

CWC CO-PD0RECT/5/2020-PERSONNEL

Date: 18.05.2026

NOTICE

Applications are invited from ex-officers of Central Warehousing Corporation for engagement as Consultant (Secretarial Services), on contractual basis in Central Warehousing Corporation, a Navratna CPSE under Administrative Control of Ministry of Consumer Affairs, Food and Public Distribution on a consolidated monthly remuneration. Details are as below:

Position Code and number of positions (1)	Required Work Experience (2)	Experience of working in Pay Scale/Level and Monthly remuneration applicable (₹) (3)	Brief Job Description (4)	Mode of selection (5)
01. Consultant (Secretarial Services), at Corporate Office, New Delhi (01)	Experience in providing Secretarial Services to Senior Level Officers which include managing executive schedule, handling correspondences, organizing meetings and maintaining records etc.	<u>Pay Scale/Level</u> IDA Scale 60000-180000 (E-3) <u>Monthly Remuneration:</u> 50% of last drawn Pay* (Basic plus Dearness allowance).	1. Providing comprehensive administrative and executive support including calendar management, travel arrangements, and managing correspondences. 2. Coordinating communication and workflows between the Senior Officers and internal/external stakeholders to ensure timely and effective information flow. 3. Organizing meetings, preparing documentation, and track action items to support strategic decision-making and day-to-day operations..	Personal Interaction

* Provided that amount of pension received from all sources does not exceed the prescribed remuneration/fee i.e. 50% of last drawn pay. In case the amount of pension received from all sources exceeds the 50% of last drawn pay, such excess amount of pension will be deducted from the prescribed remuneration/fee i.e. 50% of last drawn pay

2. The period of engagement shall be **initially for one (01) year** and the tenure may be extended at the discretion of the Corporation as per the requirement, if the services of the Consultant are found useful and satisfactory. The modalities for engagement of Ex-CWC employees/Outside Experts as Advisors/Consultants on contractual basis shall be governed by the guidelines of the Corporation as amended from time to time. The salient terms & conditions of engagement of Advisors/ Consultants are enclosed as **Annexure-I**.

3. How to Apply

- (i) Interested and eligible candidates shall have to apply Online through the link: <https://www.cwceportal.com/Careers>. The Link for Online Application shall remain active from 18.05.2026 to 07.06.2026.
- (ii) Candidates shall upload the scanned copies of following while filling the Application form Online:
- SSC/Xth certificate as proof of Date of Birth
 - Self-Attested copies of Educational Qualification Certificate (Provisional/ Original)
 - Self-Attested copies of Experience/Service Certificate
 - Relieving Certificate from the last employer
 - Last drawn Pay Certificate
- (iii) **Undertaking for Vigilance Clearance:** The applicants shall **mandatorily upload** the duly signed copy of proforma while applying Online for the position, the format of proforma is enclosed as **Annexure-II**
4. All correspondence with the candidates shall be done through e-mail / CWC Website only. Information regarding Personal Interaction shall be provided through e-mail / CWC Website. For this purpose, candidates are advised to visit career portal of CWC (<https://www.cwceportal.com/Careers>) regularly for further instructions. CWC shall not be responsible for any loss of e-mail sent, due to invalid/wrong email ID provided by the candidate or due to any other technical reasons

Note: Those candidates, who fulfill the eligibility criteria, shall only be called for Personal Interaction.

Enclosures: As above

(Prakash Chandra Rai)
General Manager (HR)

Corporate Office: 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016

☎ - 26566166



www.cewacor.nic.in @cwc_warehouse [f](#) [v](#) [in](#)
gmper@cewacor.nic.in @centralwarehousingcorporation

TERMS & CONDITIONS FOR ENGAGING RETIRED EMPLOYEES/OUTSIDE EXPERTS AS
CONSULTANT/ADVISOR ON CONTRACTUAL BASIS

1. The Consultant/Advisor will be engaged initially for one (01) year and the tenure could be extended on yearly basis as per the need of the concerned Department till the age of 65 years.
2. There should be no disciplinary/criminal proceedings/charge sheet pending against the applicant nor any punishment was awarded to him/her by the Organisation/s where he/she was serving for the last 10 years before his/her superannuation. A self-declaration to this effect would be required as per the Format given in **Annexure II**. The Corporation may verify details from last organisation of the Advisor and in case it is found to be not true, his/her services will be terminated without assigning any reasons.
3. The Consultant/Advisor shall have to sign a Non-Disclosure and Confidentiality Agreement with the Corporation on appropriate value of Stamp Paper which is in consonance with prevalent guidelines of the Corporation.
4. The Consultant/Advisor would be required to work on all working days from 9.30 AM to 6.00 PM at Corporate Office and 10.00 AM to 5.00 AM at Regional Offices and at Warehouses as per timings notified by RM/CO.
5. The performance of Consultant/Advisor engaged at CO/ROs/WHs shall be monitored as per the guidelines of the Corporation.
6. Consultant/Advisor would be paid TA/DA/Hotel charges as per eligibility of the last post held at the time of retirement and in the case from other PSU/Govt., of the equivalent post in CWC, while on official tour, subject to maximum of E-8 Level.
7. The Consultant/Advisor would not communicate any of the information to any outside agency related to the matter, whatsoever, comes to his knowledge during the period of their consultancy.
8. The Consultant/Advisor would not sign any document/affidavit etc. given to outside agencies on behalf of the Corporation.
9. The Consultant/Advisor will get no other benefit whatsoever except the consolidated remuneration being offered to him/her.
10. The TDS would be deducted as per applicable rules/laws on the consultancy charges.
11. The Consultant/Advisor would maintain absolute integrity/devotion and discipline during the period of their consultancy with the Corporation.
12. The deduction of amount from monthly remuneration will be made on pro-rata basis if the Consultant/Advisor remains absent from place of deployment except one holiday per month allowed to them with the prior approval of the concerned HoD/Regional Manager. The Consultant/ Advisor shall be allowed to accumulate leave at the rate of one (01) day for each month during the course of a year, however no accumulation of leave beyond a calendar year shall be allowed.
13. The Consultant/Advisor shall have to attend at the work place/on holidays/late hours as may be required by Controlling officer for which no extra remuneration will be paid.
14. The period of Consultancy can be terminated anytime by the Corporation without any notice and assigning any reasons thereof.
15. The Consultant/Advisor working with CWC will not be permitted to take up any assignment with other organisation/Company (Govt. or private) during the currency of their consultancy in CWC.
16. The Consultant/Advisor engaged by the Corporation will have no employee/employer relationship with CWC. Hence, they will not be eligible/ entitled for any such benefits available to the employees of CWC.

Undertaking for Vigilance Clearance

I Mr./Ms./Mrs. _____ hereby declare that there was neither any disciplinary/criminal proceedings/charge sheet pending against me nor any punishment was awarded to me by the Organisation/s where I was serving for last 10 years before my superannuation.

Date:

(Signature of Candidate)