

**CENTRAL WAREHOUSING CORPORATION****(A Premier Schedule 'A' Mini Ratna Govt. of India Undertaking)**

Corporate Office: 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110 016

Website :www.cewacor.nic.in/ www.cwccareers.in**“Warehousing for Everyone”****Advertisement No. CWC/1-Manpower/DR/Mgr & Above/Rectt/2021/01**

Central Warehousing Corporation, a Schedule-A Mini-Ratna, Category- I, Central Public Sector Undertaking under the administrative control of Ministry of Consumer Affairs, Food & 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 application from eligible candidates, who fulfil the prescribed qualification, experience, age etc., for the posts indicated below:

A. DETAILS OF POSTS

Post Code	Name of the Post	No. of vacancies			Scale of Pay (IDA) (₹)	Educational Qualification	Experience	Age Limit (As on last date of receipt of Application i.e. 25.03.2021)
		Current	Backlog	Total				
1.	General Manager (System) Mode of Recruitment – Direct Recruitment	01 (UR)		01	₹100000-260000 (E-7)	Education qualification for Direct Recruitment: Masters Degree in Computer Science/ Information Systems/ Information Technology or Bachelor of Engineering or Bachelor of Technology in Information Technology or Computer Science or Electronics and Telecommunication from recognised University or Institute	Direct Recruitment: Four years' experience in the scale of ₹80000-220000 (Industrial Dearness Allowance) or in Level-12 (₹ 78800- 209200) (Central Dearness Allowance) in the field of programming, Software, System Development in an Industrialised environment with exposure to planning and implementation of computerised systems and procedures, management of networks and its maintenance including hardware infrastructure development for appropriate Information Technology Policies.	52 Years (i.e. candidates should not have been born earlier than 24.03.1969 and later than 25.03.2003; both days inclusive)
2.	Superintending Engineer	01 (UR)		01	₹ 80000-220000 (E-5)	A degree in Civil Engineering from a recognised	Six years' experience in a Government Department/ Public	50 Years (i.e. candidates

	Mode of Recruitment - Direct Recruitment					University. Preference shall be given to candidates with Post-Graduate qualification.	Institution/ Commercial Organisation in a senior position of the rank of Executive Engineer under Central Government. Note: The rank of Executive Engineer in Central Government shall be ascertained as equivalent to CDA scale of ₹ 67700-208700 or IDA scale of ₹ 60000- 180000	should not have been born earlier than 24.03.1971 and later than 25.03.2003; both days inclusive)
3.	Executive Engineer Mode of Recruitment - Direct Recruitment	01 (SC) 02 (OBC) 06 (UR)		09	₹ 50000-160000 (E-2)	A degree/diploma in Civil Engineering or Structural Engineering	For candidates having degree: Four years experience relating to Civil Engineering Construction work/ structural engineering in Government, Public Institution/ Commercial Organisation and drawing not less than ₹ 50000/- per month inclusive of Dearness Allowance For candidates having diploma: Fifteen years experience relating to Civil Engineering Construction work/ structural engineering in Government, Public Institution/ Commercial Organisation and drawing not less than ₹ 50000/- per month inclusive of Dearness Allowance	48 Years (i.e. candidates should not have been born earlier than 24.03.1973 and later than 25.03.2003; both days inclusive)

ABBREVIATION: UR – Unreserved; SC – Scheduled Caste; ST – Scheduled Tribe; OBC – Other Backward Class; PWD/ PH – Persons With Disabilities/ Physically Handicapped; EWS – Economically Weaker Sections.

IMPORTANT NOTE FOR EWS (ECONOMICALLY WEAKER SECTIONS):

1. 10% of Vacancies are reserved for the EWS as per the directions of Government of India instructions issued vide DoPT OM No. 36039/1/2019-Estt (Res) dated 19th January, 2019

2. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8.00 lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
 - i. 5 acres of Agricultural Land and above;
 - ii. Residential flat of 1000 sq. ft. and above;
 - iii. Residential plot of 100 sq. yards and above in notified municipalities;
 - iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
3. The income and assets of the families as mentioned in para 2 would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification/interview.
4. The instructions issued by the Government of India in this regard from time to time shall be adhered to

Important Note:

1. For ascertaining eligibility for the post of General Manager in case of candidates employed in the Public Institutions, the equivalency of senior managerial position shall be ascertained from having the requisite experience at the level of E-5 as per DPE scales of pay i.e. ₹ 80000- 220000.
2. For post Code 2, i.e. Superintending Engineer, the rank of Executive Engineer in Central Government shall be ascertained as equivalent to CDA scale of ₹ 67700- 208700 or IDA scale of ₹ 60000- 180000
3. Wherever scales are mentioned above in the eligibility criteria, their equivalent pre-revised scales shall also be considered while ascertaining eligibility for the post.

NOTE:

- (i) Minimum age to apply for all the posts is 18 Years.
- (ii) For the posts mentioned above, in addition to Basic Pay & IDA, the candidate would be entitled to other allowances/ perks as per the policies of the Corporation from time to time.
- (iii) Employees of the Corporation in regular pay scale are also entitled for other allowances/ perks such as CPF, Contributory Pension, Gratuity, LTC, Performance Related Pay or Performance Linked Incentive as per admissibility, reimbursement of medical expenses for OPD treatment/ hospitalisation of self and dependent family members as per eligibility, as per the policies of the Corporation from time to time.
- (iv) Reservation, age relaxation and other concessions to reserved category candidates would be applicable as per Govt. of India orders; wherever posts are reserved under these categories.
- (v) Departmental candidates applying under direct recruitment will be entitled for age relaxation subject to the condition that as on last date of receipt of application, the candidate should have at least 5 years of service left.
- (vi) The number of posts indicated in the advertisement are tentative and may vary as per actual requirement of the Corporation.

The persons with the Degree of Disability of minimum 40% are eligible for applying for the posts earmarked for PWD Category. Wherever posts which are earmarked suitable for PWD category but no vacancy exist in that particular category of disability; candidate will not be considered for any relaxation/ concession at any stage of recruitment.

Legends: VH- Visually Handicapped, HH- Hearing Handicapped, OH- Orthopedically Handicapped, LV- Low Vision, HH – Hearing Handicapped, OAL – One Arm & Leg, BL- Both Legs, OA – One Arm, OL – One Leg

I. THE SELECTION PROCESS FOR RECRUITMENT FOR THE POSTS MENTIONED AT ‘A’ WILL BE AS FOLLOWS:

Post Code	Selection Process
1 to 3	Document verification followed by Interview

Eligible candidate willing to apply for advertised posts, is required to send their Application form duly complete in all respects and enclosed with the relevant documents through proper channel to participate in the Recruitment Process to be conducted for each post mentioned at Sr. No. 1 to 3 at Table ‘A’ above. Candidates who are shortlisted as per their eligibility, will subsequently be called for an Interview for the post code 1 to 3 to be conducted by the CWC.

CWC will make arrangements for conducting the process of shortlisting and informing the shortlisted candidates about the Interview and document verification. Prospective candidates will have to apply after carefully reading the advertisement regarding the process of Interview, document verification, eligibility criteria, payment of prescribed application fee/ intimation charges, issuance of call letters etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.

II. THE TENTATIVE SCHEDULE OF EVENTS IS AS FOLLOWS:

Event	Tentative Dates/ Month
Last date of receipt of completely filled application forms through post	25.03.2021
Availability of call letters for Interview/ Document verification (Will be released online)	Will be intimated later
Conduct of Interview/ Document verification (Tentative dates)- some/ all/ additional dates as the need arises	Will be intimated later
Result Declaration	Will be intimated later

Candidates are advised to regularly visit CWC website www.cewacor.nic.in/ www.cwccareers.in for details and updates.

B. ELIGIBILITY CRITERIA

Candidates, intending to apply for should ensure that they fulfil the minimum eligibility criteria specified by CWC which has been mentioned in the detail at Table 'A'.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the application form. Please note that no change of category will be permitted at any stage after submission of application and the result will be processed considering the category which has been indicated in the application, subject to guidelines of the Government of India in this regard. **Merely applying for the post and being shortlisted in the subsequent Interview/ document verification/ subsequent processes does not imply that a candidate is empanelled for appointment in CWC. Final merit list for appointment will be prepared based on number of vacancies and marks secured in the Interview subject to document verification process; as the case may be.** No request for considering the candidature under any category other than in which applied will be entertained.

A candidate must be either -

I. NATIONALITY / CITIZENSHIP:

- A candidate must be either -
- (i) a Citizen of India or
 - (ii) a subject of Nepal or
 - (iii) a subject of Bhutan or
 - (iv) a Tibetan Refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or
 - (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

II. EDUCATIONAL QUALIFICATIONS have been mentioned at table A. Candidates must be in possession of their Mark sheets/ Certificates confirming eligibility as on last day of application.

WORKING KNOWLEDGE OF COMPUTER FOR ALL THE POSTS WILL BE AN ADDED ADVANTAGE

NOTE:

1. All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. of India/ approved by Govt. Regulatory Bodies and the candidate must be in possession of mark sheet/ certificate as applicable for the post as on last date of the application. The minimum eligibility w.r.t. qualification shall be ascertained from the date of issuance of final marks sheet/ certificate/ date of declaration of result; as applicable for the post. Candidate appearing in final year/ final semester are not eligible to apply.
2. Where SGPA/ CGPA / OGPA is awarded, the same should be converted into equivalent Class / Division/Percentage and indicate the same in application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into equivalent Class / Division/ Percentage.
3. Qualifications as mentioned in the advertisement shall only be accepted for this recruitment. **Name of qualification, specialisation and Division/ Class/ Percentage (wherever applicable) shall be clearly indicated on the marks sheet / certificate;** or a certificate to this effect shall be produced by respective University / Institute; without which the qualification shall not be considered. **No equivalent qualifications like PG Diploma in any discipline shall be considered wherever qualifications prescribed are as Master of Business Administration, Post Graduate Degree etc.**

III. RELAXATION IN MAXIMUM AGE LIMIT

The age-relaxation shall be applicable as per the directives issued by the Government from time to time. In addition to the maximum age prescribed for a post; following categories of candidates shall also be entitled for age relaxation as prescribed below:-

Sl. No.	Category	Age Relaxation
1.	Scheduled Caste/Scheduled Tribe	5 years
2.	Other Backward Class (Non-Creamy Layer)	3 years
3.	Persons with Disability (PWD)	10 years
4.	Ex-Serviceman	3 years plus number of years served in military services
5.**	Persons ordinarily domiciled in the State of Jammu and Kashmir during the period 1.1.1980 to 31.12.1989)**	5 years
Note : Departmental candidates (Regular employees of CWC) applying under direct recruitment will be entitled for age relaxation subject to the condition that as on last date of receipt of application, the candidate should have at least 5 years of service left.		

** - Any applicant intending to avail the relaxation under this category shall have to submit a certificate from the District Magistrate 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 State of Jammu & Kashmir during the period from 01.01.1980 – 31.12.1989

In all cases of age relaxation, maximum age limit taking into benefit of cumulative age relaxation shall not exceed 55 years as on last date of receipt of application i.e. 25.03.2021.

* For Ex- Serviceman, the Upper Age limit shall be relaxed as on last date of receipt of application by allowing the deduction of length of actual Military Service from his actual age and the resultant age should not exceed the maximum age limit prescribed for the Post by more than 3 years (8 years in case of SC/ST; 6 years in case of OBC Candidates).

- i) The maximum age limit specified in (A) above is applicable to General Category candidates
- ii) **The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. III (3) to III (5)**

- iii) **Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview/ Document Verification and at any subsequent stage of the recruitment process as required by CWC.**
- iv) Age concession is not admissible to sons, daughters and dependents of ex-servicemen.
- v) Candidates belonging to OBC category but coming under Creamy layer are not entitled to the benefits of OBC reservation. They should indicate their category as "General (Unreserved)" while filling application. OBC certificate should be issued on or after 01/01/2020 with suitable mention about creamy layer / Non – Creamy layer status.
- vi) If there are no posts reserved for reserved category candidate belonging to SC/ST/OBC/EWS category; these candidates can apply against unreserved posts; provided they meet all the norms prescribed for unreserved candidates. The SC/ST/OBC/EWS candidates will not be considered for any relaxation in age and relaxation in qualifying marks in Interview or at any stage in the entire recruitment process if they apply for unreserved posts. However, SC/ST/PWD/Women & Ex-Servicemen will be exempted from payment of application fees in such cases.
- vii) Age concession to PWD candidates shall be admissible irrespective of the fact whether the post is reserved for PWD or not, provided the post is identified suitable for the relevant category of disability.
- viii) The above guidelines are subject to change in view of any Government of India guideline/clarification from time to time.

IV. DEFINITION OF EX-SERVICEMEN:

- i) An Ex-Serviceman means a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and
 - a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension: or
 - b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - c) who has been released from such service as a result of reduction in establishment.
- ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service.

or
- iii) personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstances beyond his control and awarded medical or disability pension;

or
- iv) Personnel who were deputed in Army Postal Service for more than six months prior to 14th April, 1987;

or
- v) Gallantry Award Winners of the Armed Forces including personnel of Territorial Army;

or
- vi) Ex-Recruits boarded out or relieved on medical grounds and granted medical disability pension.

NOTE 1: Ex-Servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for claiming benefits of reservation under EXS Category. However, they are eligible for age relaxation.

NOTE 2: The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

NOTE 3: For any servicemen of the three Armed Forces of the Union to be treated as Ex-Servicemen for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of Ex-Serviceman and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement for the Armed Forces within the stipulated period of one year from the closing date.

NOTE 4: An OBC/SC/ST/EWS category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, in written examinations/ interview, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. In so far as cases of Ex-Servicemen and PWD (for posts identified suitable) are concerned, deduction from the age of Ex-Servicemen and PWD (for posts identified suitable) is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

V. Definition of Persons With Disabilities

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Govt. Further, one more percent reservation in addition to existing 3% reservation (total 4%) for the persons with benchmark disabilities shall be allowed in view of the enactment of 'THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016', notification of 'THE RIGHTS OF PERSONS WITH DISABILITIES RULES, 2017' dated 15th June, 2017 and DoPT OM No.36035/02/2017-Estt(Res) dated 15.01.2018.

Accordingly, candidates with the disabilities identified at A-I are eligible to apply (as per GOI guidelines issued from time to time). Candidates claiming such benefits should produce certificate in original (by the Competent Authority issued on or before the last date of submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of **Interview/document verification at any stage of the process if considered for selection to the particular post. Persons with Disabilities will have to work in Field Units/ Regional Offices/ Corporate Office as identified by the CWC.**

Visually Handicapped (VH)

LV- means a condition where a person has any of the following conditions, namely: — (i) visual acuity not exceeding 6/18 or less than 20/60 up to 3/60 or up to 10/200 (Snellen) in the better eye with best possible corrections; or (ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

Deaf & Hearing Handicapped (HH)

(a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears; (b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

Orthopedically Handicapped (OH)

Those Orthopedically Handicapped candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

BL - Both legs affected but not arms

OA - One arm affected (R or L)–

(a) Impaired reach;

(b) weakness of grip;

(c) ataxia

OL - One leg affected (R and or L)

OAL- One arm and one leg

ADV- Acid attack victim

MDY- Muscular Disabilities

DR- Dwarfism

Intellectual disability (ID)

A condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including—

(a) "specific learning disabilities (SLD)" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

(b) "autism spectrum disorder (AD)" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

Mental behaviour, — "mental illness (MI)" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

POSTS IDENTIFIED SUITABLE FOR PWD:

Sr No.	Designation	Category	Sub-Category
1.	General Manager (System)	OH, HH	OH : OL, OA, ADV, MDY, DR HH : HH (Hard of Hearing)
2.	Superintending Engineer	Not identified suitable	-
3.	Executive Engineer (Civil)	OH, HH	OH : OA, OL, ADV, MDY, DR HH : HH (Hard of Hearing)

NUMBER OF POSTS RESERVED FOR PWD: Nil

In all cases of age relaxation, maximum age limit taking into benefit of cumulative age relaxation shall not exceed 55 years for post code 1 to 3 as on last date of receipt of application i.e. 25.03.2021.

- i) The maximum age limit specified in (A) above is applicable to General Category candidates
- ii) **The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. III (3) to III (5)**
- iii) **Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview/ Document Verification or at any subsequent stage of the recruitment process as required by CWC.**
- iv) Age concession is not admissible to sons, daughters and dependents of ex-servicemen.
- v) Candidates belonging to OBC category but coming under Creamy layer are not entitled to the benefits of OBC reservation. They should indicate their category as "Unreserved" while filling application. OBC certificate should be issued on or after 01/01/2019 with suitable mention about creamy layer/ Non-Creamy layer status.
- vi) If there are no posts reserved for reserved category candidate; reserved category candidates can apply against unreserved posts; provided they meet all the norms prescribed for unreserved candidates. They will not be considered for any relaxation in age and relaxation in qualifying marks in Interview or at any stage in the entire recruitment process. However, SC/ST/PWD/Women & Ex-Servicemen will be exempted from payment of application fees in such cases. Age relaxation to PWD candidates shall be allowed even if there is no post reserved for them.

VI. DEFINITION OF EX-SERVICEMEN:

- vii) An Ex-Serviceman means a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and
 - d) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension: or
 - e) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - f) who has been released from such service as a result of reduction in establishment.
- viii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service
 - or
- ix) personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstances beyond his control and awarded medical or disability pension;
 - or
- x) Personnel who were deputed in Army Postal Service for more than six months prior to 14th April, 1987;
 - or
- xi) Gallantry Award Winners of the Armed Forces including personnel of Territorial Army;
 - or
- xii) Ex-Recruits boarded out or relieved on medical grounds and granted medical disability pension.

NOTE 1: Ex-Servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for claiming benefits of reservation under EXS Category. However, they are eligible for age relaxation.

NOTE 2: The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

NOTE 3: For any servicemen of the three Armed Forces of the Union to be treated as Ex-Servicemen for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of Ex-Serviceman and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement for the Armed Forces within the stipulated period of one year from the closing date.

NOTE 4: An Ex-Serviceman/OBC/SC/ST/Physically Handicapped (OH/HH/VH) category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, in written examinations, etc. is to be counted against reserved vacancies and not against unreserved vacancies subject to fitness of such candidate for selection. In so far as cases of Ex-Servicemen are concerned, deduction from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

VII. Definition of Persons With Disabilities

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Govt. All such candidates are eligible for relaxation in age, whether or not any post is reserved for them.

Candidates claiming such benefits should produce certificate in original (by the Competent Authority issued on or before the last date of submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of **Interview/document verification or at any stage of the process if considered for selection to the particular post. Persons With Disabilities may have to work in Field Units/ Regional Offices/ Corporate Office as identified by the CWC.**

These guidelines are subject to change in terms of Govt. of guidelines/ clarifications, if any, from time to time.

CWC reserves the right to modify the structure of the recruitment process which will be intimated through its website. The call letters will be sent to the eligible candidates by E-Mail mode only. Information in this regard shall be available from time to time on the authorised CWC website.

Please note that candidates will not be permitted to appear for the interview without the following documents:

1. Valid Call Letter for the respective date and session of Interview
2. Photo- identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form
3. Photocopy of photo- identity proof
4. Documents as specified at C (II)
5. Candidates reporting late i.e. after the reporting time specified on the call letter for Interview will not be permitted to appear for the same

a) Venue for Interview

- (i) The tentative venue for conduct of Interview is Delhi
- (ii) No request for change of venue for Interview shall be entertained
- (iii) CWC, however, reserves the right to cancel the venue and/ or add other Venue, at its discretion, depending upon the response, administrative feasibility, etc.
- (iv) CWC also reserves the right to allot the candidate to any venue other than Delhi.
- (v) Candidate will appear for the interview at their own risk and CWC will not be responsible for any injury or losses etc. of any nature.
- (vi) Any unruly behaviour/ misbehaviour at the Interview centre may result in cancellation of candidature/ disqualification from future recruitment processes conducted by CWC.

V. CUTOFF SCORE FOR INTERVIEW

Post code	Minimum qualifying Marks required for interview
1 to 3	Unreserved: 50% OBC: 45% SC/ST/PWD/ Ex-Servicemen: 40%

Each candidate will be required to obtain a minimum total score, as explained above, to be considered to be shortlisted.

C. INTERVIEW/ DOCUMENT VERIFICATION (To be conducted tentatively at Delhi)

I. For the post code 1 to 3

Candidates who have been shortlisted after ascertaining preliminary eligibility as per the requirements of the post will subsequently be called for an Interview to be conducted by CWC. The document verification will be completed at the time of Interview. The said processes will be conducted at select venue. The venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. The call letters shall be sent to the candidates only on the E-Mail ID mentioned in the application form. Information in this regard shall be available on the authorised CWC website. Please note that any request regarding change in date, venue etc. of Interview will not be entertained. However, CWC reserves the right to change the date/ venue/ time etc. of Interview or hold supplementary process for particular date/ session/ venue/set of candidates at its discretion, under unforeseen circumstances, if any.

A candidate should qualify the Interview and be sufficiently high in the merit to be shortlisted for appointment, details of which will be available subsequently on CWC website.

While appearing for the Interview/ Document Verification, the candidate should produce valid prescribed documents given below. In the absence of documents prescribed, candidature of the candidates is liable to be cancelled. CWC shall take no responsibility to receive/ connect any certificate/ remittance/ document sent separately after the process of Interview/ Document verification is over.

II. List of Documents to be produced at the time of Interview/ Document Verification and self-attested copy to be enclosed with the application form at Annexure-II

The following documents in original together with a self-attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted at the time of Interview/ Document Verification failing which the candidate may not be permitted to appear for the Interview/ Document Verification. **Non-submission of requisite documents by the candidate at the time of Interview/ Document Verification will debar his/her candidature from further participation in the recruitment process.**

- (i) Valid Interview/ Document Verification Call Letter: The same shall be sent only on the E-Mail ID mentioned in the application form by the Candidate. Details for the same shall be provided on CWC website.
- (ii) Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)
- (iii) Photo Identify Proof as indicated in Point E below
- (iv) Mark sheets & certificates for educational qualifications from Std. X onwards.
- (v) Caste Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC category candidates and necessary certificate in case of EWS category candidates.
- (vi) In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of Interview/ Document Verification. Caste Name mentioned in certificate should tally letter by letter with Central Government list/ notification.
- (vii) **Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as Unreserved in the application form.**
- (viii) Disability certificate in prescribed format issued by the District Medical Board in case of Persons With Disability category
- (ix) An Ex- serviceman candidate has to produce a copy of the discharge Certificate/ pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of Interview/ Document Verification. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 25.03.2022.
- (x) Candidates serving in Government/ quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to either send their application through proper channel or produce a "No Objection Certificate" from their employer at the time of Interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid. The No Objection Certificate should be issued for appearing in Interview/ Document Verification for selection of posts in CWC.
- (xi) Persons eligible for age relaxation under B III (5) must produce the domicile certificate at the time of Interview/ at any stage of the subsequent process from the District Jurisdiction where he/ she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.1980 to 31.12.1989.

- (xii) Persons falling in categories (ii), (iii), (iv) and (v) of Point B (I) should produce a certificate of eligibility issued by the Govt. Of India
- (xiii) Experience certificates issued by past/ present employers as a proof of having requisite experience and pay slips for ascertaining the requisite minimum emoluments/ pay scales wherever prescribed for the posts.
- (xiv) Any other relevant documents in support of eligibility as mentioned in the Application form at Annexure-II

Note: - Candidates will not be allowed to appear for the Interview/ Document Verification if he/ she fails to produce the relevant eligibility documents as mentioned above.

Self-attested photocopies of the documents listed are to be enclosed with the application form for applying to the posts. Applications received without the self-attested copies of the documents listed above are liable to be rejected. No original document shall be directly sent to CWC by candidates before the Interview/ Document Verification or along with the application form.

The Competent Authority for the issue of the certificate to SC / ST / OBC / PERSONS WITH DISABILITIES is as under (as notified by GOI from time to time):

For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tahsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

For Persons with Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon.

Prescribed Formats of SC, ST, OBC, PWD certificates as applicable to be submitted at the time of Interview/ Document Verification can be downloaded from CWC website www.cewacor.nic.in. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

D. OFFER OF APPOINTMENT

1. On completion of the Interview/ Document Verification process, candidates shortlisted will be issued offer of appointment keeping in view the spirit of Govt. Guidelines on reservation policy, various guidelines issued by Govt. of India/Others from time to time, administrative exigency, etc. No change in the data already registered by the candidate in the application form is possible. A candidate belonging to SC/ST/OBC/EWS category, who is selected on the same standard as applied to Unreserved category candidates will be treated as own merit candidates.
2. In the event of two or more candidates having obtained the same score, merit order is decided as per date of birth (the candidate senior in age is placed before/ above the candidate junior in age), as per the prevailing practice.
3. In case it is detected at any stage of the recruitment process that, the candidate does not satisfy the eligibility criteria, his/ her candidature/ chance in the process shall stand forfeited.
4. A reserve list to the extent of maximum 100 percent of the vacancies under each category may be kept, subject to the availability of candidates. In the event of any post remaining vacant, provisional allotment will be carried out for the candidates from the reserve list. However, if no vacancy arises owing to exigencies or otherwise, the candidates under the reserve list will not be considered for issuance of Offer of Appointment.
5. Post code 1 to 3 on qualifying the Interview, shall be appointed in their prescribed Pay Scales initially and shall be placed under probation for one year.

6. Selected candidates for Post Code 1 to 3 shall have to furnish a bond of ₹ 1,00,000 at the time of joining. In case the employees leave the Corporation within two years, they shall have to deposit the bond amount before leaving the Corporation
7. All appointments will be subject to the Rules and Regulations of the Corporation in- force from time to time.
8. No person shall be eligible for appointment who had previously been dismissed or compulsorily retired from the service of the Corporation or from a Department of a State or the Central Government or from any Public Sector Undertaking.
9. No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.

This is an All India cadre and provisionally allotted candidates (subject to fulfilling all required criteria) may be posted anywhere in India/ outside India as per discretion of CWC. As a part of initial induction, the employees may have to mandatorily spend specified duration of tenure at Field Units of CWC.

E. IDENTITY VERIFICATION

i) DOCUMENTS TO BE PRODUCED

At the time of Interview/ Document Verification, the call letter along with a photocopy of the candidate's photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ University/ Aadhar card or E-Adhaar with a photograph/ Employee ID should be submitted to the person concerned for verification. The candidate's identity will be verified with respect to his/ her details on the call letter, in the Attendance List and requisite documents submitted.

If identity of the candidate is in doubt the candidate may not be allowed to appear for the Interview/ Document Verification.

Ration Card will not be accepted as valid ID proof for this project.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with the Interview/ Document Verification Call Letter while attending the interview, without which they will not be allowed to take up the Interview/ Document Verification. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/ last/ middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the Interview. In case of candidates who have changed their name, will be allowed only if they produce a copy of Gazette notification/ marriage certificate/ affidavit.

F. HOW TO APPLY

Candidates can send their filled application form as per Annexure-II BY POST along with self-attested photocopies of the requisite documents mentioned at 'C-II' upto 25.03.2021.

The applications should be addressed to:

The Group General Manager (Personnel)
Central Warehousing Corporation
Warehousing Bhawan, 4/1 Siri Institutional Area
August Kranti Marg, Hauz Khas
New Delhi-110016

Before applying, candidates should—

- (i) Affix their coloured photographs at the space provided in the application and append signatures at the requisite places.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) Have a valid personal email ID, which should be kept active till the completion of this round of Recruitment Process. CWC shall send call letters for the Interview/ Document verification etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/ mention e- mail ID to/ of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/ her new e-mail ID before applying and must maintain that email account.

(iv) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. CWC may send intimation to download call letters for the Interview/Document verification etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

G. APPLICATION FEE / INTIMATION CHARGES

Male candidates belonging to Unreserved (UR)/ EWS and OBC shall be required to pay an application fee of ₹ 600/- + Intimation charges of ₹ 200/-. SC/ ST/ Women/ PH/ Ex-Servicemen candidates will be exempted from the payment of application fee, however they will be required to pay intimation charges of ₹ 200/-. Candidates should get prepared the demand draft/ banker's cheque/ pay order of the requisite amount and enclose the same with the application form. Applications without the requisite amount of application fee shall be summarily rejected. No other mode of payment shall be accepted. **Payment through cheques of personal account shall NOT be accepted.** The demand draft/ banker's cheque/ pay order should be in favour of the Central Warehousing Corporation and payable at Delhi.

Category of candidates	Application Fee	Intimation Charges	Total
Male candidates belonging to Unreserved (UR)/ EWS and OBC category	₹ 600	₹ 200	₹ 800/-
SC, ST, PWD, Ex-Serviceman and Women candidates	NIL	₹ 200	₹ 200/-

Procedure for downloading Advertisement & Application form

(1) Candidates are first required to go to the CWC's website www.cwccareers.in and click on the link "[CLICK HERE TO DOWNLOAD ADVERTISEMENT NO. 1/2021 FOR DIRECT RECRUITMENT](#)" to download the detailed application brochure.

(2) Candidates will have to take print and fill in the requisite application form available at Annexure-II of this vacancy notice.

(3) **Candidates are advised to carefully fill in the application themselves as no change in any of the particulars filled in the application form will be entertained. Prior to submission of the application, candidates are advised to verify the details in the application form. No change is permitted after submission of the Application Form.**

H. Mode of Payment

(i) Candidates should get prepared the demand draft/ banker's cheque/ pay order of the requisite amount as detailed at 'G'. Candidates should note down their name and mobile number behind the instrument.

(ii) The same should be enclosed with the application form. Necessary details of the financial instrument enclosed with the application form should be filled in the requisite columns of the application form.

(iii) Applications without the requisite amount of application fee shall be summarily rejected. No other mode of payment shall be accepted.

(iv) The demand draft/ banker's cheque/ pay order should be in favour of the Central Warehousing Corporation and payable at Delhi.

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

An application which is incomplete in any respect such as without photograph and signature, requisite self-attested documents, non- human/ inappropriate photograph and / or signature appended in the application form/ without fee payment will not be considered valid.

Candidates are advised in their own interest to apply much before the closing date and not to wait till the last date for submitting the application to avoid the possibility of postal delays.

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

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete applications 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.

I. GENERAL INSTRUCTIONS

- (1) 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 submitted application form etc. at the time of Interview/ Document Verification.
- (2) Before applying for the mentioned posts, the candidate should ensure that they fulfil 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 application.
- (3) A Candidate's 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 their candidature has been finally cleared by CWC. CWC would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that they have furnished any incorrect/false information/certificate/documents or have suppressed any material fact(s). If any of these shortcomings is/are detected after appointment in CWC, their services are liable to be summarily terminated.
- (4) Decision of CWC in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of interview/ Document Verification etc. and any other matter relating to recruitment process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by CWC in this behalf.
- (5) **Candidates can apply for one or more post as per their educational qualification and fulfilment of eligibility required for the posts. In such a case, the candidate has to apply and submit application fee separately for each post. Not more than one application should be submitted by any candidate for a particular post. In case of multiple Applications for a particular post, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) for a particular post will stand forfeited.**

Multiple attendance/ appearances in Interview/ Document Verification will be summarily rejected/ candidature will be cancelled. Applications once submitted will not be allowed to be

withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other recruitment process.

- (6) Any dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Delhi.
- (7) **Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.**
- (8) **Any request for change of address, details mentioned in the application form will not be entertained.**
- (9) Any request for change of date, time and venue for interview will not be entertained.
- (10) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on CWC website shall prevail.
- (11) A candidate should ensure that the signatures appended by them in all the places viz. in their call letter, attendance sheet etc. and in all correspondence with the CWC in future should be identical and there should be no variation of any kind.
- (12) **A recent, recognizable photograph (4.5cm × 3.5cm) should be pasted by the candidate in the application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.**
- (13) Outstation candidates called for Interview/ Document Verification will be paid A.C. II tier to & fro railway/ A.C. bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.) and submission of no-objection certificate {Candidates serving in Government / Quasi Government offices/ Public Sector Undertakings (Including Nationalised Banks and Financial Institutions)}
- (14) CWC shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
- (15) Appointment of candidates is subject to they being declared medically fit, as per any other requirements of the CWC and subject to service and conduct rules of the CWC.
- (16) CWC reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and appointment etc.
- (17) **Intimations will be sent by email / SMS only to the email ID /mobile number registered in the application form.**

CWC shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of CWC. Candidates are advised to keep a close watch on the authorised CWC website www.cewacor.nic.in and www.cwccareers.in for latest updates.

J. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting application.

At the time of Interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of

- using unfair means or
- impersonating or procuring impersonation by any person or
- misbehaving in Interview hall or
- resorting to any irregular or improper means in connection with his/ her candidature or

- obtaining support for his/ her candidature by unfair means, or
- carrying mobile phones or similar electronic devices of communication in the Interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - (a) to be disqualified from the selection process for which he/ she is a candidate
 - (b) to be debarred either permanently or for a specified period from any recruitment process conducted by CWC
 - (c) for termination of service, if he/ she has already joined the services of CWC.
 - (d) An FIR may also be lodged with the Police against any such candidate.

K. CALL LETTERS

The Centre, venue address, post applied for, date and time for Interview/ Document Verification shall be intimated in the respective Call Letter.

An eligible candidate should download their call letter from the CWC's website www.cwccareers.in by entering his/ her details i.e. Mobile Number and Date of Birth. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

Intimations will be sent by email and/ SMS to the email ID and mobile number registered in the application form. CWC will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of CWC. Candidates are hence advised to regularly keep in touch with the authorised CWC website www.cewacor.nic.in and www.cwccareers.in for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process. Any request for change of centre, venue, date and time for Interview shall not be entertained.

L. ANNOUNCEMENTS:

All further announcements/ details pertaining to this process will only be published/ provided on authorised CWC website www.cewacor.nic.in and www.cwccareers.in from time to time.

Corrigendum to this advertisement, if any, shall be published only on the CWC website www.cwccareers.in and www.cewacor.nic.in/

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 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 at CWC, regarding process for recruitment shall be final and binding.

New Delhi

Dated: 22.02.2021

Recruitment Cell, CWC

Guidelines for Photograph (4.5cm × 3.5cm) & Signature

Photograph:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
 - If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

Signature:

- The applicant has to sign with Black/Blue Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- **Signature in CAPITAL LETTERS shall NOT be accepted.**

Your Application will not be accepted unless you paste your photograph and signature as specified.

Note: In case the face in the photograph or signature is not proper, the candidate's application may be rejected.

Annexure-II
APPLICATION FORM FOR VARIOUS POSTS IN
CENTRAL WAREHOUSING CORPORATION
ADVERTISEMENT NO.: CWC/1-
Manpower/DR/Mgr&Above/Rectt/2021/01

Recent
 passport size
 photograph
 duly self
 attested

1.	Name of the Post applied for	
2.	Post Code	
3.	Name of the Candidate (CAPITAL LETTERS)	
4.	Category	
5.	Are you a Person with Disability	
6.	Type of Disability	
7.	Percentage of Disability	
8.	Are you a person ordinarily domiciled in the state of J&K from the period 01.01.1980 to 31.12.1989?	
9.	Religion to which you belong	
10.	Do you belong to Religious Minority Community?	
11.	Are you an Ex- Serviceman?	
12.	Period of service rendered in defence services as an Ex-serviceman (in Months/ Years)	
13.	Are you an Ex- Serviceman who has already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing the benefits of reservation given to Ex- Servicemen?	
14.	Are you a Departmental Candidate of Central Warehousing Corporation?	
15.	If yes, Employee No.:	

16.	Do you have at least 5 years of service left as on last date of application?	
17.	Do you hold Aadhar Card?	
18.	Aadhar Card No.	
19.	Nationality/ Citizenship	
20.	Date of Birth	
21.	Age completed as on 25.03.2021	
22.	Gender	
23.	Marital Status	
24.	Father's Name	
25.	Mother's Name	
26.	Spouse's Name	
27.	Address for correspondence	
28.	Permanent Address	
29.	Mobile No.	
30.	Alternative Mobile No.	
31.	E-mail ID	
32.	Alternative E-mail ID	

33. EDUCATIONAL & PROFESSIONAL QUALIFICATION (AS ON 25.03.2021)

Exam Passed	Name of Degree	Subject/ Stream/ Specialisation	Name of Institution	University/ Board	Date of Passing	% Marks/ CGPA	Class/ Grade
Class X							
Class XII							
Graduation							

Post Graduation							
Professional Degree (if any)							

34. WORK EXPERIENCE DETAILS (25.03.2021) (START FROM PRESENT EMPLOYER)

Name & Address of employer	Designation	Scale of Pay	Period of Service		Total Experience (in months/years)	Clearly indicate the nature of experience. Also mention the name of the project/unit where worked	Nature of present employment (Ad hoc/ Temporary/ Contractual/ Regular)
			From	To			

#The employment should be supported by way of documentary evidence i.e. work certificate from employer, appointment letter from organisations, pay slips etc.

35. Additional details about present employment (Tick the appropriate option):

Central PSU/ Joint Sector/ SPV ()	Private Sector ()	Any other Sector ()
State PSU	Central Government/ Autonomous body of Central Government ()	State Government/ Autonomous body of State Government ()

36. Details of pay particulars (Copy of last Salary Slip duly self- attested to be attached):

A.	Are you in CDA or IDA pay?	
B.	If in CDA, please indicate the Pay, Pay Band and Level	
C.	The Pay, Pay band and level held under MACP, if applicable	
D.	If in IDA, please indicate the pay scale	
E.	Whether in pre- revised or revised scale of Pay (CDA/IDA)	
F.	If in Pre-revised scale of pay in IDA then indicate the pre-revised scale and the corresponding revised scale of pay in IDA	

37. Total emolument per month (Give break up)

Basic:
D.A.:
Other allowances:
Total:

38. APAR/ACR Gradings for last 3 years (Please attach copies):

2019-20	2018-19	2017-18

39. References (of 02 Senior Officers with whom you have worked for a minimum of 02 years)

Details	I	II
Name		
Designation		
Organisation		
Mobile No.		
E-mail ID		

40. Additional information, if any, which you would like to mention in support of your suitability for the post. Amongst other things may provide information with regard to (i) Additional academic qualifications (ii) Professional training and (iii) Work experience with respect to job description of the post advertised (The details should not be in more than 200 words. Enclose a separate sheet, if the space is insufficient)

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41. Payment Details

Mode of Payment (Demand Draft/ Banker's cheque/ Pay Cheque)	
Amount	
DD/ PO/ Banker's Cheque No.	
Date of Issuance	

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby certify and declare that:

- (i) I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the selection Committee at the time of selection for the post
- (ii) All statements made and information given by me in this application is true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the interview or appointment, criminal action can be initiated against me by CWC and my candidature/ appointment shall automatically stand terminated
- (iii) I further declare that I fulfil all the conditions of eligibility prescribed for the post applied for
- (iv) In case my application is not received by CWC within the stipulated date due to postal delay or otherwise, CWC will not be responsible for such delay
- (v) If I am not satisfying any of the eligibility criteria stipulated, and in case of creating influence/ undue pressure regarding recruitment, it shall tantamount to cancellation of my candidature.

List of Enclosures:

Place:

Date:

(Signature of the Applicant)

Declaration about DA/ VIG/ SPE/ CBI/ CRIMINAL CASES

I hereby certify that I do not have any Disciplinary case/ Vigilance Case/ Any case arising out of SPE/ CBI pending against me. I do not have any Criminal Proceedings pending against me. I further certify that I am not undergoing any punishment as on the date of this application.

(Signature of the Applicant)

LIST OF FORMS

FORM – I	FORMAT OF SC / ST CASTE CERTIFICATE
FORM – II	FORMAT OF OBC CASTE CERTIFICATE
FORM – III	FORMAT OF DECLARATION TO BE PRODUCED BY OBC CANDIDATES
FORM – IV	DISABILITY CERTIFICATE (IN CASES OF AMPUTATION OR COMPLETE PERMANENT PARALYSIS OF LIMBS AND IN CASES OF BLINDNESS)
FORM – V	DISABILITY CERTIFICATE (IN CASE OF MULTIPLE DISABILITIES)
FORM – VI	DISABILITY CERTIFICATE (IN CASES OTHER THAN THOSE MENTIONED IN FORM IV AND V)
FORM - VII	FORM OF CERTIFICATE APPLICABLE FOR RELEASED/RETIRED PERSONNEL FROM ARMY / NAVY / AIR FORCE
FORM – VIII	FORM OF CERTIFICATE FOR SERVING PERSONNEL WHO ARE DUE TO BE RELEASED WITHIN ONE YEAR
FORM – IX	UNDERTAKING TO BE GIVEN BY SERVING ARMED FORCE PERSONNEL WHO ARE DUE TO BE RELEASED WITHIN ONE YEAR
FORM - X	FORM OF CERTIFICATE APPLICABLE FOR SERVING ARMED FORCE PERSONNEL WHO HAVE ALREADY COMPLETED THEIR INITIAL ASSIGNMENT AND ARE ON EXTENDED ASSIGNMENT
FORM – XI	FORM OF UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMAN
FORM - XII	FORMAT FOR EWS CERTIFICATE

**FORM OF CERTIFICATE TO BE PRODUCED BY A
CANDIDATE BELONGING TO SCHEDULED CASTE OR
SCHEDULED TRIBE IN SUPPORT OF HIS/ HER CLAIM.**

1. This is to certify that Sri / Smt / Kum* _____ son / daughter*
of _____ of village / town*
_____ in District / Division* _____ of the State / Union
Territory* _____ belongs to the

_____ Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* under:

- * The Constitution (Scheduled Castes) Order, 1950 ;
- * The Constitution (Scheduled Tribes) Order, 1950 ;
- * The Constitution (Scheduled Castes) (Union Territories) Orders, 1951 ;
- * The Constitution (Scheduled Tribes) (Union Territories) Order, 1951 ;

- [as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987]:
- * The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
- * The Constitution (Pondicherry) Scheduled Castes Order 1964;
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- * The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- * The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- * The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1996;

* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002; *The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;

*The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002; *The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons, who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari* _____ Father/ Mother* of Sri/ Smt/ Kumari* _____ of village/ town _____ in District/ Division* _____ of the State/ Union Territory* _____ who belong to the _____ Caste / Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* in the State/ Union Territory* issued by the _____ [Name of the authority] vide their order No. _____ dated _____.

3. Shri/ Smt/Kumari* _____ and/or* his/ her* family ordinarily reside(s) in village/town* _____ of _____ District / Division* of the State / Union Territory* of _____

Signature _____

Designation _____

Place:

[With seal of Office]

Date :

State/Union Territory

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words which are not applicable.

Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/ I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time

FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri/ Smt./ Kumari _____ son/
daughter of _____ of village/Town _____ District/
Division _____ in the State/ Union Territory _____ belongs to the
_____ community which is recognized as a backward class under the Government of
India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____.
Shri/Smt./Kumari _____ and/or his/ her family ordinarily reside(s) in the _____
District/ Division of the _____ State/ Union Territory. This is also to certify that he/ she
does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the
Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993 **.

Dated:

District Magistrate
Deputy Commissioner etc.

Seal

* - the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

Note: - The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

Form of declaration to be submitted by the OBC candidates (in addition to the Community Certificate)

I Son / daughter of Shri resident of village / town /city district State hereby declare that I belong to the Community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 3610222/93-Estt (SCT) dated 08/09/1993. It is also declared that I don't belong to persons / sections / (Creamy Layer) mentioned in column 3 of Schedule to the above referred Office Memorandum dated 08/09/1993, O.M. No. 36033/3/2004-Estt (Res) dated 09th March 2004 and O.M. No. 36033/3/2004-Estt (Res) dated 14th October, 2008.

Signature of the Candidate

Full Name

Address.....

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face
only) of the
person with
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____
son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) ____

Age _____ years, male/female Registration No. _____ permanent resident of
House

No. _____ Ward/Village/Street _____
Post Office

_____ District _____ State _____, whose photograph is
affixed

above, and am satisfied that:

(A) he/she is a case of :

- locomotor disability
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(C) He/She has _____% (in figure) _____ percent (in words) permanent physical
impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Disability Certificate
(In case of multiple disabilities)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent passport size attested photograph (showing face only) of the person with disability

Certificate No. :

Date:

This is to certify that we have carefully examined

Shri/Smt./Kum. _____
 son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) ____

Age ____ years, male/female _____ Registration No. _____ permanent resident of

House No. _____ Ward/Village/Street _____
 _____ Post

Office _____ District _____ State _____, whose photograph is

affixed above, and are satisfied that:

(A) He/she is a Case of Multiple Disabilities. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows :-

In figures: - _____ percent

In words: - _____ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

not necessary,

Or

(i) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/ Thumb impression of the person in whose favour disability certificate is issued.

Disability Certificate

(In cases other than those mentioned in Form IV
and V) (Prescribed proforma subject to amendment
from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face
only)
of the person with
disability

Certificate No. :

Date:

This is to certify that I have carefully examined

Shri/Smt./Kum. _____
son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) ____

Age _____ years, male/female _____ Registration No. _____ permanent
resident

of House No. _____ Ward/Village/Street

Post Office _____ District _____ State _____, whose
photograph is

affixed above, and am satisfied that he/she is a Case of _____ disability. His/her
extent of

percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown
against

the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye /

both eyes £ - e.g.

Left / Right / both

ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Form of Certificate applicable for Released/Retired Personnel

(Prescribed proforma subject to amendment from time to time)

It is certified that No. _____ Rank _____ Name _____
whose date of birth is _____ has rendered service from _____ to _____ in
Army/Navy/Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

- (i) by way of dismissal, or
- (ii) by way of discharge on account of misconduct or inefficiency, or
- (iii) on his own request, but without earning his pension, or
- (iv) he has not been transferred to the reserve pending such release.

%b) on account of physical disability attributable to Military Service.

%c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place: _____ Signature, Name and Designation
of the
Competent Authority **

Date: _____
SEAL

% Delete the paragraph which is not applicable.

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.

In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.

Form of Certificate for Serving Personnel
(Applicable for serving personnel who are due to be released within one year)
(Prescribed proforma subject to amendment from time to time)

1. It is certified that No. _____ Rank _____ Name _____
is serving in

the Army/Navy/Air Force from _____.

2. He is due for release/retirement on completion of his specific period of assignment on or before
_____.

3. No disciplinary case is pending against him

Place:
Designation of the

Signature, Name and

Competent
Authority **

Date:

SEAL

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.

Undertaking to be given by serving Armed Force personnel who are due to be released within one year
(Prescribed proforma subject to amendment from time to time)

(1) I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

(2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-serviceman.

Place:

Date:

Signature and Name of Candidate

Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment (Prescribed proforma subject to amendment from time to time)

1. It is certified that No _____ Rank _____ Name _____ whose date of birth is _____ is serving in the Army/Navy/Air Force from _____
2. He has already completed his initial assignment of five years on _____ and is on extended assignment till _____
3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Place :

Signature, Name and Designation of the
Competent Authority **

Date :

SEAL

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMAN

I understand that, if selected on the basis of recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-Employment in Central Civil Services and Posts rules, 1979, as amended from time to time).

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

- a) Date of appointment in Armed Forces _____
- b) Date of discharge _____
- c) Length of service in Armed Forces _____
- d) My last Unit/Corps _____

Place:

Date:

**Government of _____
(Name & Address of the authority issuing the certificate)**

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post. Office _____ District _____ in the State/Union Territory _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)



Signature with seal of Office _____
Name _____
Designation _____

***Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

****Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

*****Note 3:** The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Competent Authority to issue EWS Certificate:

- i. District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
- iii. Revenue Officer not below the rank of Tehsildar and
- iv. Sub-Divisional Officer or the area where the candidate and/or his family normally resides.