



भाण्डागारण विकास और विनियामक प्राधिकरण

भारत सरकार



एन.सी.यू.आई. भवन, चौथी मंज़िल, 3, सीरी इंस्टीट्यूशनल एरिया, अगस्त क्रान्ति मार्ग, हाज़ खास,
नई दिल्ली-110016, दूरभाष:- 011-49536496/49092978/49092994/49092487

Warehousing Development and Regulatory Authority

Govt. of India

4th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas,
New Delhi – 110016, Tel. No. 011-49536496/49092978/49092994/49092487

F.no.A-12024/1/2017-O/o US (A and F)

प्रतिनियुक्ति के आधार पर निजी सचिव के लिए भर्ती

The Warehousing Development and Regulatory Authority (WDRA), Government of India, invites applications from eligible personnel working in the Central/ State Governments/Central and State PSUs/ Autonomous/ Statutory bodies for the following posts to be filled on deputation basis:-

Sl. No.	Name of the Post	No. of vacancies
1.	Private Secretary [Level-6 Rs.35400 – 112400 (7 th CPC)]	2

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

(राकेश कुमार यादव)

अनुभाग अधिकारी (प्र. एव वित्त)

Private Secretary

1	Name and Designation of the post (No. of posts)	Private Secretary, Two (2).
2	Pay Scale of the post	Level-6 Rs. 35400 – 112400 (7 th CPC) OR PB-2 Rs. 9300-34800 + GP Rs. 4200 (6 th CPC)
3	Grade/category of the post	Group B
4	Type of the Post	Admin & Finance
5	Essential and minimum qualification of the post	<p>(a) Officers of Central and State Governments /Central and State PSUs/ Autonomous/ Statutory Bodies holding analogous posts; or</p> <p>(b) Officials in Central/State Government /Central and State PSUs/ Autonomous/ Statutory Bodies with 5 years of regular service in Stenography line in Level-4 Rs. 25500-81100 (7CPC) or PB-1 with Pay Scale Rs. Rs. 5200-20200 + GP Rs. 2400 (6CPC); and</p> <p>(c) Proficiency in Computer operations is essential and possessing stenography speed of a minimum of 80 words per minute and a typing speed of 35 words in English and 30 words in Hindi.</p>
6	Duties and responsibilities of the post	<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</p>

		him. He will maintain cordial relations in his day-to-day official interactions and also attend to any other work assigned by the authority.
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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- Esst.(Pay II) dated 17th June, 2010 and other related orders issued from time to time.

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	From	To	*Pay Band and Grade Pay/Pay scale of the	Nature of Duties (in

	regular basis			post held on regular basis.	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	To

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/ contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the 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 (c) & (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.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others			
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 relief/ other etc. (with break-up details)	Pay/interim Allowances	Total Emoluments
15. 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) (Note: Enclose a separate sheet, if the space is insufficient)			

<p>15. B Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (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>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>16. Whether belongs to SC/ST</p>	

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.....

Annexure III

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)