u></b> 50% of last drawn Pay* (Basic plus Dearness allowance).	1. Maintenance of Roster for promotion/Direct Recruitment in respect of reservation for SC/ST/PWD/ Ex-servicemen. 2. Assistance in processing grievances/ representation of SC / ST/OBC employees received directly or through National Commission for Scheduled Castes, 3. Assistance in preparation of various monthly, quarterly and yearly reports relating to reservation.	Personal Interaction
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\* Provided that amount of pension received from all sources does not exceed the prescribed remuneration/fee i.e. 50% of last drawn pay. In case the amount of pension received from all sources exceeds the 50% of last drawn pay, such excess amount of pension will be deducted from the prescribed remuneration/fee i.e. 50% of last drawn pay

2. The period of engagement shall be **initially for one (01) year** and the tenure may be extended at the discretion of the Corporation as per the requirement, if the services of the Advisor/Consultant are found useful and satisfactory. The modalities for engagement of Ex-CWC employees/Outside Experts as Advisors/Consultants on contractual basis shall be governed by the guidelines of the Corporation as amended from time to time. The salient terms & conditions of engagement of Advisors/ Consultants are enclosed as **Annexure-I**.

### 3. How to Apply

(i) Interested and eligible candidates shall have to apply Online through the link: <https://www.cwceportal.com/Careers>. The Link for Online Application shall remain active from **04.08.2025 to 17.08.2025**.

(ii) Candidates shall upload the scanned copies of following while filling the Application form Online:

- SSC/Xth certificate as proof of Date of Birth
- Self-Attested copies of Educational Qualification Certificate (Provisional/ Original)
- Self-Attested copies of Experience/Service Certificate
- Relieving Certificate from the last employer
- Last drawn Pay Certificate

(ii) **Undertaking for Vigilance Clearance:** The applicants shall **mandatorily upload** the duly signed copy of proforma while applying Online for the post, the format of proforma is enclosed as **Annexure-II**.

4. All correspondence with the candidates shall be done through e-mail / CWC Website only. Information regarding Personal Interaction shall be provided through e-mail / CWC Website. For this purpose, candidates are advised to visit career portal of CWC (<https://www.cwceportal.com/Careers>) regularly for further instructions. CWC shall not be responsible for any loss of e-mail sent, due to invalid/wrong email ID provided by the candidate or due to any other technical reasons

**Note: Those candidates, who fulfill the eligibility criteria, shall only be called for Personal Interaction.**

**Enclosures:** As above

(Prakash Chandra Rai)  
General Manager (HR)



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

☎ - 26566166



[www.cewacor.nic.in](http://www.cewacor.nic.in)

@cwc\_warehouse



[gmpers@cewacor.nic.in](mailto:gmpers@cewacor.nic.in)



@centralwarehousingcorporation

**SALIENT TERMS & CONDITIONS FOR ENGAGING RETIRED EMPLOYEES/OUTSIDE EXPERTS AS CONSULTANT/ADVISOR ON CONTRACTUAL BASIS**

1. The Consultant/Advisor will be engaged initially for one (01) year and the tenure could be extended on yearly basis as per the need of the concerned Department till the age of 65 years.
2. There should be no disciplinary/criminal proceedings/charge sheet pending against the applicant nor any punishment was awarded to him/her by the Organisation/s where he/she was serving for the last 10 years before his/her superannuation. A self-declaration to this effect would be required as per the Format given in **Annexure II**. The Corporation may verify details from last organisation of the Consultant/Advisor and in case it is found to be not true, his/her services will be terminated without assigning any reasons.
3. The Consultant/Advisor shall have to sign a Non-Disclosure and Confidentiality Agreement with the Corporation on appropriate value of Stamp Paper which is in consonance with prevalent guidelines of the Corporation.
4. The Consultant/Advisor would be required to work on all working days from 9.30 AM to 6.00 PM at Corporate Office and 10.00 AM to 5.00 AM at Regional Offices and at Warehouses as per timings notified by RM/CO.
5. The performance of Consultant/Advisor engaged at CO/ROs/WHs shall be monitored as per the guidelines of the Corporation.
6. Consultant/Advisor would be paid TA/DA/Hotel charges as per eligibility of the last post held at the time of retirement and in the case from other PSU/Govt., of the equivalent post in CWC, while on official tour, subject to maximum of E-8 Level.
7. The Consultant/Advisor would not communicate any of the information to any outside agency related to the matter, whatsoever, comes to his knowledge during the period of their consultancy.
8. The Consultant/Advisor would not sign any document/affidavit etc. given to outside agencies on behalf of the Corporation.
9. The Consultant/Advisor will get no other benefit whatsoever except the consolidated remuneration being offered to him/her.
10. The TDS would be deducted as per applicable rules/laws on the consultancy charges.
11. The Consultant/Advisor would maintain absolute integrity/devotion and discipline during the period of their consultancy with the Corporation.
12. The deduction of amount from monthly remuneration will be made on pro-rata basis if the Consultant/Advisor remains absent from place of deployment except one holiday per month allowed to them with the prior approval of the concerned HoD/Regional Manager.
13. The Consultant/Advisor shall have to attend at the work place/on holidays/late hours as may be required by Controlling officer for which no extra remuneration will be paid.
14. The period of Consultancy can be terminated anytime by the Corporation without any notice and assigning any reasons thereof.
15. The Consultant/Advisor working with CWC will not be permitted to take up any assignment with other organisation/Company (Govt. or private) during the currency of their consultancy in CWC.
16. The Consultant/Advisor engaged by the Corporation will have no employee/employer relationship with CWC. Hence, they will not be eligible/ entitled for any such benefits available to the employees of CWC.

Undertaking for Vigilance Clearance

*I Mr./Ms./Mrs. \_\_\_\_\_ hereby declare that there was neither any disciplinary/criminal proceedings/charge sheet pending against me nor any punishment was awarded to me by the Organisation/s where I was serving for last 10 years before my superannuation.*

Date:

(Signature of Candidate)