



**CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)**



4/1, Siri Institutional Area, August Kranti Marg,
Hauz Khas, New Delhi-110 016 Tel.26566107 Fax: 26967256
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Advertisement No. CWC/I-Manpower/DR&Dep/2017/01

Central Warehousing Corporation, a Schedule-A Mini Ratna, Category-I, CPSU under the Administrative control of Ministry of Consumer Affairs, Food and Public Distribution providing scientific storage facilities for agricultural inputs, produce and other notified commodities besides providing logistics infrastructure like CFSs/ICDs, Land Custom Stations, Air Cargo Complexes etc. for import- export cargo, invites applications for the following posts to be filled.

Name of the Post	Number of Vacancies	Scale of Pay (IDA) (Rs.)	Gross Emoluments (Minimum Pay + DA) (Rs/month)	Maximum Age Limit as on last date of receipt of application
Hindi Translator	02-UR	Rs. 11200-30600/-	Rs. 24,315/- #	28 years *

Out of 02 posts, 01 post is reserved for PWD (VH-LV category)

* Age Relaxation and Reservation for PWD candidates shall be applicable as per Govt. guidelines. Departmental Candidates will be entitled for age relaxation subject to the condition that as on last date for receipt of application, the candidates should have atleast 5 years of service left.

Pay scale indicated above are due for upward revision w.e.f. 01.01.2017. In addition to Basic Pay & DA, other allowances/perks shall also be applicable as per the policies of the corporation from time to time.

Educational Qualification

Master's Degree of a recognized University in Hindi/English with English/Hindi as a main subject at the degree level

Or

Master's Degree of a recognized University in any subject with Hindi as the medium of instructions and examination with English as a compulsory subject at degree level

Or

Bachelor's degree with Hindi and English as main subject or either of the two as medium of examination and other as a main subject plus recognized Diploma/ Certificate Course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central/State Government Offices including Government of India Undertakings.

GENERAL CONDITIONS

1. The post carries IDA pattern of pay scale and usual allowances on cafeteria based approach plus HRA.
2. Employees of the State/Central Govt./Public Sector Undertaking should get their application routed through proper channel so as to reach Central Warehousing Corporation, "Warehousing Bhawan" 4/1, Siri Institutional Area, Hauz Khas, New Delhi-110016 on or before the last date prescribed i.e. **31.07.2017**.
3. Mere submission of application and fulfilling the eligibility conditions gives no right to any person to appear for written test.
4. Male Applicants belonging to UR & OBC category shall submit their application along with the non refundable application fee of Rs. 500/- (Rupees five hundred only) through demand draft drawn in favour of "Central Warehousing Corporation" payable at New Delhi. SC/ST/PWD & Women candidates are exempted from the payment of application fee.
5. Self attested Photostat copies of documents in proof of Age; Qualifications (including all the mark sheets and the proof of medium of instructions & examinations at Graduate and Post Graduate level), Caste, disabilities etc. should be attached with the Application (in the given format). Original certificates will, however, be scrutinized/verified at the time of test.
6. The applications which are not supported with the documents in proof of age, qualification, caste and disabilities etc. will not be considered and will be summarily rejected. Incomplete applications or applications not in prescribed proforma shall summarily be rejected.
7. No correspondence will be entertained about the outcome of the application.
8. Neatly handwritten, preferably typed application as given in prescribed Proforma on A4 size paper should be sent to the Dy. General Manager (Personnel), Central Warehousing Corporation, "Warehousing Bhawan" 4/1, Siri Institutional Area, Hauz Khas, New Delhi-110016 on or before **31.07.2017 superscribing on the envelop for the post applied for Hindi Translator.**
9. **No application shall be entertained after the last date of receipt of application.**

10. **Age Limit:** (i) The prescribed qualifications and age limit shall be reckoned as on the last date of receipt of application i.e. **31.07.2017**. The age relaxation to PWD candidates will be as per Govt. guidelines. (ii) Age is also relaxable by 5 years to those who had ordinarily been domiciled in the Kashmir Division of the State of Jammu and Kashmir during the period 01-01-1980 to 31-12-1989. Any person intending to avail the relaxation under this category shall submit a certificate from (a) The District Magistrate in the Kashmir Division within whose jurisdiction he had resided or (b) any other authority designated in this behalf by the Govt. of J&K to the effect that 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. (iii) The age limit for departmental candidate has been relaxed subject to the condition that on last date for receipt of application the candidate should have atleast 5 years of service left.
11. There will be a written test on the Subject knowledge and General awareness. Minimum qualifying marks for General (UR) category candidate is 60 and for PWD candidates is 50 out of 100.
12. On qualifying the written test, eligible candidates will be appointed as Hindi Translator based on merit. He/She will be liable to be posted and transferred to any CWC office throughout the country or abroad.
13. All appointments will be subject to the Rules and Regulations of the Corporation in-force from time to time. Other benefits like CPF, Gratuity, Leave travel concessions, Leave encashment, Medical facilities, Perks / Perquisites etc. shall be applicable as per the rules of the Corporation as amended from time-to-time.
14. No TA will be provided for attending the written test.
15. Candidates should satisfy themselves that they fulfill the required qualifications, age etc. before applying for the post.
16. In case it is found that information furnished by a candidate is false or defective in any manner, the candidature of such persons will be summarily rejected as and when it comes to the notice of the Management. The candidates are advised to satisfy themselves fully about the correctness of the information furnished.
17. Any attempt to influence in any manner would disqualify the candidate.
18. **Since, the post advertised is only for UR & PWD category candidates, concession in age and relaxation in marks shall be applicable only for PWD category candidates. Other category candidates will not be eligible for concession in age & relaxation in marks. However, they may apply provided they fulfill all the eligibility criteria as prescribed for unreserved candidate.**

APPLICATION FOR THE POST OF _____

Affix your recent passport size photograph

1.	Name of Applicant	:	
2.	Father's/Husband's Name	:	
3.	Date of Birth (DD/MM/YYYY)	:	
4.	Age as on 31.07.2017 (supporting Documents to be enclosed)		Years Month
5.	Gender	:	Male Female
6.	Category (SC/ST/OBC/UR)	:	
7.	Whether Physically Handicapped(Y/N) If yes, nature of Disability and its Degree. Supporting documents to be attached.	:	
8.	Mailing Address (With Pin Code)	:	
9.	Permanent Address (with pin code)	:	
10.	Email ID & Contact No.	:	
11.	DD Details	:	
12.	Educational Qualifications (Start from 10 th onwards)		
	1	Academic Qualification	Name of Board/ University Year of Passing Subject (s) %age of marks obtained Class/ Division
13.	List of documents attached :		
	a) 10 th class pass certificate for date of birth with marks sheet	b) 12 th class pass certificate with marks sheet	
	c) Graduation (degree) certificate/provisional degree certificate with marks sheets of all the years/semesters	d) Post Graduation degree certificate with marks sheets of all the years/semesters	
	e) Certificate from the concerned University clearly mentioning the division of passing Graduation/Post Graduation degree, if the same is not mentioned in the degree certificate/marks statement		

14.	Experience: (Attach proof)				
	Organization	Post held	Period	Pay scale/Basic Pay + DA	Nature of duties
15.	Whether the applicant in his/her previous employment was anytime penalized/terminated in disciplinary proceedings? Whether he/she ever been arrested, prosecuted, kept under detention, convicted by court of law for any offence and whether any case is pending against him/her in any court of law/university/Educational institution at the time of filling up this application form			Yes or No. If yes, give details.	

(It is mandatory to provide all the information required in the application form)

Declaration :

Certified that the information furnished above are true and correct to the best of my knowledge and belief and in case the same is found false or incorrect my candidature/appointment may be cancelled/terminated at any point of time.

Date -----

Place -----

Signature of the candidate