



भांडागारणविकासऔरविनियामकप्राधिकरण

भारतसरकार

चौथीमंजिल, एनसीयूआईभवन, 3, सीरीइंस्टीट्यूश्रलएरिया, अगस्तक्रान्तिमार्ग,
हौज़खास, नईदिल्ली - 110016, दूरभाष: - 49536496, 49092978

Warehousing Development and Regulatory Authority

Government of India

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



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

Dated : 17.03.2020

Recruitment for various posts on deputation basis

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.	Director (Technical) [Level-13 Rs.1,23,100 - 2,15,900 (7 th CPC)]	01
2.	Deputy Director (Stakeholders Affairs) [Level- 11 Rs. 67,700 – 2,08,700 (7 th CPC)]	01
3.	Assistant Director (i)Strategy Risk and Research – 1 post (ii) Stakeholders Affairs - 1 post [Level- 8 Rs. 47,600 – 1,51,100 (7 th CPC)]	02
4.	Section Officer (Administration & Finance) [Level-7 Rs. 44,900 – 1,42,400 (7 th CPC)]	01
5.	Staff Field Officer [Level-5 Rs. 29,200 – 92,300 (7 th CPC)]	01
6.	Personal Assistant / Steno [Level-4 Rs. 25,500 – 81,100 (7 th CPC)]	01

Detail 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) (I/C), 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.

(Rakesh Kumar Yadav)

Assistant Director (A&F and Contracts)

भांडागारणविकासऔरविनियामकप्राधिकरण



भारतसरकार
चौथीमंजिल, एनसीयूआईभवन, 3, सीरीइंस्टीट्यूश्रलएरिया, अगस्तक्रान्तिमार्ग,
हौज़खास, नईदिल्ली - 110016, दूरभाष: - 49536496, 49092978
Warehousing Development and Regulatory Authority
Government of India
4th Floor, NCU Building, 3, Siri Institutional Area, August KrantiMarg,
HauzKhas, New Delhi - 110016, Tel. No. 49536496, 49092978

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

Dated :17.03.2020

VACANCY CIRCULAR

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

It is proposed to fill up various posts in Warehousing Development and Regulatory Authority (WDRA) as indicated in **Annexure-I** on deputation basis from amongst the eligible personnel working in Central and State Government/ Central and State PSUs/ Central and State Autonomous / Statutory bodies. The WDRA is a statutory authority set up under the Warehousing (Development & Regulation) Act, 2007 w.e.f. 26th October, 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 17th June 2010 as amended from time to time. 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.

Contd....

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 45 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.gov.in. Applications may be forwarded in the prescribed proforma so as to reach this office within 45 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: 13 pages.

(Rakesh Kumar Yadav)
Assistant Director (A&F and Contracts)

To

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

1. Director (Technical)

1.	Name and Designation of the post (No. of posts)	Director (Technical), One post(1)
2.	Pay Scale of the post	Level-13 Rs.1,23,100 - 2,15,900 (7 th CPC)
3.	Grade/category of the post	Group 'A'
4.	Type of the Post	Technical
5.	Essential and minimum Qualification of the post	<p>(i) Officers of Central Government and State Government or Central and State Public Sector Undertakings or Central and State autonomous or statutory bodies holding analogous posts in the relevant field in the level 13 (Rs.123100-215900/-) in the pay matrix or equivalent; or</p> <p>(ii) Five years of experience in the relevant field in the level 12 (Rs.78800-209200/-) in the pay matrix in the parent cadre or Department; or</p> <p>(iii) Ten years of experience in relevant field in the level 11 (Rs.67700-208700/-) in the pay matrix or equivalent in the parent cadre or Department; and</p> <p>(iv) Possessing degree in any Biological Sciences (including Agriculture) from a Government recognised University.</p>
6.	Duties and responsibilities of the post(Job description for each position)	Director (Technical) would be responsible for work relating to grant of Registration to the Warehouses, Inspections of warehouses as provided in the Warehousing (Development and Regulation) Act, 2007 and other technical duties and functions as may be assigned by the Competent Authority from time to time.

2. Deputy Director (Stakeholders Affairs)

1.	Name and Designation of the post (No. of posts)	Deputy Director (Stakeholders Affairs), One post (1)
2.	Pay Scale of the post	Level-11 Rs. 67,700 - 2,08,700 (7 th CPC)
3.	Grade/category of the post	Group 'A'
4.	Type of the Post	Technical
5.	Essential and minimum qualification of the post	<p>(i) Officers of Central and State Government or Central and State Public Sector Undertakings or Central and State autonomous or statutory bodies holding analogous posts in the relevant field in level 11 (Rs.67700-208700/-) in the pay matrix or equivalent; or</p> <p>(ii) with five years' service on regular basis in posts in level 10 (Rs. 56100-177500/-) in the pay matrix or equivalent in the present cadre or Department; and</p> <p>(iii) possessing degree in Biological Science (including Agriculture) or Post graduate diploma in Business Administration (full-time) in Agricultural Business Management from a Government of India recognised institute or University; and</p> <p>(iv) Experience in formulating policy framework and/or handling stakeholder matters for Agriculture/ Agricultural marketing/ warehousing and allied matters;</p>
6.	Duties and responsibilities of the post (Job description for each position)	<p>Deputy Director (Stakeholders Affairs) will be responsible for the work relating to approaching and maintaining relationship with stakeholders of WDRA's activities. Sensitising stakeholders like Warehousemen, Banks, Commodity Markets, Depositors and any other who is and appears to be potential stakeholders of e-NWRs. Organisation of Training and Capacity building programmes, Conferences, etc. Handling Grievance Redressal mechanism. Work relating to warehouse registration & inspection and monitoring of warehouses and repositories, day to day monitoring of the compliance etc. Any other duties and functions as may be assigned by the competent Authority from time to time.</p>

3(i).Assistant Director (Strategy Risk and Research)

1.	Name and Designation of the post (No. of posts)	Assistant Director (Strategy Risk and Research), One post (1)
2.	Pay Scale of the post	[Level- 8 Rs. 47,600 – 1,51,100 (7 th CPC)]
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 Government or Central and State Public Sector Undertakings or Central and State Autonomous or Statutory bodies holding analogous posts on regular basis in level 8 (Rs.47600-151100/-) in the pay matrix or equivalent in the parent cadre or Department; or</p> <p>(ii) With two years’ service on regular basis in posts in level 7 (Rs.44900-42400/-) in the pay matrix or equivalent in relevant field in the parent cadre or Department; or</p> <p>(iii) With six years’ service on regular basis in posts in the relevant field in level 6 (Rs.35400-112400/-) in the pay matrix or equivalent in the parent cadre or Department; and</p> <p>(iv) Possessing Graduate degree in Biological Science (Including Agriculture); and</p> <p>(v) Three years’ experience in formulating policy framework for Agriculture/ warehousing and allied matters and monitoring of risk management frame work.</p>
6.	Duties and responsibilities of the post	Assistant Director (Strategy Risk and Research) will be assisting Deputy Director (Strategy Risk and Research) in the work relating to creating policy for WDRA, creation and passing of regulations /rules /guidelines /circulars, conducting economic and regulatory research for creating of policy and strategy, ensuring the formulation, implementation and monitoring of risk management framework and liaisioning with the related ministries and regulators for co-ordination and collaboration of efforts etc. Any other duties and functions as may be assigned by the competent Authority from time to time.

3(ii).Assistant Director (Stakeholders Affairs)

1.	Name and Designation of the post (No. of posts)	Assistant Director (Stakeholders Affairs), One post (1)
2.	Pay Scale of the post	[Level- 8 Rs. 47,600 – 1,51,100 (7 th CPC)]
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 Government or Central and State Public Sector Undertakings or Central and State Autonomous or Statutory bodies holding analogous posts on regular basis in level 8 (Rs.47600-151100/-) in the pay matrix or equivalent in the parent cadre or Department; or</p> <p>(ii) With two years’ service on regular basis in posts in level 7 (Rs.44900-42400/-) in the pay matrix or equivalent in relevant field in the parent cadre or Department; or</p> <p>(iii) With six years’ service on regular basis in posts in the relevant field in level 6 (Rs.35400-112400/-) in the pay matrix or equivalent in the parent cadre or Department; and</p> <p>(iv) Possessing Graduate degree in Biological Science (Including Agriculture); and</p> <p>(v) Three years’ experience in handling various stakeholder matters for Agriculture/ Agricultural marketing / warehousing and monitoring of risk management frame work.</p>
6.	Duties and responsibilities of the post	Assistant Director (Stakeholders Affairs) will assist Deputy Director (Stakeholders Affairs) in the work relating to approaching and maintaining relationship with stakeholders like Warehousemen, Banks, Commodity Markets, Depositors and any other who are and appears to be potential stakeholders of e-NWRs. Organisation of Training and Capacity building programmes, Conferences, etc. Handling Grievance Redressal mechanism. Work relating to warehouse registration & inspection and monitoring of warehouses and repositories, day to day monitoring of the compliance etc. Any other duties and functions as may be assigned by the competent Authority from time to time.

4. Section Officer (Administration & Finance)

1.	Name and Designation of the post (No. of posts)	Section Officer (Administration & Finance), One post (1)
2.	Pay Scale of the post	[Level- 7Rs. 44,900 – 1,42,400 (7 th CPC)]
3.	Grade/category of the post	Group 'B'
4.	Type of the Post	Administration & Finance
5.	Essential and minimum Qualification of the post	<p>(i) Officers of Central and State Governments or Central and State Public Sector Undertakings or Autonomous or Statutory Bodies holding analogous posts; or</p> <p>(ii) Officers in Central or State Government or Central and State Public Sector Undertakings or Autonomous or Statutory Bodies with six years of regular service in the Level 6 (Rs.35400-112400/-) in the pay matrix; or</p> <p>(iii) Two years of regular service in the level 7 (Rs.44900-142400/-) in the pay matrix or equivalent in the parent cadre with at least three years' experience in Administration or Finance or Vigilance or Budget; and</p> <p>(iv) Possessing degree from a Government recognized university; and</p> <p>(v) Proficiency in computer operations and typing.</p>
6.	Duties and responsibilities of the post	The Section Officer (Administration & Finance) will be assigned the administrative and financial duties of WDRA and would assist Under Secretary (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 Authority and any other work assigned by the Authority.

5. Staff Field Officer

1.	Name and Designation of the post (No. of posts)	Staff / Field Officer, One post (1)
2.	Pay Scale of the post	Level-5 Rs. 29,200 – 92,300 (7 th CPC)
3.	Grade/category of the post	Group “C’
4.	Type of the Post	Technical
5.	Essential and minimum qualification of the post	(i) Officers of Central or State Governments or Central and State Public Sector Undertakings or Autonomous or Statutory Bodies holding analogous posts; or (ii) Two years of regular service in the level 4 (Rs.25500-81100/-) in the pay matrix or equivalent or above; and (iii) Possessing educational qualification of Intermediate or 10+2 passed from Science Stream from a recognised University or Board; and (iv) Proficiency in Computer operations and typing.
6.	Duties and responsibilities of the post (Job description for each position)	Staff / Field Officer would be responsible for collecting field information from warehouses & inspection agencies required by the Authority for grant of Registration to Warehouses, empanelment of inspection agencies, inspections of warehouses, NWR/eNWR matter and attend to any other work assigned by the Authority.

6. Personal Assistant / Steno

1.	Name and Designation of the post (No. of posts)	Personal Assistant / Steno, One post (1)
2.	Pay Scale of the post	Level-4 Rs. 25,500 – 81,100 (7 th CPC)
3.	Grade/category of the post	Group “C”
4.	Type of the Post	Administration and Finance
5.	Essential and minimum qualification of the post	<p>(i) Officers of Central or State Governments or Central and State Public Sector Undertakings or Autonomous or Statutory Bodies holding analogous posts in the Stenography line; or</p> <p>(ii) Lower Division Clerks or equivalent officers knowing Short hand and with three years regular service in Officers of Central or State Governments or Central and State Public Sector Undertakings or Autonomous or Statutory Bodies; and</p> <p>(iii) Proficiency in Computer operations is essential and possessing stenography speed of 80 words per minute and a minimum typing speed of 35 words per minute in English or 30 words per minute in Hindi.</p>
6.	Duties and responsibilities of the post (Job description for each position)	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.

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 O.M. No.6/8/2009-Estt.(PayII), 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 APARs/ACRs 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.			
<p>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.</p>			
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</p>			

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		
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 Pay/interim relief/ other Allowances etc. (with break-up details)	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.....
.....

Date.....

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)