



Warehousing Development and Regulatory Authority
Government of India
Warehousing Bhawan, 4/1, Institutional Area,
August Kranti Marg, Hauz Khas, New Delhi - 110016
Tel: - 011-26515504, Fax: - 011-26515503



File No. WDRA/2015/19-2/A&F

Recruitment for various posts

The Warehousing Development and Regulatory Authority, Government of India, invites applications for the following posts on deputation basis initially for three years, from amongst the personnel working in the Central / State Governments/ Central PSUs/ Autonomous/ Statutory bodies:-

Sl. no.	Name of the Post	No. of Vacancies
1.	Deputy Director (Marketing & Credit) Rs. 15600-39100+GP- Rs. 6600 (PB-3)	1
2.	Deputy Director (Legal) Rs. 15600-39100+GP- Rs. 6600 (PB-3)	1
3.	Section Officer (Admin & Finance) Rs. 9300-34800+GP -Rs. 4600 (PB-2)	1
4.	Section Officer (Technical) Rs. 9300-34800+GP -Rs. 4600 (PB-2)	1
5.	Assistant Rs. 9300-34800+GP -Rs. 4200 (PB-2)	1
6.	Accountant Rs. 9300-34800+ GP -Rs. 4200 (PB-2)	1
7.	Investigator/ Field Officer Rs. 5200-20200+GP -Rs. 2800 (PB-1)	3
8.	Personal Assistant/ Steno Rs. 5200-20200 + GP -Rs. 2400 (PB-1)	1

Detailed information may be seen at the Authority's website www.wdra.nic.in Applications in the prescribed format available on the website may be submitted to the Director (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.

Under Secretary (A&F).

Annexure- I**A. Deputy Director (Marketing & Credit)**

1	Name and Designation of the post (No. of posts)	Deputy Director (Marketing & Credit), One (1).
2	Pay Scale of the post	PB-3 Rs. 15600 –39100 + GP Rs. 6600 (as per Sixth Pay Commission)
3	Grade/category of the post	Group A
4	Type of the Post	Technical
5	Essential and minimum qualification of the post	<p>(a) 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</p> <p>(b) With five years service on regular basis in posts in PB-3, Rs. 15600/- Rs. 39100 + Grade Pay of Rs. 5400/- or equivalent in the parent cadre or Department; and</p> <p>(c) Possessing Educational Qualification of Full time MBA/ two years Post Graduate Diploma in Management with specialization in Marketing or Finance as major subject, from the Government recognized Institute or University; and</p> <p>(d) Six Years experience in Marketing and Credit.</p>
6	Duties and responsibilities of the post	<p>i) To assist the Warehousing Development and Regulatory Authority in drafting its policies relating to promotion of pledge finance against Negotiable Warehouse Receipts (NWRs).</p> <p>ii) Coordination with the Banks and other Financial Institutions’.</p>

		<ul style="list-style-type: none">iii) Coordination with the Ministry of Finance and other Ministries relating to Financial and Marketing matters.iv) To assist the accounts Division of the Warehousing Development and Regulatory Authority.v) Promotional activities of the Warehousing Development and Regulatory Authority.vi) Publicity campaign of Warehousing Development and Regulatory Authority and preparation of documentary films/ video spot of the activities of the Warehousing Development and Regulatory Authority and benefits of Negotiable Warehouse Receipts (NWRs).vii) Working out a model for self sustenance of the warehousing sector.viii) To develop new schemes for promotion and development of warehousing sector.ix) Any other work assigned by the Authority.
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B. Deputy Director (Legal)

1	Name and Designation of the post (No. of posts)	Deputy Director (Legal), One (1).
2	Pay Scale of the post	PB- 3 Rs. 15600 – 39100 + GP Rs. 6600
3	Grade/category of the post	Group A
4	Type of the Post	Technical
5	Minimum qualification/service/experience for appointment to the post on deputation basis	<p>(a) 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</p> <p>(b) With five years service on regular basis in posts in PB-3, Rs. 15600/- Rs. 39100 + Grade Pay of Rs. 5400/- or equivalent in the parent cadre or Department; and</p> <p>(c) Six years experience of having dealt with legal matters.</p>
6	Duties and responsibilities of the post	<p>(i) To advise the Warehousing Development and Regulatory Authority about implementation of the provisions of the Warehousing (Development and Regulation) Act, 2007, and Rules and Regulations made under the Act.</p> <p>(ii) To handle all legal matters and cases of the Warehousing Development and Regulatory Authority relating to the Warehousing (Development and Regulation) Act, 2007 and other Acts of the Central and State Governments.</p> <p>(iii) To handle tax and other such issues of the Warehousing Development and</p>

		<p>Regulatory Authority</p> <p>(iv) Drafting of Rules and Regulations of the Warehousing Development and Regulatory Authority.</p> <p>(v) Coordination with the Department of Food and Public Distribution and the Ministry of Law and Justice on legal matters.</p> <p>(vi) Any other work assigned by the Authority</p>
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C. Section Officer (Admin. & Finance)

1	Name and Designation of the post (No. of posts)	Section Officer (Admin. & Finance), One (1).
2	Pay Scale of the post	Rs. 9300- 34800 + GP Rs. 4600/- (PB-2)
3	Grade/category of the post	Group B
4	Type of the Post	Admin. & Finance
5	Essential and minimum qualification of the post	<p>i) Officers of Central and State Governments or Central and State Public Sector Undertakings or Autonomous or Statutory Bodies holding analogous posts; or</p> <p>ii) Officers in Central or State Government or Central and State Public Sector Undertakings or Autonomous or Statutory Bodies with 6 years of regular service in the PB 2 with Grade pay of Rs. 4200/-; or</p> <p>iii) Two year of regular service with Grade Pay of Rs. 4600/- or equivalent in the parent cadre with at least three years experience in Administration or Finance or Vigilance or Budget; and</p> <p>iv) Possessing degree from a Government recognized University; and</p> <p>v) Proficiency in computer operations and typing.</p>
6	Duties and responsibilities of the Post (Job description for each position)	<p>The Section Officer (A&F) will be assigned the administrative and financial duties of WDRA and would assist US (Admin. & Fin.) 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 Statements including details of grants, income and expenditure of the Authority. On the administrative side he would deal with all administrative matters of the Authority including appointment, transfer, posting and deputation of the staff required for smooth functioning of the staff required for smooth functioning of the Authority and any other work assigned by the Authority.</p>

D. Section Officer (Tech)

1	Name and Designation of the post (No. of posts)	Section Officer (Tech) (1)
2	Pay Scale of the post	Rs. 9300- 34800 + GP Rs. 4600/- (PB-2)
3	Grade/category of the post	Group B
4	Type of the Post	Technical
5	Essential and minimum qualification of the post	<p>i) Officers of Central and State Governments or Central and State Public Sector Undertakings or Autonomous or Statutory Bodies holding analogous posts; or</p> <p>ii) Officers in Central or State Government or Central and State Public Sector Undertakings or Autonomous or Statutory Bodies with six years of regular service in the PB 2 with Grade pay of Rs. 4200/-; or</p> <p>iii) Two years of regular service with Grade Pay of Rs. 4600/- or equivalent in the parent cadre; and</p> <p>iv) Possessing degree in any Biological Sciences (including Agriculture) from a recognized University; and</p> <p>v) Proficiency in computer operations and typing.</p>
6	Duties and responsibilities of the post (Job description for each position)	The Section Officer (Tech.) will be assigned put up all technical matters pertaining to implementation of the provisions of the Warehousing (Development and Regulation) Act, 2007 including applications received for Registration of warehouses 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.

E. Assistant

1	Name and Designation of the post (No. of posts)	Assistant (1)
2	Pay Scale of the post	Rs. 9300- 34800 + GP Rs. 4200/- (PB-2)
3	Grade/category of the post	Group B
4	Type of the Post	Admin & Finance
5	Essential and minimum qualification of the post	<p>i) Officers of Central and State Governments or Central and State Public Sector Undertakings or Autonomous or Statutory Bodies holding analogous posts, or</p> <p>ii) Officers in Central and State Government or Central and State Public Sector Undertakings or Autonomous or Statutory Bodies with six years of regular service in the PB-2 with Grade Pay of Rs.2400/-; or equivalent in the parent cadre with at least three years experience in Administration or Finance or Vigilance or Budget; and</p> <p>iii) Possessing degree from a Government recognized university; and</p> <p>iv) Proficiency in computer operations and typing.</p>
6	Duties and responsibilities of the post (Job description for each position)	<p>He will work under the orders supervision of the Section Officer and assist the Section Officer working in the authority in putting up all administrative, financial and technical matters pertaining to implementation of the provisions of the Warehousing (Development and Regulation) Act, 2007. He will also scrutinize the applications received for Registration of Warehouses to be put up to the Registrar (to be designated) and deal with 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 competent authority.</p>

F. Investigator/Field Officer

1	Name and Designation of the post (No. of posts)	Investigator/ Field Officer, Three (3)
2	Pay Scale of the post	Rs. 5200-20200 + GP Rs. 2800/- (PB-1)
3	Grade/category of the post	Group C
4	Type of the Post	Technical
5	Essential and minimum qualification of the post	<ul style="list-style-type: none">i. Officers of Central and State Governments or Central and State Public Sector Undertakings or Autonomous or Statutory Bodies holding analogous posts; orii. Two years of regular service in the PB 1 with GP of Rs. 2400/- or equivalent or above; andiii. Possessing educational qualification of Intermediate or 10+2 passed from Science Stream from a recognized University or Board; and;iv. Proficiency in computer operations and typing.
6	Duties and responsibilities of the post (Job description for each position)	Investigator / Field Officer would be responsible for collecting field information from warehouses, accreditation agencies, required by the Authority for grant of Registration to Warehouses and Accreditation Agencies and attend to any other work assigned by the Authority.

G. Accountant

1	Name and Designation of the post (No. of posts)	Accountant (1)
2	Pay Scale of the post	Rs.9300-34800 + GP 4200/- (PB- 2)
3	Grade/category of the post	Group B
4	Type of the Post	Admin & 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: or</p> <p>ii. Officers in Central or State Government or Central and State Public Sector undertakings or Autonomous or Statutory Bodies with six years of regular service in the PB-2 with GP of Rs. 2400/-; or equivalent in the parent cadre with at least three years experience in Administration or Finance or Vigilance or Budget: and</p> <p>iii. Possessing degree from a Government recognized University; and</p> <p>iv. Proficiency in computer operations and typing.</p> <p>Desirable: Having undergone training in cash and accounts in the Institute of Secretariat Training and Management or equivalent.</p>
6	Duties and responsibilities of the post (Job description for the position)	He will be responsible for all accounting work in the Authority as stipulated in the Financial Rules including preparation of Accounts Book, Budget, Annual Financial Statement including details of Grants, Fees collected and Income and Expenditure of the Authority.

H. Personal Assistant / Steno

1	Name and Designation of the post (No. of posts)	PA/Steno, One (1).
2	Pay Scale of the post	Rs. 5200-20200 + GP -Rs. 2400 (PB-1)
3	Grade/category of the post	Group C
4	Type of the Post	Admin & Finance
5	Essential and minimum qualification of the post	<ul style="list-style-type: none"> 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 ii. Lower Division Clerks or equivalent officers knowing Shorthand and with three years regular service in Offices of Central or State Governments or Central and State Public Sector Undertakings or Autonomous or Statutory Bodies; and iii. Proficiency in Computer operations is essential and possessing stenography speed of 80 words per minute and a minimum typing speed of 35 words per minute in English or 30 words per minute in Hindi.
6	Duties and responsibilities of the post (Job description for each position)	<p>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 him. He will maintain cordial relations in his day to day official interactions and attend to any other work assigned by the Authority.</p>

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.

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 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.

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
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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		*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	

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/	c) Name of the parent office/organization	d) Name of the post and pay of the post held in substantive capacity in the
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	contract	to which the applicant belongs	parent organization
<p>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.</p> <p>9.2 Note: Information under Column 9© & (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</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>			
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
<p>16.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>16.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>		
17. 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.....
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Date.....

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)

