



**WAREHOUSING DEVELOPMENT AND REGULATORY AUTHORITY**  
(Ministry of Consumer Affairs, Food and Public Distribution)  
Warehousing Bhavan, 4/1 Siri Institutional Area, August Kranti Marg,  
Hauz Khas, New Delhi-110016



File No. WDRA/2/A&F/2013

Date: 06.02.2015

**Subject: Filling up of the posts in the Warehousing Development and Regulatory Authority (WDRA) on Deputation Basis.**

It is proposed to fill up the posts in Warehousing Development and Regulatory Authority (WDRA) as indicated in Annexure-I on deputation basis from amongst the personnel working in Central and State Government/ Central and State PSUs/ Autonomous / statutory bodies. The WDRA is a statutory authority set up under the Warehousing (Development & Regulation) Act, 2007 w.e.f. 26<sup>th</sup> Oct, 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 17<sup>th</sup> June 2010. 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. 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.
5. 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 officers 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 this 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.
6. The prescribed application form, detailed terms and conditions etc. are available on the WDRA website: [www.wdra.nic.in](http://www.wdra.nic.in). Applications may be forwarded in the prescribed

proforma so as to reach this office within 30 days from the date of publication of the vacancy circular in the employment news. A copy of the advertisement being published in the newspapers / employment news is attached.

Enclosures: Sixteen pages.

(Rakesh Kataria),  
Under Secretary (A& F).  
Tel.:26536213.

To

1. All Ministries/Departments of Govt. of India (By speed post).
2. Notice Board of the Deptt. of Food and Public Distribution.
3. CWC/FCI/SWCs/NCDC/NCUI.
4. A&F Section, WDRA for uploading it on the Website of the WDRA.
5. Guard file.

**WAREHOUSING DEVELOPMENT AND REGULATORY AUTHORITY**  
**Government of India**  
**Warehousing Bhavan, 4/1, Siri Institutional Area, August Kranti Marg,**  
**Hauz Khas, New Delhi-110016.**  
**Website:www.wdra.nic.in**

File No. WDRA/2/A&F/2013

**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:-

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>No. of vacancies</b>
1.	Deputy Director (Marketing and Credit) (Rs.15,600-39,100 +Rs.6,600 GP)	1
2.	Deputy Director (Legal) (Rs.15,600-39,100 +Rs.6,600 GP)	1
3.	Section officer (Admin. & Finance) (Rs.9,300-34,800 + Rs.4,800 GP)	1
4.	Section officer (Technical) (Rs.9,300-34,800 + Rs.4,800 GP)	1
5.	Assistant (Rs.9,300-34,800 + Rs.4,600 GP)	1
6.	Private Secretary(Rs.9,300-34,800 + Rs.4,200 GP)	2
7.	Investigator/Field Officer (Rs.5,200- 20,200 + Rs.2,800 GP)	3
8.	Personal Assistant/Steno (Rs.5,200-20,200 + Rs.2,400 GP)	1

Detailed information may be seen at the Authority's website [www.wdra.nic.in](http://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 30 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 Kataria),  
Under Secretary (A&F).  
Tel. No.: 011 – 26536213.

## A. Deputy Director (Marketing &amp; 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
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 / State Government / Central /State Public Sector Undertakings / Autonomous/Statutory bodies holding analogous posts on regular basis in the parent cadre / Department; or</p> <p>(b) With 05 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 / 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 Government recognized Institute / University.</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"><li>(iii) Coordination with the Ministry of Finance and other Ministries relating to Financial and Marketing matters.</li><li>(iv) To assist the accounts Division of the Warehousing Development and Regulatory Authority.</li><li>(v) Promotional activities of the Warehousing Development and Regulatory Authority</li><li>(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).</li><li>(vii) Working out a model for self sustenance of the warehousing sector.</li><li>(viii) To develop new schemes for promotion and development of warehousing sector.</li><li>(ix) Any other work assigned by the Authority.</li></ul>
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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	(a) Officers of the Central / State Government / Central /Stat Public Sector Undertakings /Autonomous / Statutory bodies holding analogous posts on regular basis in the parent cadre / Department; or (b) With 05 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 / Department; and (c) Possessing a degree in law of a Government recognized University/ Institute.
6	Duties and responsibilities of the post	(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. (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. (iii) To handle tax and other such issues of the Warehousing Development and

		<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	PB-2 Rs. 9300- 34800 +4800 (Grade Pay)
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/ Central and State PSUs/ Autonomous/ Statutory Bodies holding analogous posts or</p> <p>ii. Officers in Central/State Government/Central and State PSUs/ Autonomous/ Statutory Bodies with 6 years of regular service in the PB 2 with Grade pay of Rs. 4200 or 2 years of regular service with GP of Rs. 4600 or equivalent in the parent cadre with at least 3 years experience in Administration/Finance/Vigilance/ Budget, and</p> <p>iii. Possessing degree from a recognized university</p> <p>iv. Knowledge of computer is essential</p>
6	Duties and responsibilities of the post (Job description for each position)	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.
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D. Section Officer (Tech)

1	Name and Designation of the post (No. of posts)	Section Officer (Tech), One (1).
2	Pay Scale of the post	PB-2 Rs. 9300- 34800 +4800(Grade Pay)
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/Central and State PSUs/ Autonomous/ Statutory Bodies holding analogous posts or</p> <p>ii. Officers in Central/State Government/Central and State PSUs/ Autonomous/ Statutory Bodies with 6 years of regular service in the PB 2 with Grade pay of Rs. 4200 or 2 years regular service with GP of Rs. 4600 or equivalent in the parent cadre, and</p> <p>iii. Possessing degree in any biological sciences (including agriculture) from a recognized university</p> <p>iv. Knowledge of Computer is essential</p>
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 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, One (1).
2	Pay Scale of the post	PB-2 Rs. 9300- 34800 +4600 (Grade Pay)
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/Central and State PSUs/ Autonomous/ Statutory Bodies holding analogous posts, or</p> <p>ii. Officers in Central/State Government/Central and State PSUs/ Autonomous/ Statutory Bodies with 6 years of regular service in the PB 2 with Grade pay of Rs. 2400 or equivalent in the parent cadre with at least 3 years experience in administration/finance/vigilance/budget, and</p> <p>iii. Possessing degree from a recognized university. Knowledge of Computer is essential</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 application 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</p>

		from Ministry, representations received from Warehouses, Parliamentary matters Including Parliament Questions and any other work assigned by the competent Authority.
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## F. Private Secretary

1	Name and Designation of the post (No. of posts)	Private Secretary, Two (2).
2	Pay Scale of the post	PB-2 Rs. 9300- 34800+4200 (Grade Pay)
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/Central and State PSUs/ Autonomous/ Statutory Bodies holding analogous posts or</p> <p>ii. Officials in Central/State Government/Central and State PSUs/ Autonomous/ Statutory Bodies with 5 years of regular service in Stenography line with Grade pay of Rs. 2400 and</p> <p>iii. Knowledge of Computer is essential</p>
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 devote himself to his assigned work. The Private Secretary will maintain secrecy of confidential and secret papers entrusted to him. He will maintain cordial relations in his day-to-day official interactions and also attend to any other work assigned by the authority.</p>

### G. Investigator/Field Officer

1	Name and Designation of the post (No. of posts)	Investigator/ Field Officer, Three (3).
2	Pay Scale of the post	PB-1 Rs. 5200-20200 +2800 (Grade Pay)
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"> <li>i. Officers of Central and State Governments/Central and State PSUs/ Autonomous/ Statutory Bodies holding analogous posts or</li> <li>ii. 2 years of regular service in the parent cadre in the PB 1 with GP of Rs. 2400 or equivalent or above and</li> <li>iii. Possessing educational qualification of Inter/10+2 passed from Science Stream from a recognized university/board.</li> </ul>
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 Authority for grant of Registration to Warehouses and Accreditation Agencies and attend to any other work assigned by 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	PB-1 Rs. 5200-20200+2400 (Grade Pay)
3	Grade/category of the post	Group C
4	Type of the Post	Admin & Finance
5	Essential and minimum qualification of the post	<p>i. Officers of Central and State Governments/ Central and State PSUs/ Autonomous/ Statutory Bodies holding analogous posts in the Stenography Line or</p> <p>ii. LDCs or equivalent officers knowing Shorthand and with 3 years regular service in Central/State Government/PSU/ autonomous or statutory organization and</p> <p>iii. Knowledge of Computer is essential</p>
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>

## Annexure II

1. Name and address (in Block Letters):
2. Date of Birth (in Christian era):
3. Date of retirement:
4. Educational Qualifications:
5. Whether eligibility conditions are fulfilled:
6. Name of the office where employed at present:
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	From	To	Scale of pay	Nature of duties in details

8. Nature of present employment i.e. permanent/temporary/ad-hoc.
9. In case the present employment is 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 you belong.
10. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
11. Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the revised scale of pay.
12. Total emoluments per month now drawn:
13. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification; (ii) professional training; and (iii) work experience over and above prescribed in the vacancy circular/advertisement.
14. Whether belongs to SC/ST/OBC:

**Declaration:**

I have carefully gone through the vacancy circular/advertisement and I am well aware that the curriculum vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post:

**Signature of the Candidate**



**Countersigned (Employer with seal)  
Certificate**

1. Certified that the particulars furnished by Shri/Smt./Km\_\_\_\_\_ have been verified from his/her service record and found correct.
2. No vigilance case is either pending or contemplated against Shri/Smt./Km\_\_\_\_\_. His/her integrity is certified.
3. No major/minor penalty was imposed on Shri/Smt./km\_\_\_\_\_ during the last 10 years as per records in the Ministry/Department/PSU/Statutory body.

**Signature of Head of office/Deptt.**

## **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 17<sup>th</sup> 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 30 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.