



भांडागारण विकास और विनियामक प्राधिकरण  
भारत सरकार

चौथी मंज़िल, एनसीयूआई भवन, 3, सीरी इंस्टीट्यूशनल एरिया,  
अगस्त क्रान्ति मार्ग, हौज़ खास, नई दिल्ली- 110016,  
दूरभाष - :49536496, 49092978

**Warehousing Development and Regulatory Authority  
Government of India**

4<sup>th</sup> Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg,  
Hauz Khas, New Delhi - 110016, Tel. No. 49536496, 49092978

File No. A-03000310/1/2023- A and F/2095

Dated 21.11.2023

To,

Sr. Editor (Advertising),  
Employment News (Publication Division),  
Ministry of Information and Broadcasting,  
Government of India,  
New Delhi.

**Subject: Engagement of Consultant (Public Relations) on contractual basis regarding.**

Sir/Madam,

I am directed to say that it is proposed to engage Consultant (PR) on contractual basis in the Warehousing Development and Regulatory Authority (WDRA). In this connection, the enclosed advertisement is required to be published in the Employment News. It is requested that the same may kindly be advertised in the next issue of Employment News. WDRA will make the payment through Account payee cheque/RTGS within a month after the receipt of the bill from your end. The mailing address of the Authority is as under: -

**4<sup>th</sup> Floor,  
NCUI Building, Siri Institutional Area,  
August Kranti Marg,  
HauzKhas, New Delhi-110016.**

Yours Sincerely

*Navneet Sandhu*  
21/11/23

(Navneet Sandhu),  
Deputy Director (A,F,&C)

Encl: As stated

**Warehousing Development and Regulatory Authority  
(Government of India)**

File No. A-03000310/1/2023- A and F

Dated 21.11.2023

**Subject: - Engagement of one Consultant (PR) on contractual basis.**

Applications are invited from retired Government / Central and State PSU officials for the position of Consultant (PR).

2. Eligibility criteria, Terms and Conditions etc. for engagement of the Consultant (PR) are available on the website of the WDRA '[www.wdra.gov.in](http://www.wdra.gov.in)'. The application should be proficient in working on computers and typing work.

3. Interested candidates, who fulfill the eligibility criteria, may submit their applications in the prescribed proforma in a sealed cover superscripted "Selection of Consultant (PR) on Contract basis" within a period of 30 days from the date of publication in the 'Employment News' to the Deputy Director (Admin, Finance, & Contract), Warehousing Development and Regulatory Authority, NCUI Building, Siri Institutional Area, August Kranti Marg, HauzKhas, New Delhi-110016.



(Navneet Sandhu),  
Deputy Director (A,F,&C)



## **Terms and Conditions**

### **Consultant (PR)**

#### **A) Eligibility Criteria: -**

- (i) Maximum age on closing date of application 64 years.
- (ii) Graduate degree in Media/Mass Communication/PR/Journalism from a recognized University
- (iii) Retired Government / Central or State PSU official
- (iv) Minimum 10 years working experience in the relevant field.
- (v) He should have worked in grade pay of Rs. 6600/- or above or equivalent pay scales for at least 5 years.
- (vi) No criminal/vigilance proceeding shall be in progress.

#### **B) Fees and Leave permissible:-**

- (i) The maximum amount of monthly consolidated fee payable to the Consultant shall be 50% of the last pay drawn at the time of retirement. Pay includes basic pay and DA / IDA. No other allowance shall be payable. Income tax shall be deducted at source at the prescribed rate. Payment of other taxes, if applicable, shall be the responsibility of the Consultant.
- (ii) An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. In addition to above, for Consultants from Central and State PSUs, the amount of Transport Allowance shall be fixed based on equivalency of pay scale of PSU with Central Government or as decided by Chairman, WDRA. No other allowance shall be payable.
- (iii) Consultant is to be engaged for a fixed short period and initially for one year.
- (iv) The Consultant shall be eligible for casual leave for eight days, as is the admissibility of the Government employees at present, in a calendar year on pro-rata basis. Remuneration shall not be payable in case the consultant remains absent beyond the number of entitled leave in a year. Unavailed leave at the end of a calendar year cannot be carried forward to the next calendar year. The WDRA would be free to terminate the services of a consultant if he / she remains absent for more than 15 days beyond the entitled leave in a calendar year.
- (v) No TA / DA shall be admissible for joining the assignment or on its completion. However, the Consultant shall be allowed TA/ DA for their travel inside the country in connection with the official work on the basis of the last pay drawn and at the rates applicable to the WDRA employees.

## **Instructions for Candidates:**

Note: The candidate shall send the bio data in the prescribed format before the last date. They shall fill up the form duly typed, fix photograph at the space provided in the prescribed application form (attached), to the Deputy Director (Admin, Finance, & Contract), Warehousing Development and Regulatory Authority, NCUI Building, Siri Institutional Area, August Kranti Marg, HauzKhas, New Delhi-110016.

i. Applying for the post does not necessarily mean that the applicant shall be called for interview. Only those candidates will be called for interview who are shortlisted as per the criteria devised by the WDRA keeping in view the requirement of the work to be carried out. In this regard, no communication either by email or phone, etc. shall be entertained.

iii. The shortlisted candidates will be called to appear before the interview board on the dates decided by the WDRA for this purpose. Date, Time & Venue of the interview will be intimated in due course of time through e-mail.

iv. No TA/DA will be paid for attending the interview.

v. The posts are temporary and engagement is purely on contractual basis initially for a period of 01 Year which may be extended further depending upon the requirement and satisfactory performance and will confer no right to the candidates for permanent employment against the said posts. Candidates are requested to bring all the documents / certificate related to qualification, experience etc, 02 passport size photographs in original alongwith one set of self-attested photocopies of the documents in support of the educational qualification and experience, on the date of interview.

vi. Prospective candidates are advised to stay in touch with WDRA's website regularly for latest update '[www.wdra.gov.in](http://www.wdra.gov.in)'.



**WAREHOUSING DEVELOPMENT AND REGULATORY AUTHORITY**

**Format of Application**

1. Post Applied for: \_\_\_\_\_
2. Category (SC/ST/OBC/UR): \_\_\_\_\_
3. Gender (Male/Female): \_\_\_\_\_
4. Name of the candidate: \_\_\_\_\_  
(In block letters)
5. Father's/Husband's Name: \_\_\_\_\_  
(In Block Letter)
6. Date of birth (DD/MM/YY) \_\_\_\_\_ Age (as on closing date of application) \_\_\_\_\_
7. Address for communication: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Email ID: \_\_\_\_\_
9. Contact number: a) Landline \_\_\_\_\_ b) Mobile \_\_\_\_\_

<b><u>Photo</u></b>
<b><u>Signature</u></b>

10. a) Educational/Professional/Technical qualification (Starting from class 10<sup>th</sup> onwards) (enclose self certified copies)

Examination passed	Discipline/ Specialization/ Subject	Board/University	Year of Passing	Percentage of marks	Division	Any other information

- b) Experience starting from previous to present (Total Experience \_\_ Years \_\_ Months)

(Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.) Enclose relevant orders and retirement orders.

**Note:** Experience must be acquired by the candidates after possessing the educational qualification as specified for the concerned post. Further, internship, training, research experience, etc. gained in the course of acquiring an educational qualification will not be counted as experience.

Employer's Name & Address (also indicate whether Central Govt./State Govt./PSU)	Designation	From	To	Brief description of duties


- d) Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

11. Have you ever been convicted/ in progress by a court of law for any offence or blacklisted for future assignment or in process, if so details thereof: \_\_\_\_\_

12. No criminal/vigilance proceeding is in progress. Yes/ No

**Declaration to be signed by the candidate**

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief and nothing material fact/information has been suppressed or concealed there from. If particulars mentioned by me are found false or incorrect at any stage, then my services shall be liable to be terminated without any notice.

PLACE:

DATE:

SIGNATURE OF THE APPLICANT

Name: