



सैण्ट्रल रेलसाइड वेअरहाउस कंपनी लिमिटेड

(भारत सरकार का उद्यम-मिनी रत्न)

आईएसओ 9001:2008 प्रमाणित कंपनी

सीआईएन: यू63023डीएल2007 पीएलसी165676

CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED

(A Govt. of India Enterprise - Mini Ratna)

ISO 9001:2008 Certified Company

No.CRWC-1/Recruitment Phase-II/15-16

Closing Date: 09.06.2015

Central Railside Warehouse Company Ltd (CRWC) , a Govt. of India Enterprise, is engaged in planning, development, promotion, acquisition and operation of Warehousing Complexes/Terminals/Multimodal Logistics Hubs. Growing at an exponential rate, the Company promotes and provides rail based seamless supply chain management systems. It also carries the business of Multimodal transport operations and aggregation/disaggregation of cargo and provides state-of-the-art warehousing facilities.

CRWC is looking for young and dynamic candidates with brilliant academic records for the positions mentioned below:

DETAILS OF POST & VACANCY :

Name of the post	Scale of Pay (in Rs.)	Maximum Age Limit (in years) as on 09.06.2015	SC	ST	OBC	PWD/PH	UR	Total
Manager (HR)	24900-50500 (IDA)	45	-	-	-	-	01	01

* Age relaxation and reservation for SC/ST/OBC/PH as per Government Guidelines

1 of 6

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कॉरपोरेट कार्यालय: भूतल प्रगति मैदान मेट्रो स्टेशन बिल्डिंग, नई दिल्ली-110001, दूरभाष: 011-23379418, फैक्स: 011-

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QUALIFICATION AND EXPERIENCE As on 23.05.2015

NAME OF THE POST	EDUCATIONAL QUALIFICATION	EXPERIENCE / SKILL
Manager (HR)	MBA with specialization in HR/ Personnel Management or PG Degree/ PG Diploma in HR/PM&IR from a UGC/ AICTE recognized university /Institute with minimum 60% marks.	Minimum 10 years post qualification experience in relevant field in Central/State Govt./PSU/Autonomous bodies / Private Organization of repute , out of which preceding minimum 2 years of experience should be in the following pay scale either singly or in combination of both: (i) Rs 20600-46500(IDA) / pay band- 3 with Grade pay of Rs 5400(CDA), if employed in central/ state Govt. / PSU/ Autonomous bodies. (ii) CTC of Rs 8.00 Lacs per annum, if employed in private organization of repute.

NOTE:

- 1) Wherever CGPA/ OGPA or letter grade in a degree is awarded; equivalent percentage of marks should be indicated in the application forms as per norms adopted by the University/ Institute. The candidate will have to produce a copy of these conversion norms with respect to his/her University/ Institute at the time of Interview.
- 2) Only Indian Nationals need to apply.
- 3) Minimum Essential post Qualification experience as specified in above table should be as on 23.05.2015.
- 4) No age relaxation will be there for candidates belonging to reserved category applying against unreserved category.
- 5) Above mentioned Post carry IDA pattern pay scales and usual allowances. These scales carry DA on percentage basis. Gross emoluments would vary depending upon place of posting.
- 6) Candidates Employed in Govt. Dept/ PSU/ Autonomous Body should apply through proper channel along with other essential enclosures or submit No Objection Certificate (NOC) from present employer at the time of interview.
- 7) Qualification mentioned in the above table is sacrosanct. No equivalent qualification shall be acceptable for any post.

2 of 6

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- 8) Qualification mentioned in the above table should have acquired on regular basis. No correspondence/ part time degree shall be acceptable for any post.
- 9) In case there is no mention of specialization in the qualifying degree as required in the minimum essential Qualification above , candidates are to submit a certificate at the time of interview from their institute / university with a clear mention to their specialization in the qualifying degree.
- 10) CRWC reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need so arises, without issuing any further notice or assigning any further notice/any reasons thereafter. The decision of the Management will be final and no appeal will be entertained against this issue.
- 11) Any changes/ Modification/ Information regarding this recruitment will be intimated through Website only. Kindly check CRWC website regularly.

UPPER AGE LIMIT AND AGE RELAXATIONS

1. The Upper Age Limit for the post of Manager (HR) is 45 as given in the above table as on 09.06.2015
2. Since, the post of Manager (HR) is Unreserved Post (UR), SC/ST /OBC (NCL) candidates applying against this post shall be considered under general standard of merit and no age relaxation in upper age limit shall be available to them.
3. **All relaxation and concession for PH candidates will be as per Government of India rules.**
4. **The OBC candidates who comes under 'Creamy Layer' are not entitled for OBC relaxation and they will be treated in the category of 'General'.**
5. **Concession for J&K Candidates:** Upper age limit is relaxable by 5 years for the candidates who had ordinarily been domiciled in the Kashmir Division in the State of Jammu and Kashmir during the period 01-01-1980 to 31-12-1989. Any applicant intending to avail the relaxation under this Category shall have to submit a certificate from the District Magistrate in Kashmir Division within whose jurisdiction she/he had ordinarily resided or any other authority designated in this behalf by the Govt. of Jammu & Kashmir to the effect that she/he had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989.
6. **All relaxation and concession for ex serviceman will be as per Government of India rules.**
7. **However, besides the above, all the reservations & concessions subject to rules and regulations of Government on this subject.**

HOW TO APPLY:

To apply, follow the steps given below:

1. Candidates belonging to General & OBC categories are required to pay a non-refundable application fees of ₹500/- (Rupees Five Hundred only) by Demand Draft drawn in favour of "Central Railside warehouse company Ltd ", payable at New Delhi. Name of the candidate, Date of Birth and Post Applied should be neatly indicated on the reverse of the demand draft.

3 of 6

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2. **SC, ST and PWD/PH are exempted** from payment of above fees provided they attach a self-attested copy of SC/ST/PH/PWD certificate as applicable, issued by the Competent Authority at the time of submitting hard copy of the Application Form.
3. The application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future exam/selection.
4. Application Form can be downloaded from the website www.crwc.in/CRWC/careers from 19.05.2015 onwards
5. Application completed in all respects along with the demand draft and self-attested copies of the testimonials/documents mentioned below, should be sent by post to **“General Manager (F&A), Recruitment Cell, CRWC LTD, Ground floor, Pragati Maidan Metro Station Building, New Delhi -110001** so as to reach on or before **09.06.2015** in a sealed envelope superscribed as **“Application for the Post _____”** on the top left hand corner.
6. The Company will not be responsible for postal delay or loss/non-delivery thereof. No correspondence in this regard will be entertained. The company will also not take responsibility to connect any certificate/remittance sent without application form.
7. Candidates fulfilling the above criteria should submit their **APPLICATIONS** along with the following documents:
 - Demand Draft as applicable for General, OBC candidates.
 - Self-attested copies of testimonials/certificates. Self-attested copy of Matric / X Class certificate should also be enclosed as a proof of age.
 - Caste/Tribe Certificate (for SC/ST/OBC as applicable) & Disability certificate (in case of PWD/PH candidate) issued by the Competent Authority and Ex-serviceman proof (in case of Ex-serviceman candidates).
 - All certificates/testimonials in respect of qualifications (all semester/year-wise mark sheet and Degree certificate starting from matriculation onwards).
 - Experience Certificate/documents, issued by the employer in support of experience details mentioned by the candidate in application form.
 - Proof of current pay scale / CTC whichever applicable issued by the employer for previous minimum 2 years as on 23.05.2015, should be furnished by the candidates applying from Public sector /Govt undertaking/Autonomous Body or private organization.
 - Forwarding letter from the employer in case the candidate employed in Govt. Dept/ PSU/ Autonomous body applying through proper channel.
 - A recent passport sized colored photograph should be firmly pasted on the application form and should be self- attested. Without self-attested photograph, the application form will be rejected.
 - Self-attested Photostat copy of certificate from the District Magistrate in Kashmir Division within whose jurisdiction she/he had ordinarily resided or any other authority designated in this behalf by the Govt. of Jammu & Kashmir to the effect that she/he had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 01-01-80 to 31-12-89, if intending to avail the age relaxation under this category.

4 of 6

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8. Application received after the last date or incomplete will be rejected; Management will not be responsible for any postal delay /loss of document during the transit. No correspondence in this regard will be entertained. Management will also not take responsibility to connect any certificate/remittance sent without application form. Any deviation from the prescribed format will result in rejection of the application.

SELECTION PROCESS:

Selection Process:

- The selection process will consist of Interview only.
- The company intends to call for interview on the basis of merit only.
- However the company may conduct written test followed by interview, keeping in view of number of applications.
- Management reserves the right to fix the standard and specifications for screening and calling the number of candidates for written test and / or interview.

ADMIT CARD/CALL LETTER

The provisionally eligible/shortlisted candidates for written test/ interview will be intimated by e-mail/SMS in due course of time.

GENERAL INFORMATION / INSTRUCTIONS:

- Mere submission of application and non- fulfilling the eligibility conditions gives no right to any person for appearing in Written Test / Interview etc.
- Eligible candidates for interview will be intimated by email /SMS in due course of time. CRWC will not be responsible for any loss of email /information sent due to invalid or wrong email id.
- Qualifying in the Interview without fulfillment of eligibility conditions will not confer any claim to the candidate for final selection to the post.
- Filling up of these vacancies is subject to the outcome of any litigation affecting the recruitment process.
- No correspondence will be entertained about the outcome of the application, at any stage.
- **All appointments will be subject to the Rules and Regulations of the Company in- force from time to time.**
- **After selection of candidates, the candidates may be posted anywhere in the India in the interest of the Company.**
- Short listed candidates for interview, travelling from a distance of 30 Kms or more will be reimbursed to and fro rail fare limited to AC-III tier (3AC) by shortest route as per rules for travel within India only upon production of tickets.

5 of 6

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- Candidates employed in Govt. Dept /PSU/Autonomous Body shall either forward their application through proper channel or shall produce NOC from their present employer at the time of interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his/her employer at the time of interview, his/her candidature will not be considered.
- Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after the recruitment or joining, if any information provided by candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- Candidature of the candidate is also liable to be rejected if the application form along with necessary documents is not received or received un-signed or without affixing self-attested passport size colored photograph or without application fees or received after the closing date.
- Mere fulfillment of eligibility norms does not entitle a candidate to be called for the written test/interview. In the event of the number of eligible candidates being too high, the Management reserves the right to short-list the candidates by imposing the norms of merit in the basic qualification prescribed in the advertisement.
- Issue of Call letter for Interview does not confer any right of acceptance of candidature and should not be considered as an acknowledgment of fulfilling the eligibility criteria.
- Self-attested Photostat copies of documents for proof of age / qualifications / experience / salary proof/ caste etc. should be attached with the Application, without which the candidature would be rejected. Original certificates will, however, be scrutinized / verified at the time of Interview.
- At the time of the Interview, if a candidate is unable to produce all the original documents due to whatsoever reason, his candidature would be rejected. Under no circumstances additional time would be provided. Thus only those candidates are advised to apply who can produce all the relevant documents in original at the time of Interview itself.
- Any attempt to influence the Company in any manner would result in disqualification and rejection of candidature immediately. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Delhi Court only.
- The decision of the Company in all matters relating to the conduct of examination and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
- No person shall be eligible for appointment who has previously been dismissed or compulsorily retired from the service of the Company or from a Department of a State or the Central Government or from any Public Sector Undertaking.
- No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.

General Manager (F&A)

CRWC, New Delhi

6 of 6

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