



**No. CWC CO-PDORECT/278/2020-PERSONNEL**

**Date: 10.07.2021**

**NOTICE**

Applications are invited from retired/superannuated officials of Central/State Govt & PSUs, to work as consultant **on contractual basis** in Central Warehousing Corporation, a Schedule-A, Miniratna Category-I PSU under the aegis of Ministry of Consumer Affairs, Food and Public Distribution, on a consolidated monthly remuneration. Details of vacancies are as below:

<b>Vacancy</b>	<b>Job Requirement</b>	<b>Required Level (as per IDA pay scales or Level as per 7th CPC pay scales) and Consolidated monthly remuneration</b>	<b>Mode of selection</b>
Consultant Finance (01)	Please refer <b>Annexure-I</b>	Retired from the scale of E-2 & Equivalent: ₹ 50,000/-	Interview/ Personal Interaction

The contract may be extended at the discretion of the Corporation as per requirement, if the services of the Consultant are found useful and satisfactory. The Extension will be as per requirement and up to the age of 65 years. The Consultant would be entitled for TA/DA and lodging charges equivalent to the working CWC officials of equivalent Grade while on tour, restricted to entitlement of the officer of CWC of E8 Grade. The detailed terms/conditions of engagement of Consultant are enclosed as **Annexure-II**.

**How to Apply**

- (i) Interested and eligible superannuated officials of Central/State Govt. & PSUs shall have to apply Online through the link: "<https://cwceportal.com/Careers>". The Link for Online Application shall remain active from **10.07.2021** to **24.07.2021**.
- (ii) Candidates shall upload the scanned copies of following while filling the Application form Online:
  - SSC/Xth certificate as proof of Date of Birth (Mandatory Document)
  - Copies of Educational Qualification Certificate (starting from Senior Secondary Examination)
  - Copies of Experience/ Service Certificate from the respective employer for last 10 years.
  - Superannuation/Relieving Certificate from the Employer (Mandatory Document)
  - Last drawn Pay Certificate (Mandatory Document)

(iii) **Undertaking for Vigilance Clearance:** The applicants shall mandatorily upload the duly signed copy of proforma while applying Online for the post, the format of proforma is enclosed as **Annexure-III**.

All correspondence with the candidates shall be done through E-mail/ announcement on the Website only. Information regarding Personal Interview call letters shall be provided through e-mail / to be downloaded from website. For this purpose, candidates are advised to visit our website **www.cewacor.nic.in** regularly for **further instructions**. CWC shall not be responsible for any loss of e-mail sent, due to invalid / wrong email ID provided by the candidate or due to other reasons

**Note: Those candidates, who fulfil the eligibility criteria, will only be considered for Personal Interview**

**Encl:** As above

**(Debapati Saha Chowdhury)**  
**Asst. General Manager (Pers.)**

**Copy to:**

- PS to MD/PS to Dir(Pers.), CWC, CO, New Delhi for information.
- GGM(Finance), CWC, CO, New Delhi for information.
- All RMs, CWC, ROs - for displaying on notice board for wide publicity.
- SAM (MIS), CWC, CO, New Delhi for arranging to upload on CWC website.

**List of Tasks/Activities to be carried out by Consultant:**

- Timely preparation and submission of monthly Physical & Financial Performance (Core Data) to the Management and placing the quarterly agenda to the Board.
- Timely preparation and submission of Memorandum of Understanding (MoU) to be signed between the Corporation and the Department of Food & Public Distribution and its monitoring and placing the quarterly agenda to the Board.
- Timely preparation and submission of Self Evaluation Report on MoU Parameters of the Previous Year to DPE through Administrative Ministry.
- Timely preparation and submission of various kind of financial information sought by the Administrative Ministry and Department of Public Enterprises (DPE) from time to time.
- Timely preparation and submission of Financial Data to SP&C Division for incorporation in Public Enterprises Survey.
- Timely preparation and submission of Summarized Financial Report (SFR) to C&AG after adoption of Accounts by the Board.
- Coordinating with all the sections of Finance and Other Divisions at Corporate Office and also with all the field units to obtain the data/information required by Ministry/DPE from time to time.
- Coordinating with Administrative Ministry, DPE and other such agencies.
- Vetting of Director's Report.
- Submission of Compliance Report to DPE/Ministry on DPE guidelines having Financial Implications.
- Compliance Note on DIPAM Guidelines on Capital Restructuring in CPSEs.
- Board Agenda on Additional Eligibility Criteria on MoU Guidelines issued by DPE from time to time for the purpose of MoU Evaluation.
- Compliance of Tax/Other Laws and submission of Quarterly Compliance Report.

**TERMS & CONDITIONS FOR ENGAGING RETIRED EMPLOYEES/ OUTSIDE EXPERTS AS CONSULTANT/ADVISOR ON CONTRACTUAL BASIS**

1. The Consultant/Advisor will be engaged initially for one (01) year and the tenure could be extended on yearly basis as per the need of the concerned Department till attaining the age of 65 years.
2. There should be no disciplinary/criminal proceedings/charge sheet pending against the applicant nor any punishment was awarded to him/her by the Organisation/s where he/she was serving for last 10 years before his/her superannuation. A self-declaration to this effect would be required. The Corporation may verify details from last organisation of the consultant/advisor and in case it is found to be not true, his/her services will be terminated without assigning any reasons.
3. The Consultant/Advisor shall have to sign a Non-Disclosure and Confidentiality Agreement with the Corporation on appropriate value of Stamp Paper which is in consonance with prevalent guidelines of the corporation.
4. The Consultant/Advisor would be required to work on all working days from 9.30 AM to 6.00 PM at Corporate Office and 10.00 AM to 5.00 AM at Regional Offices and at Warehouses as per timings notified by RM/CO.
5. Consultant would be entitled for TA/DA and lodging charges equivalent to the working CWC officials of equivalent Grade while on tour, restricted to entitlement of the officer of CWC of E8 Grade.
6. The Consultant/Advisor would not communicate any of the information to any outside agency related to the matter, whatsoever, comes to his knowledge during the period of their consultancy.
7. The Consultant/Advisor would not be authorised/not signing any document/affidavit etc. given to outside agencies on behalf of the Corporation.
8. The Consultant/Advisor will get no other benefit whatsoever except the consolidated remuneration being offered to him/her.
9. The TDS would be deducted as per applicable rules/laws on the consultancy charges.
10. The Consultant/Advisor would maintain absolute integrity/devotion and discipline during the period of their consultancy with the corporation.
11. The deduction of amount from monthly remuneration will be made on pro-rata basis if the consultant/advisor remains absent from place of deployment except two holidays per month allowed to them at the discretion of the Controlling Officer.
12. The Consultant/Advisor shall have to attend at the work place/on holidays/late hours as may be required by Controlling officer for which no extra remuneration will be paid.
13. The period of consultancy can be terminated anytime by the Corporation without any notice and assigning any reasons thereof.
14. The Consultant/Advisor working with CWC will not be permitted to take up any assignment with other organisation/Company (Govt. or private) during the currency of their consultancy in CWC.
15. The Consultant/Advisor engaged by the Corporation will have no employee/employer relationship with CWC. Hence, they will not be eligible/ entitled for any such benefits available to the employees of CWC.

**Undertaking for Vigilance Clearance**

***I Mr./Ms./Mrs.\_\_\_\_\_ hereby declare that there was neither any disciplinary/criminal proceedings/charge sheet pending against me nor any punishment was awarded to me by the Organisation/s where I was serving for last 10 years before my superannuation.***

Date:

(Signature of Candidate)