

VACANCY NOTICE No CWC/I-Recdt/Deputation/2025/01

Date: 12.12.2025

Central Warehousing Corporation, a Navratna, Central Public Sector Undertaking under the administrative control of Ministry of Consumer Affairs, Food & Public Distribution, providing scientific storage facilities for agricultural inputs, produce and other notified commodities besides providing logistics infrastructure like CFSs/ICDs, Land Custom Stations, Air Cargo Complexes etc. for import-export cargo, invites application from eligible candidates as per the details indicated below:

A: DETAILS OF POSTS

SN	POST CODE	NAME OF THE POST	NO. OF VACANCIES	SCALE OF PAY (IDA) (RS.)	AGE LIMIT	MODE OF RECRUITMENT
1	01	Senior Manager (General)	01	70,000-2,00,000 (E-4)	Not exceeding 56 years on the closing date of receipt of application	Deputation
2	02	Manager (Secretarial Service)	05	60,000-1,80,000 (E-3)	Not exceeding 56 years on the closing date of receipt of application	Deputation/ Absorption on deputation
3	03	Deputy Manager (Secretarial Service)		50,000-1,60,000 (E-2)		

B: ELIGIBILITY CRITERIA

POST CODE	NAME OF THE POST	ELIGIBILITY CRITERIA
01	Senior Manager (General)	<p>(i) Regular employees of Central Government or Central Public Sector Undertakings or Autonomous or Statutory Bodies working in:</p> <p>(a) IDA scale of pay minimum of which is not less than Rs. 70000/-</p> <p style="text-align: center;">Or</p> <p>(b) four years' service in Level 10 (Rs. 56100-177500) of CDA pay scale</p> <p style="text-align: center;">Or</p> <p>(c) four years' service in IDA scale of pay minimum of which is not less than Rs. 60000/-</p> <p>(ii) Candidate must have relevant experience in the field of marketing, commercial, operational activities in logistics, warehousing, road transportation/business, supply chain management services.</p>

02	Manager (Secretarial Service)	<p>(i) Regular employees of Central Government or Central Public Sector Undertakings or Autonomous or Statutory Bodies working in IDA scale of pay minimum of which is not less than Rs. 60,000/- or in Level 10 (Rs 56100-177500) of CDA pay scale.</p> <p>OR</p> <p>Regular employees of Central Government or Central Public Sector Undertakings or Autonomous or Statutory Bodies with minimum three years of service in scale of pay: IDA scale of pay minimum of which is not less than Rs. 50000/-</p> <p>Or</p> <p>Level 8 (Rs. 47600-151100) or higher of CDA pay scale.</p> <p>(ii) Experience of providing Secretarial Assistance to Officers.</p>
03	Deputy Manager (Secretarial Service)	<p>(i) Regular employees of Central Government or Central Public Sector Undertakings or Autonomous or Statutory Bodies working in IDA scale of pay minimum of which is not less than Rs. 50000 or in Level 8 (Rs. 47600-151100) of CDA pay scale.</p> <p>OR</p> <p>Regular employees of Central Government or Central Public Sector Undertakings or Autonomous or Statutory Bodies with minimum three years of service in scale of pay:</p> <p>(a) IDA scale of pay minimum of which is not less than Rs. 40000.</p> <p>Or</p> <p>(b) Level 7 (Rs. 44900-142400) or higher of CDA pay scale.</p> <p>(ii) Experience of providing Secretarial Assistance to Officers.</p>

C: OTHER TERMS & CONDITIONS

1.	Location and tenure	All India Posting, 03 years (up to 31.08.2028)
2.	Term of Appointment	For Post Code 01- Deputation For Post code 02 & 03 – Deputation/Absorption on deputation
3.	Mode of Application	Applications are to be sent through respective administrative officer (Board/HQ) along with No-Objection, Vigilance/D&AR clearance & ACR for past 05 years. Advance copy of the application (Annex – I) may also be sent enclosing all relevant proof/documents in support of qualification, experience & pay scales/gross salary & super scribing on the cover prominently- “Application for the Post of (Name of the Post)” , within a period of 30 days by post/email at the following


		address: General Manager (HR) Central Warehousing Corporation 4/1, Siri Institutional Area, Hauz Khas, New Delhi – 110016 Email : gmgdeputation23@cewacor.nic.in
4.	Mode of Selection	The candidate will be screened by a Screening Committee as nominated by the Competent Authority. The candidate's suitability will be decided, keeping in view the job requirement. The selection process would comprise of judgment of different facets of Work Experience & Professional Knowledge, Communication Skills, Leadership Traits, Temperament/ Emotional Stability, Zeal/ Vigour for success etc. on a 100 point scale as under: 1. Work Experience & Professional Knowledge: 30 Marks 2. Communication Skills: 20 Marks 3. Leadership Traits: 20 Marks 4. Temperament/ Emotional Stability: 15 Marks 5. Zeal/ Vigour for success: 15 Marks
5.	Absorption on Deputation	For Post Code 02 & 03, the absorption of an officer/official in the CWC can be considered after their deputation in the position held, in view of the performance and requirement as assessed and approved by the Competent Authority of CWC.
6.	Brief Information on Allowance & Perks	Allowances & Perks will be payable as per the entitlement of the officer.
7.	Closing Date	30 days from date of issue

Note: Cut-off date for age and eligibility would be reckoned as on closing date of vacancy notice.

All related information shall be available only on website: www.cewacor.nic.in and candidates must remain in constant touch with it.



**General Manager (HR)
Central Warehousing Corporation**

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

 - 26566166



CWC Post Management Services



CWC EXIM



www.cewacor.nic.in



@cwc_warehouse



gmpers@cewacor.nic.in



@centralwarehousingcorporation

Annex-I**PRESCRIBED PROFORMA FOR SUBMISSION OF APPLICATION ON DEPUTATION/ABSORPTION ON DEPUTATION BASIS**

Latest Self-Attested
Passport size
Photograph to be
pasted

IMPORTANT Please don't leave blanks	Vacancy Notice No. (appears on the top of the notification)	
	Post Code against which application has been submitted	
	Choice of Station (if, any)	

1. Personal Data

1.	Name	
2.	Father's Name	
3.	Gender	
4.	Category	
5.	Date of Birth	
6.	Organization	
7.	Present Designation	
8.	Present Scale of pay in CDA / IDA	
9.	Present Basic pay and Grade Pay	
10.	Date of Entry in the present scale of pay	
11.	Contact Details	
	(a) Email ID	
	(b) Mobile Number	
	(c) Correspondence Address	

2. Educational Qualification

S. No.	Qualification/Degree	Year/Division	Institution/University	Place/Country

3. Experience Details

S. No.	Designation with Place of posting/Positions held during service (since date of initial appointment)	Pay Scale	From (date)	To (date)	Nature of Duties

4. Details of Deputation

1.	Details of previous deputation/Foreign assignment,	
2.	Whether debarred from deputation? If yes, please furnish details.	
3.	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	

5. Achievements/ Relevant Experience

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I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

NOTE: Attach all relevant documents.

(Name and signature of the applicant)

Place:

Date: