भाण्डागारण विकास और विनियामक प्राधिकरण
भारत सरकार
चौथी मंज़िल, एन॰सी॰यू॰आई॰ भवन,3, सीरी इंस्टीट्यूश्नल एरिया,अगस्त क्रान्ति मार्ग, हौज़ खास,
नई दिल्ली-110016, दूरभाष:- 011-49536496/49092978/49092994/49092487

Warehousing Development and Regulatory Authority
Govt. of India
4th Floor, NCUI Building,3, Siri Institutional Area, August Kranti Marg, Hauz Khas,
New Delhi – 110016, Tel. No. 011-49536496/49092978/49092994/49092487

File No. A-12024/1/2017-O/o US (A and F)

Recruitment for various posts on deputation 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 posts to be filled on deputation basis:-

Sl.no.	Name of the Post	No. of vacancies
1.	Director (Information Technology) [Level- 13 Rs. 123100 – 215900 (7th CPC)]	1
2.	Under Secretary (A&F) [Level-11 Rs. 67700 - 208700 (7th CPC)]	1
3.	Deputy Director i) Strategy Risk and Research – 1 post ii) Operations - 1 post iii) Human Resources - 1 post iv) Information Technology - 1 post [Level- 11 Rs. 67700 – 208700 (7th CPC)]	4
4.	Assistant Director i) Administration and Finance and Contracts - 1 post ii) Operations - 1 post iii) Stakeholders Awareness and Outreach- 1 post iv) Information Technology – 1 post [Level- 8 Rs. 47600 – 151100 (7th CPC)]	4
5.	Section officer (Technical) [Level-7 Rs. 44900 – 142400 (7th CPC)]	1

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 Under Secretary (A& F),Warehousing Development and Regulatory Authority, New Delhi, within 45 days from the date of publication of the vacancy circular in the Employment News. Corrigendum etc., if any, shall be put up on the WDRA website.

(**Rakesh Kumar Yadav**)
Section Officer (A&F)

Annexure I

A. Director (Information Technology)

1.	Name and Designation of the post (No. of posts)	Director (Information Technology), One (1)
2.	Pay Scale of the post	Level-13 Rs.123100 - 215900 (7^{th} CPC) OR Pay Scale Rs. 37400-67000 + GPRs. 8700 (PB-4) (6^{th} CPC)
3.	Grade/category of the post	Group 'A'
4.	Type of the Post	Information Technology (IT)
5.	Essential and minimum Qualification of the post	(i) Officers of Central and State Government or Central and State Public Sector Undertakings or Central and State autonomous or statutory bodies holding analogous posts in the relevant field in the level 13 or equivalent; or (ii) 05 years of experience in the relevant field in the level 12; or (iii) 10 years of experience in relevant field in the level 11 or equivalent; and (iv) Possessing degree BE/B.Tech or M.Sc. degree in computer Science/Electronics and Communication/ Information Technology from a Government of India recognized University (v) Experience in working and managing on IT systems (vi) Preference will be given to candidate having worked on IT system management operations.
6.	Duties and responsibilities of the post	Director (IT) would be responsible for management of the IT systems on Liferay framework(DXP), Postgress database, COTS applications, internal automation, online portal, IT infrastructure & networking; Advising the authority on technology issues for the process requirements, oversee new system and handing support to WDRA employees. To resolve the technical issues arising out in running the IT systems including WDRA portal. The work also include processes for warehouses inspection, grievances redressal, warehouse management system and its implementation system etc. Any other duties and functions as may be assigned by the competent authorities from time to time.

B. Under Secretary (A&F)

1.	Name and Designation of the post (No. of posts)	Under Secretary (A&F), One post (1)
2.	Pay Scale of the post	Level-11 Rs. 67,700 - 2,08,700 (7th CPC)
3.	Grade/category of the post	Group 'A'
4.	Type of the Post	Admin & Finance
5.	Essential and minimum qualification of the post	(i) Officers of Central and State Government or Central and State Public Sector Undertakings or Autonomous or Statutory bodies holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five year service on regular basis in posts in the level 10 (Rs.56100-177500/-) in the pay matrix or equivalent in the parent cadre or Department; and (iii) possessing a degree from a Government recognized University or Institute.
6.	Duties and responsibilities of the post (Job description for each position)	The Under Secretary will be assigned the administrative and financial duties of WDRA and would assist authorities in financial matters of the Authority including salary, office expenses, rent and taxes, prepare the Annual Budget of the Authority and would keep the accounts of all financial transactions, and also prepare Annual Financial Statement including details of grants, income and expenditure of the Authority. On the administrative side he would be responsible for all administrative matters of the Authority including appointment, transfer, posting and deputation of the staff required for smooth functioning of the Authority.

C. Deputy Director (Strategy Risk and Research)

1.	Name and Designation of the post (No. of posts)	Deputy Director (Strategy Risk and Research), One (1)
2.	Pay Scale of the post	Level-11 Rs. 67,700 - 2,08,700 (7^{th} CPC)
3.	Grade/category of the post	Group 'A'
4.	Type of the Post	Technical
5.	Essential and minimum Qualification of the post	i) Officers of the Central or State Government or Central or State Public Sector Undertakings or Autonomous or Statutory bodies holding analogous posts on regular basis in the parent cadre or Department; or ii) With three years' service on regular basis in posts level 10 or level 9 or equivalent in the parent cadre or Department; and iii) Possessing educational qualification Post Graduate Degree in Biological Science (Including Agriculture) from a Government of India recognized Institute or University or Post Graduate Diploma in Business Administration in IT (MBA-IT); and iv) Four Years' experience in Level 9 and Level 10 in formulating policy framework for Agriculture and allied matters and monitoring of risk management frame work.
6.	Duties and responsibilities of the post	Deputy Director (Strategy Risk and Research) would be responsible for the work relating to creating policy for WDRA, creation and passing of regulations/ rules/ guidelines/ circulars, conducting economic and regulatory research for creating of policy and strategy, ensuring the formulation, implementation and monitoring of risk management framework and liaising with the related ministries and regulators for co-ordination and collaboration of efforts, including warehouse registration/inspection etc. Any other duties and functions as may be assigned by the competent authorities from time to time.

D. Deputy Director (Operations)

1.	Name and Designation of the post (No. of posts)	Deputy Director (Operations), One (1)
2.	Pay Scale of the post	Level-11 Rs. 67,700 - 2,08,700 (7^{th} CPC)
3.	Grade/category of the post	Group 'A'
4.	Type of the Post	Technical
5.	Essential and minimum Qualification of the post	(i) Officers of the Central or State Government or Central or State Public Sector Undertakings or Autonomous or Statutory bodies holding analogous posts on regular basis in the parent cadre or Department; or (ii) With three years' service on regular basis in posts Level 9 or Level 10 or equivalent in the parent cadre or Department; and (iii) Possessing Post Graduate degree in Biological Science (Including Agriculture); and (iv) Four years' experience in dealing with Warehousing Operations.
6.	Duties and responsibilities of the post	Deputy Director (Operations) would be responsible for the work relating to monitoring of warehouses and repositories. The work also includes processing registration applications for registration of warehouses, scheduling of inspection, day to day monitoring of the compliance regarding inspection guidelines, monitoring the regular and legitimate inspection of WDRA registered warehouses across the country, including activities of Repositories, etc. Any other duties and functions as may be assigned by the competent authorities from time to time.

E. Deputy Director (Human Resources)

1.	Name and Designation of the post (No. of posts)	Deputy Director (Human Resources), One (1)
2.	Pay Scale of the post	Level-11 Rs. 67,700 - 2,08,700 (7^{th} CPC)
3.	Grade/category of the post	Group 'A'
4.	Type of the Post	Technical
5.	Essential and minimum Qualification of the post	i) Officers of Central and State Government or Central and State Public Sector Undertakings or Autonomous or Statutory bodies holding analogous posts on regular basis in the parent cadre or Department; or ii) With three years' service on regular basis in posts in the Level 9 or Level 10 or equivalent in the parent cadre or Department; and iii) Possessing Post Graduate degree in Biological Science (Including Agriculture) or Post Graduate Diploma in Business Administration (MBA), Preferably MBA (HR). iv) Six years experience of handling administration, human resource development, establishment, recruitment.
6.	Duties and responsibilities of the post	Deputy Director (Human Resource) would be responsible for the work relating to HR division which includes recruitment of manpower for WDRA, to take care of day to day human resource process lay pay roll, leave management, MIS and employees relations, including General administration, etc. Any other duties and functions as may be assigned by the competent authorities from time to time.

F. Deputy Director (Information Technology)

1.	Name and Designation of the post (No. of posts)	Deputy Director (Information Technology), One (1)
2.	Pay Scale of the post	Level-11 Rs. 67,700 - 2,08,700 (7^{th} CPC)
3.	Grade/category of the post	Group 'A'
4.	Type of the Post	Technical
5.	Essential and minimum Qualification of the post	(i) Officers of Central and State Government or Central and State Public Sector Undertakings or Autonomous or Statutory bodies holding analogous posts on regular basis in the parent cadre or Department; or (ii) With three year service on regular basis in posts in the Level 9 or Level 10, or equivalent in the parent cadre or Department; and (iii) B.E./B.Tech. or M.Sc. in computer Science/Electronics and Communication/ Information Technology from a Government of India recognized University; and (iv) Six years of experience of working on IT systems management/ operations.
6.	Duties and responsibilities of the post	Deputy Director (IT) would be assisting Director (IT) in the work relating to management of the IT systems on Liferay framework(DXP), Postgress database, COTS applications, internal automation, online portal, IT infrastructure & networking; Advising the authority on technology issues for the process requirements, oversee new system and handing support to WDRA employees. To resolve the technical issues arising out in running the IT systems including WDRA portal. The work also include processes for warehouses inspection, grievances redressal, warehouse management system and its implementation system etc. Any other duties and functions as may be assigned by the competent authorities from time to time.

G. Assistant Director (Administration and Finance and Contracts)

1.	Name and Designation of the post (No. of posts)	Assistant Director (Administration and Finance and Contracts), One (1)
2.	Pay Scale of the post	[Level- 8 Rs. 47600 – 151100 (7th CPC)]
3.	Grade/category of the post	Group 'A'
4.	Type of the Post	Admin & Finance
5.	Essential and minimum Qualification of the post	i) Officers of the Central or State Government or Central or State Public Sector Undertakings or Autonomous or Statutory bodies holding analogous posts on regular basis in the parent cadre or Department; or ii) With two years service of on regular basis in posts in the level 7or with four years service on regular basis in posts in the level 6in the pay matrix or equivalent in the parent cadre or Department; and iii) Possessing Graduate degree from a Government of Indian recognized university or equivalent or Post Graduate Diploma in Business Administration (MBA) preferably MBA (Finance); and iv) Four Years of experience as an officer in Admin and Finance or Accounting and Budget or vigilance or Management.
6.	Duties and responsibilities of the post	Assistant Director (A&F and Contracts) would be assisting authorities in A&F section in the matter relating to administrative finance, programmes and contracts, tendering, etc. He would also involve in the work relating to hiring of Data Entry Operators, Office Assistants, hiring of vehicle, hiring of Multi Task Staff and other contracts for supporting day to day administrative matters of WDRA and any other work as assigned by the Authority from time to time.

H. Assistant Director (Operations)

1.	Name and Designation of the post (No. of posts)	Assistant Director (Human Resources/ Administration and Finance and Contracts), One (1)
2.	Pay Scale of the post	[Level- 8 Rs. 47600 – 151100 (7^{th} CPC)]
3.	Grade/category of the post	Group 'A'
4.	Type of the Post	Technical
5.	Essential and minimum Qualification of the post	i) Officers of the Central or State Government or Central or State Public Sector Undertakings or Autonomous or Statutory bodies holding analogous posts on regular basis in the parent cadre or Department; or ii) With two years service of on regular basis in posts in the level 7 or with four years service of on regular basis in posts in the level 6 in the pay matrix or equivalent in the parent cadre or Department; and iii) Possessing Graduate degree in Biological Science (Including Agriculture); and iv) Four years' experience in organizing trainings/publicity/extensions works relating to Agriculture or allied subjects.
6.	Duties and responsibilities of the post	Assistant Director (A&F) Deputy Director (Operations) would be responsible for the work relating to monitoring of warehouses and repositories. The work also includes processing registration applications for registration of warehouses, scheduling of inspection, day to day monitoring of the compliance regarding inspection guidelines, monitoring the regular and legitimate inspection of WDRA registered warehouses across the country, including activities of Repositories, etc. Any other duties and functions as may be assigned by the competent authorities from time to time.

I. Assistant Director (Stakeholders Awareness and Outreach)

1.	Name and Designation of the post (No. of posts)	Assistant Director (Stakeholders Awareness and Outreach), One (1)
2.	Pay Scale of the post	[Level- 8 Rs. 47600 – 151100 (7^{th} CPC)]
3.	Grade/category of the post	Group 'A'
4.	Type of the Post	Technical
5.	Essential and minimum Qualification of the post	(i) Officers of the Central or State Government or Central or State Public Sector Undertakings or Autonomous or Statutory bodies holding analogous posts on regular basis in the parent cadre or Department; or (ii) With Three years service on regular basis in posts level-6 or equivalent in the parent cadre or Department; and (iii) Possessing Graduate degree preferably Graduate in Biological Science (Including Agriculture); and (iv) Three years' experience in organizing trainings/publicity/extensions works relating to Agriculture or allied subjects.
6.	Duties and responsibilities of the post	Assistant Director (Stakeholders Awareness and Outreach) would be assisting Deputy Director (Stakeholders Awareness and Outreach) in the work relating to sensitise the market participants about the benefits of warehouses registration, Liaison with intermediaries (Bank, FIs, Banking regulators) to increase the awareness about the system and increase trust, release communications to the media in connection with awareness of registration. Any other work as assigned by the Authority from time to time.

J. Assistant Director (Information Technology)

1.	Name and Designation of the post (No. of posts)	Assistant Director (Information Technology), One (1)
2.	Pay Scale of the post	[Level- 8 Rs. 47600 – 151100 (7^{th} CPC)]
3.	Grade/category of the post	Group 'A'
4.	Type of the Post	Information Technology
5.	Essential and minimum Qualification of the post	(i) Officers of Central and State Government or Central and State Public Sector Undertakings or Central and State autonomous or statutory bodies holding analogous post on regular basis in the parent cadre or Department; or (ii) With three years service on regular basis in posts in level 6 (Rs. 35400-112400/-) in the pay matrix or equivalent in the relevant field of the post in parent cadre or Department; and (iii) Degree in Bachelor of Engineering or equivalent or Master of Science in Electronics and Communication/ Computer Engineering/ Computer Science/ Information Technology or Masters in Computer Applications; and (iv) At least three years experience working and managing Information Technology systems with Information Technology applications/ server infrastructure/ computer networking, etc.
6.	Duties and responsibilities of the post	Assistant Director (IT) would be assisting Dy.Director (IT) and Director (IT) for the work relating to management of the IT systems on Liferay framework(DXP), Postgress database, COTS applications, internal automation, online portal, IT infrastructure & networking; Advising the authority on technology issues for the process requirements, oversee new system and handing support to WDRA employees. To resolve the technical issues arising out in running the IT systems including WDRA portal. The work also include processes for warehouses inspection, grievances redressal, warehouse management system and its

		implementation system etc. Any other duties and functions as may be assigned by the competent authorities from time to time.

K. Section Officer (Tech.)

1.	Name and Designation of the post (No. of posts)	Section Officer (Tech.), One (1).
2.	Pay Scale of the post	Level-7 Rs. 44900 – 142400 (7 CPC) OR PB-2 Rs. 9300- 34800 + GP Rs. 4600(6 CPC)
3.	Grade/category of the post	Group B
4.	Type of the Post	Technical
5.	Essential and minimum qualification of the post	(a) Officers of Central and State Governments/Central and State PSUs/ Autonomous/ Statutory Bodies holding analogous posts; or (b) Officers in Central/State Government/Central and State PSUs /Autonomous /Statutory Bodies with six years of regular service in Level – 6 Rs. 35400 – 112400 (7CPC) or PB 2 Rs. 9300- 34800 with Grade Pay of Rs. 4200 (6CPC) or equivalent in the parent cadre; and (c) Possessing degree in any biological sciences (including agriculture) from a recognized university; and (d) Proficiency in computer operations and typing.
6.	Duties and responsibilities of the post (Job description for each position)	The Section Officer (Tech.) will put up all technical matters pertaining to implementation of the provisions of the Warehousing (Development and Regulation) Act, 2007 to Under Secretary (Tech.) including applications received for Registration of warehouses, inspections and other office matters related to policy directive from Ministry, representations received from warehouses, Parliamentary matters including Parliament Questions and any other work assigned by the Authority.

Terms & Conditions

The 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 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 yeas 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 CRs for the last five years, within 45 days from the date of publication of the vacancy circular in the Employment News. Application 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 II

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3.(i) Date of entry into service	
(ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
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
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

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer 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 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 Pay/interim relief/ other Allowances etc. (with break-up details)	Total Emoluments

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) **(Note: Enclose a separate sheet, if the space is insufficient)**	

15.B **Achievements:** The candidates are requested to indicate information with regard to; (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. **(Note: Enclose a separate sheet if the space is insufficient)**	
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.....
.....

Date.....

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/Smt.

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)