



भांडागारण विकास और विनियामक प्राधिकरण
भारत सरकार



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

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

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

F.No. WDRA-HR0Dep(PAL4)/1/2022-HR/1734

Date: 18.07.2024

Recruitment for the post of Personal assistant or Steno on deputation/absorption basis

The Warehousing Development and Regulatory Authority (WDRA), Government of India, invites applications from eligible personnel working in the Central/ State Governments/ Central and State PSUs/ Autonomous/ Statutory bodies for the following post to be filled on deputation/absorption basis: -

Sl. No.	Name of the Post	No. of vacancies
1.	Personal Assistant or Steno [Level 4 (Rs.25500-81100) (7th CPC)]	01

Detailed information may be seen at the Authority's website www.wdra.gov.in. Applications in the prescribed format available on the website may be submitted to the Assistant Director (Human Resource), Warehousing Development and Regulatory Authority, New Delhi, within 30 days from the date of publication of vacancy circular in the Employment News. Corrigendum etc., if any, shall be put up on the WDRA website.

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(Venita Solomon)
Assistant Director (HR)



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Date: 18.07.2024

VACANCY CIRCULAR

Subject: Filling up of the post of Personal Assistant or Steno in the Warehousing Development and Regulatory Authority (WDRA) on deputation/absorption basis

It is proposed to fill up the post of Personal Assistant or Steno in Warehousing Development and Regulatory Authority (WDRA) as indicated in **Annexure-I** on **deputation/absorption basis** from amongst the eligible personnel working in Central and State Government/ Central and State PSUs/ Central and State Autonomous/ Statutory bodies. The WDRA is a statutory authority set up under the Warehousing (Development & Regulation) Act, 2007 w.e.f. 26th October, 2010. The office of the Authority is located at New Delhi.

2. Pay and other terms & conditions of the service of the officials selected on deputation will be governed by provisions laid down in the Department of Personnel and Training's OM No. 6/8/2009-Estt. (Pay II) dated 17th June 2010 as amended from time-to-time. Since WDRA has no residential facility as such, HRA as per admissibility of Central Government employee will be admissible.
3. Selected candidate will be appointed on deputation basis initially for a period of three years which may be extended from time-to-time by the competent authority as per rules. The applicant should have a minimum of four years' service left as on the last date of receipt of applications.
4. The absorption of the officer/official in WDRA can be considered after two years of working on deputation on the post held by him/her and after satisfaction of their performance at work by the competent authority. Absorption in WDRA is not a matter of right for any officer/official on deputation and will be done only based on WDRA's need and shall be subject to the process indicated in WDRA's guidelines on the matter updated from time-to-time.
5. Only such recommendations, as are accompanied by the requisite personal data in Annexure-II will be considered. Officer/ official, who once volunteer for the post(s), will not be permitted to withdraw their names later.

Contd....

6. It is requested that wide publicity may be given to the vacancy circular amongst the staff under your administrative control and applications in the prescribed proforma (**Annexure II**) along with attested copies of CRs of the officer/ official for the last five years, who can be spared in the event of their selection, **may be sent to this office within 30 days from the date of publication of vacancy circular in the Employment News**. Applications received after the last date or without the CR dossiers and vigilance clearance or otherwise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the applicants are correct and no disciplinary proceedings are either pending or contemplated against him/her. (**Annexure III**)

6. The prescribed application form, detailed terms and conditions etc. are available on the WDRA website: www.wdra.gov.in. Applications may be forwarded in the prescribed proforma so as to reach this office within **30 days** from the date of publication of vacancy circular in the Employment News. A copy of the advertisement being published in the Newspapers / Employment News is attached.

Enclosures: 06 pages

-sd-
(**Venita Solomon**)
Assistant Director (HR)

To

1. All Ministries/Departments of Govt. of India
2. Department of Personnel & Training (DoP&T) for uploading on their web portal
3. Notice Board of the Department of Food and Public Distribution
4. CWC/FCI/SWCs/NCDC/NCUI
5. IT Section, WDRA for uploading it on the Website of the WDRA
6. Guard file

Personal Assistant or Steno

1.	Name and Designation of the Post (No. of posts)	Personal Assistant or Steno – 01 post
2.	Pay Scale of the post	[Level 4 (Rs.25500-81100) (7th CPC)]
3.	Grade/category of the post	Group C
4.	Type of the Post	Administration & Finance
5.	Essential and minimum Qualification of the post	<p>(i) Officers of Central or State Governments or Central and State Public Sector Undertakings or Autonomous or Statutory Bodies holding analogous posts in the Stenography Line; or</p> <p>(ii) Lower Division Clerks or equivalent officers knowing Short hand and with three years regular service in Officers of Central or State Governments or Central and State Public Sector Undertakings or Autonomous or Statutory Bodies; and</p> <p>(iii) Proficiency in Computer operations is essential and possessing stenography speed of eighty words per minute and a minimum typing speed of thirty-five words per minute in English or thirty words per minute in Hindi.</p>
6.	Duties and responsibilities of the post (Job Description)	<p>She/He will keep the officer free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meetings and collecting information so as to give the officer more time to his assigned work. PA/Steno will maintain the secrecy of confidential and secret papers entrusted to her/him. She/He will maintain cordial relations in their day-to-day official interactions and attend to any other work assigned by the Authority. Any other duties and functions as may be assigned by the competent Authority from time to time</p>

Terms & Conditions

The pay and other terms & conditions of the service of the officer/officials selected on deputation will be governed by provisions laid down in the Department of Personnel and Training's O.M.No.6/8/2009-Estt.(PayII), dated 17th June, 2010 and other related orders issued from time to time.

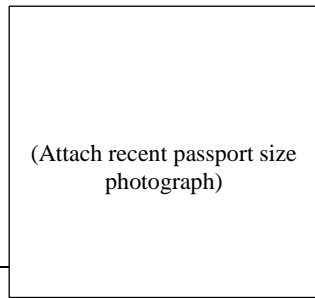
2. The selected candidate will be appointed on deputation basis initially for a period of three years which may be extended from time to time by the competent authority as per rules. The applicant should have a minimum of four years' service left as on the last date of receipt of applications.

3. Only such recommendations, as are accompanied by the requisite personal data in Annexure-II will be considered. Officers, who once volunteer for the post(s), will not be permitted to withdraw their names later.

4. Willing candidates may send their applications through proper channel in the prescribed Performa (Annexure-II) along with attested copies of APARs/ACRs for the last five years within 30 days from the date of publication of vacancy circular in the Employment News. Applications received after the last date or without the CR dossiers or otherwise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary proceedings are either pending or contemplated against him/her. The integrity of the officers may also be certified. It may also be confirmed that no major/minor penalty has been imposed on him/her during the last ten years. (Annexure-III)

BIO-DATA / CURRICULUM VITAE PROFORMA

Applied for the post of vide advt dated
 Published in Employment News issue dated



1. Name and Address (in Block Letters)					
2. Date of Birth (in Christian era)					
3.(i) Date of entry into service (ii) Date of confirmation in service					
(iii) Date of retirement under Central/State Government Rules					
4. Educational Qualifications [Attested copies of certificates in support of educational qualification shall be attached]					
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualifications has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualifications/experience possessed by the officer/official			
Essential		Essential			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
Desirable		Desirable			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Office at the time of issue of Circular and issue of Advertisement in the Employment News.					
5.2 In the case of Degree and Post Graduate Qualifications, Elective/ Main Subjects and Subsidiary Subjects may be indicated by the candidate .					
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay scale of the post held on regular basis.	Nature of Duties (in detail) highlighting experience required for the post applied for

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***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer/official and, therefore, should not be mentioned. **Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned.** Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below:

Office/ Institute	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment, i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state -			
a) The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.			
9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his/her parent cadre/organization			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			

14. Total emoluments per month now drawn			
Basic Pay with Scale of Pay and rate of increment	Dearness relief/ other etc. (with break-up details)	Pay/interim Allowances	Total Emoluments
<p>15. A. Additional information: if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>			
<p>15. B. Achievements: The candidates are requested to indicate information with regard to:</p> <p>(i) Research publications and reports and special projects (ii) Awards/ Scholarships/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) Any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>			
16. Whether belongs to SC/ST			

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Address.....
.....
Mobile No:
Email:

Date.....

(Please attach any Proof of Identity document containing name and photograph: eg. Indian Passport, PAN card, Aadhaar card, Driving license, Voter ID card, Service Photo Identity Card issued by Central Govt./ State Govt./ PSU/ Regulatory Bodies/ Statutory Bodies etc.)

Annexure-III

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the Vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Ms.
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned

(Employer/ Cadre Controlling Authority with Seal)