



**सैन्ट्रल रेलसाइड वेअरहाउस कम्पनी लिमिटेड**  
(भारत सरकार का उद्यम)  
**CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED**  
(A Govt. of India Enterprise)  
सीआईएन : यू63023डीएल2007पीएलसी165676  
CIN:U63023DL2007PLC165676



मिनी रत्न  
Mini Ratna PSU



**Ref. No: CRWC-1/ Recruitment /2022/2427**

**Closing Date: 09.05.2022**

Central Railside Warehouse Company Ltd, a Govt. of India Enterprise is engaged in planning, development, promotion, acquisition and operation of Warehousing Complexes/Terminals/Multimodal Logistics Hubs. The Company promotes and provides rail based seamless supply chain management systems, providing state-of-the art warehousing facilities, competitive modes of handling and transportation facilities of Cargo.

The company invites applications on Immediate Absorption basis against the regular post as indicated in the table below from the regular officers working in Railways other Govt. Department, Autonomous bodies, PSUs:

**A. DETAILS OF POSTS & VACANCIES:**

Name of the Post & No. of Post	Grade, Scale of Pay (IDA Scale) (in Rs.)	Qualification	Experience
<b>Deputy General Manager (Commercial) / Addl. General Manager (Commercial)</b>  <b>No. of post-1(One)</b>	<b>E5-(80000-220000) / E6 – (90000–240000)</b>	MBA with specialization in Marketing/ Post Graduate Diploma in Marketing/ Logistics/Operations /Supply-Chain Management from a UGC/ AICTE recognized University / Institution.	<b>For E5 :</b> The candidate employed in Central/State Govt. / PSU/ Autonomous bodies should be working in the scale of Rs 80000-220000(IDA Scale)/ PB-3 with grade pay 7600 (CDA scale) (pre-revised) or minimum 1 year experience in the scale of Rs 70000-200000 (IDA Scale)/ PB -3 with Grade Pay 6600(CDA Scale)-(pre-revised) or equivalent.  <b>For E6 :</b> The candidate employed in Central/State Govt./PSU/ Autonomous bodies should be working in the scale of Rs 90000-240000 (IDA

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			Scale)/PB-4 with grade pay 8700 (CDA scale)(Pre-revised) or minimum 1 year experience in the scale of Rs 80000-220000 (IDA Scale ) /PB-3 with Grade Pay 7600(CDA Scale)-(pre-revised) or equivalent.
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**Note:**

1. All the posts carry IDA pattern pay scales and usual allowances. These scales carry DA on percentage basis. Gross emoluments would vary depending upon place of posting.
2. Employees of the company in regular pay scale are also entitled for other allowance / perks such CPF, Gratuity, LTC, Performance related pay or Performance Linked Incentive as per admissibility, Contributory pension fund, reimbursement of medical expenses etc. and other benefits.
3. The post / pay scale held by the applicants on temporary capacity such as on contract, on ad-hoc, on deputation basis or on MACP financial up-gradation basis, etc, shall not be taken into account for the purpose of eligibility. Therefore, those applicants who are presently working on deputation to other organization must satisfy the eligibility conditions based on their parent cadre post / pay scale and not the deputation post / pay scale.
4. Annual performance appraisals Reports (APARs): Eligible applicants should have earned APARs bearing Good or above ratings in previous year.
5. The qualification specified in the above table should be acquired on regular basis i.e. no correspondence or part- time courses will be considered for eligibility purpose.
6. If the qualification possessed by a candidate is seen to be equivalent to the qualification prescribed as eligibility criteria, then the equivalency certificate by the relevant authority has to be enclosed or produced by the candidate at the time of the Interview.
7. In case of qualification is dual specialization, one of the field of specialization should be in the field prescribed for the post. In case of major –minor specialization, the major specialization should be in the field prescribed.
8. The maximum age of the applicant for absorption shall be 55(FiftyFive) years as on 01.03.2022.
9. Applicants shall have to attach No Objection Certificate (NOC) from present employer along with other essential enclosures.
10. Candidates will have to execute the service Bond of Rs 50000/- for two years as per the norms of CRWC at the time of joining in CRWC.

**B. HOW TO APPLY:**

1. Interested and eligible officials working in Railways, other Govt departments, Autonomous Bodies, PSUs shall have to apply Online through the link: <https://crwc.in/en/careers-0> . The Link for Online Application shall remain active from **09.04.2022 at 10.00 AM to 09.05.2022 at 6.00 PM**. No other mode of application will be accepted.
2. Before applying online, candidates should—
  - (i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in **Annexure I** to this Advertisement.
  - (ii) Signature in CAPITAL LETTERS will NOT be accepted.
  - (iii) Have a valid email ID, which should be kept active till the completion of this round

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of Recruitment Process. CRWC may send call letters for the Interview etc. through the registered e-mail ID.

- Candidates shall upload all the scanned copies as given in **Annexure II** to this advertisement, while filling up the application Form online in support of eligibility as per the Advertisement Notification.
- All correspondence with the candidates shall be done through email / announcement on the CRWC Website only.

### C. PROCEDURE FOR APPLYING ONLINE:

- Candidates are first required to go to the CRWC career page <https://crwc.in/en/careers-0> and click on the link 'Online Recruitment through Immediate Absorption'.
- To register application, choose the tab "Registration" and enter Name, Contact details and Email-Id. Registration Number and Password will be generated by the system and will be sent to the registered email Id. Candidate can then login with the registration ID and Password. After login, candidates can view the basic details already saved with the application and click on the "NEXT" tab to fill the application and complete in all respect. Use of special characters while filling the form will not be allowed.
- Candidates can proceed to upload Photo & Signature as per the Guidelines for Scanning and Upload of Photograph and Signature (**Annexure I**).
- Candidates can proceed to fill other details of the Application Form.
- In case the candidate is unable to complete the application form in one go, he / she can fill the application with saved data already entered by the candidates. Candidates will be able to go to previous page of the application by clicking "previous" tab and modify the details, if required "and will be able to go to the next page by clicking the "Next" tab.
- Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the 10th Class Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
- Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- After completing the procedure of applying on-line, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the CRWC.

Please note that all the particulars mentioned in the online application including Name, Category, Date of Birth, Post Applied for, Mobile Number, Email ID, etc. will be considered as final and no change/modifications will be allowed after submission of the form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. CRWC will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

An online application which is incomplete in any respect such as without photograph and signature, inhuman / inappropriate photograph and / or signature uploaded in the online application form will not be considered as valid.

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Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam.

CRWC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the CRWC.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her is found to be false at a later stage.

#### **D. SELECTION PROCESS:**

- The crucial date for determining the eligibility criteria, experience and age would be considered as on 01.03.2022 for submitting the application form.
- All candidates shall be screened based on all eligibility criteria i.e age, qualification, Experience, Work experience, APAR ratings, etc.
- The selection process will consist of Interview only.
- The applicants fulfilling all the eligibility criteria will only considered for short-listing for interview. However, in case of large no of applicants found eligible CRWC reserved the right to fix the standard and specifications for screening and calling the candidates for interview.
- As per the extant instruction of GOI, reservation rule is not applicable for immediate absorption. However, the eligible SC/ST/ OBC applicants shall be considered for selection along with others.

#### **E. CALL LETTERS**

The provisionally eligible/shortlisted candidates for interview will be intimated by post/e-mail/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/ mobile no.

#### **F. GENERAL INFORMATION/ INSTRUCTIONS :**

1. Only Indian Nationals need to apply.
2. Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of Interview/ Document Verification as the case may be.
3. 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.
4. Before applying for the mentioned posts, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore to carefully read this advertisement and follow all the instructions given for submitting online application.
5. A Candidate's admission to shortlisting for Interview/ Document Verification and/ subsequent process is strictly provisional. The mere fact that the call letter(s)/ has been issued to the candidate does not imply that his/ her candidature has been finally cleared by CRWC.
6. CRWC would be free to reject any application, at any stage of the process, cancel the

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candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If any of these shortcomings is/are detected after appointment in CRWC, his/her services are liable to be summarily terminated.

7. CRWC reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need arises, without issuing any further notice or assigning any further notice/any reasons thereof. The decision of the Management will be final and no appeal will be entertained against this issue.
8. Any dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Delhi.
9. No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.
10. 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.
11. Candidates may be posted anywhere in India as per discretion of CRWC.
12. Appointment of selected candidates is provisional subject to his/her being declared medically fit as per the requirement of the company.
13. No TA/ DA for appearing for interview shall be reimbursed.
14. The date of Immediate Absorption will be reckoned from the date of joining of the selected candidates in CRWC after acceptance of resignation by the competent authority in parent organization.
15. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
16. Any request for change of address, details mentioned in the online application form will not be entertained.
17. Any request for change of date, time and venue for interview will not be entertained.

#### **G. ANNOUNCEMENTS:**

All further announcements/ Changes/Modification/ details or information pertaining to this process/ recruitment will only be published/ provided on authorized website [www.crwc.in](http://www.crwc.in) from time to time.

**Corrigendum to this advertisement, if any, shall be published only on the website.**

In case of any difficulty or query related to online application only, please contact through email: [careers@crwc.in](mailto:careers@crwc.in) by quoting registered number and other details on any working day (9:30 AM to 6:00PM )

**Disclaimer: - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the common recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. Clarifications / decisions given / to be given by the Competent Authority, regarding process for recruitment shall be final and binding.**

**New Delhi**

**Dated: 09.04.2022**

**Sr. Manager (HR)**

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निगमित कार्यालय : 'वेयरहाउसिंग भवन', 4 /1, सीरी इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, हौज़ खास, नई दिल्ली-110016,  
Corp. Office: 'Warehousing Bhawan', 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi - 110016,  
ई-मेल / Email: [contact@crwc.in](mailto:contact@crwc.in), दूरभाष /Tel. No. 011-43140050, वेबसाइट / website: [www.crwc.in](http://www.crwc.in)



## **GUIDELINES FOR UPLOADING PHOTOGRAPH AND SIGNATURE**

### **i. How to easily edit and upload your signature.**

**Step 1:** Put your signature on a blank A4 size paper.

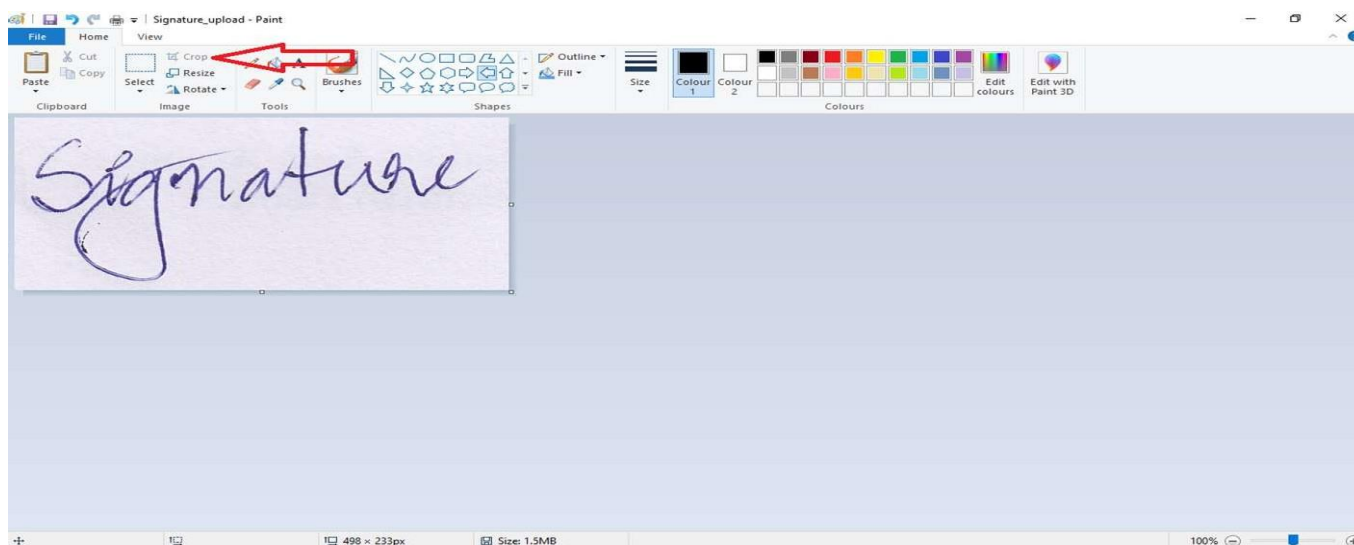
**Step 2:** Scan your signature and save it in JPG/JPEG format.

**Step 3:** Open the saved image of your signature in Microsoft Paint.

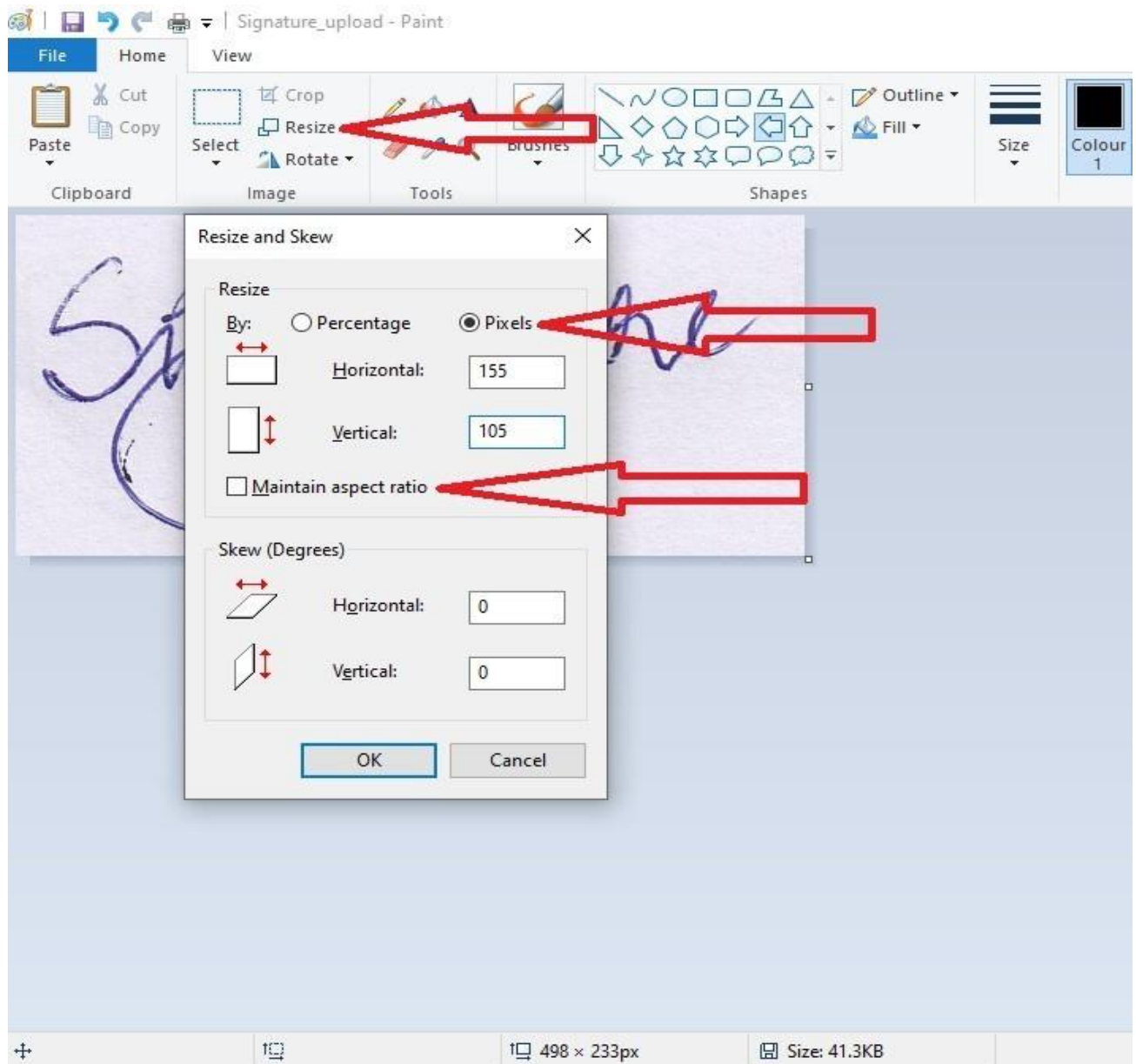
**Step 4:** Now using the '**Selection**' tool as shown below, select the area of your signature.



**Step 5:** Click on the '**crop**' tool and press '**Ctrl + S**' to save the image. Your image will be cropped as shown below.



**Step 6:** Now click on the **'Resize'** tool. (The **'Resize and Skew'** window appears)




**Step 7:** Select the **'Pixels'** option and uncheck the **'Maintain aspect ratio'** checkbox first.

**Step 8:** Then fill in the horizontal value as: **'155'** and vertical value as **'105'**.

**Step 9:** Press **'OK'** and then press **'Ctrl + S'** to save the image. Make sure the size of your signature is Min size-10 KB & Max size-50 KB. (Now your signature is ready for upload with the required dimensions and size.)

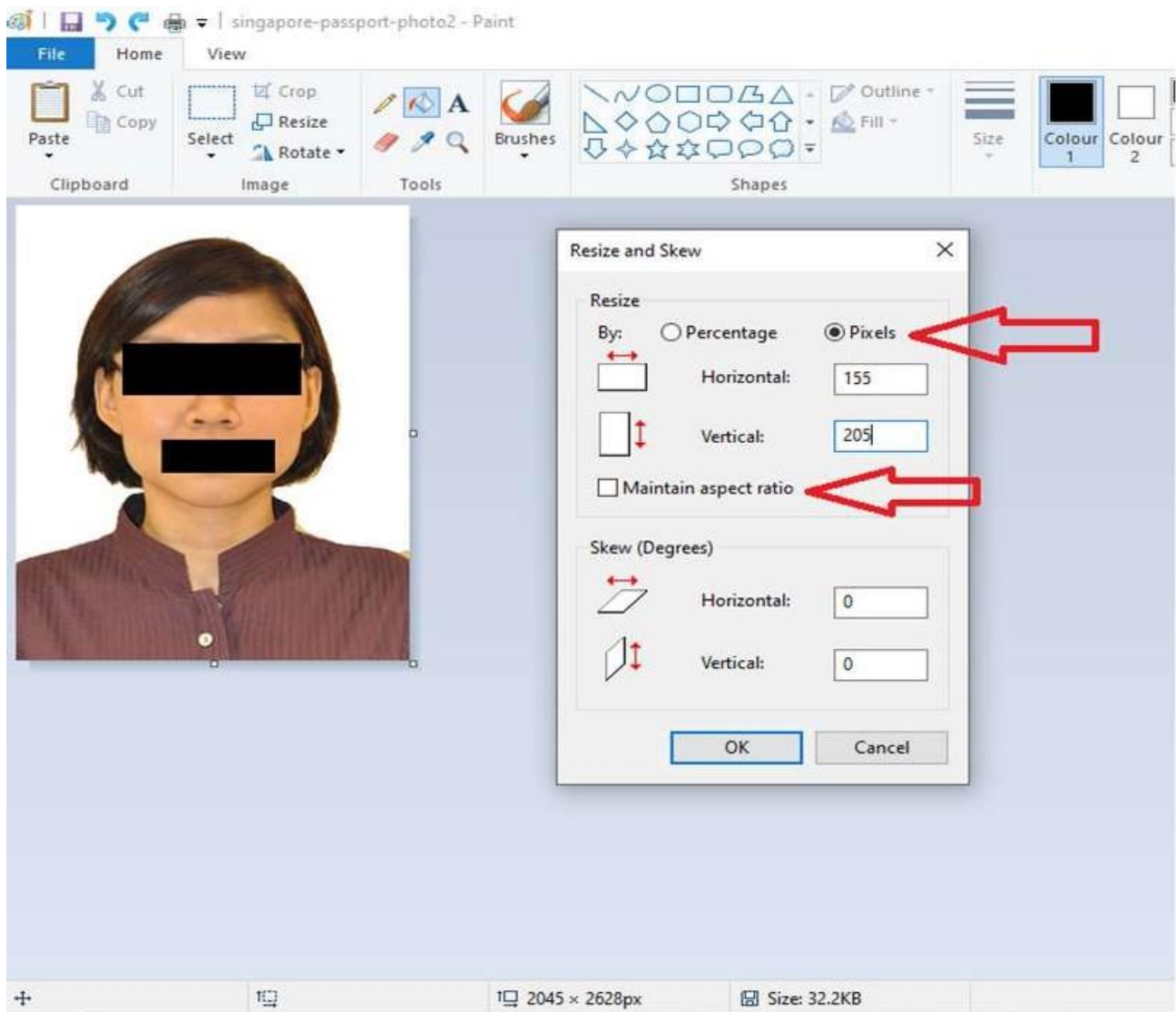
## II. How to easily edit and upload your passport sized photograph.

**Step 1:** Scan your passport size photograph and save it in JPG/JPEG format.

**Step 2:** Open the saved image of your passport sized photograph in Microsoft Paint 

**Step 3:** Now using the '**Selection**' tool crop the area of your photograph if required.

**Step 4:** Now click on the '**Resize**' tool. (The '**Resize and Skew**' window appears)



**Step 5:** Select the '**Pixels**' option and uncheck the '**Maintain aspect ratio**' checkbox first.

**Step 6:** Then fill in the horizontal value as: '**155**' and vertical value as '**205**'.

**Step 7:** Press '**OK**' and then press '**Ctrl + S**' to save the image. Make sure the size of your passport sized photograph is Min size-20 KB & Max size-50 KB. (Now your passport sized photograph is ready for upload with the required dimensions and size.)



**CANDIDATES ARE REQUIRED TO UPLOAD THE FOLLOWING DOCUMENTS AT THE TIME OF SUBMISSION OF ONLINE APPLICATION:**

- 1.** Copies of certificate / documents for proof of age (Adhar Card/ Voter Card / Driving license / PAN Card etc won't be considered as proof of Age.)
  - 1.1 Copies of certificates/documents for the proof of Educational qualification, Std. Xth onwards
  - 1.2 Specialization certificate issued from concerned institute / university if not mentioned in the Marksheet.
  - 1.3 Equivalency certificate ( if applicable)
- 2.** Copies of certificates/ documents for the proof of experience criteria, in support of eligibility.
  - 2.1 Experience certificate from present / previous organization should be clearly indicated the length of service in the related field only.
- 3.** Certified copies of APARs bearing Good or above rating in line with experience criteria as per the advertisement.
- 4.** Proof of pay in support of eligibility criteria as mentioned in the advertisement.
- 5.** NOC issued from present employer.
- 6.** Certificate issued by the Cadre Control Authority as attached at **Annexure III** to this Advertisement notification.
- 7.** As valid ID proof ( Adhar Card/ Voter Card / Driving license etc)

**CERTIFICATE BY THE CADRE CONTROLLING AUTHORITY**

Certified that the information/details furnished in the above application by the applicant are true and correct as per the records available. He/ She possesses the educational qualifications, experience and fulfils the conditions as required under the vacancy notification. If selected, he/she will be relieved immediately.

2. It is also certified-

- (i) That there is no vigilance/disciplinary case pending or contemplated against Shri/Smt/Ms.....
- (ii) That his/her Integrity is certified as 'Beyond Doubt'.
- (iii) That his/her ACR/APAR dossier in original is enclosed/ photocopies of the ACRS/APAR for the previous year duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed
- (iv) That no major / minor penalty has been imposed on him/her during his/her tenure in the organization or a list of major/ minor penalties imposed on him/her is enclosed (as the case may be).
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature of the forwarding Officer  
Name:  
Designation:  
Telephone:  
Email ID:  
(Office Stamp)