

**WEB PAGE DISTRICT MANAGERS, WAREHOUSE MANAGERS, TECHNICAL ASSISTANTS AND GODOWN ASSISTANTS**

**NOTICE INVITING APPLICATIONS TO RECRUIT DISTRICT MANAGERS, WAREHOUSE MANAGERS, TECHNICAL ASSISTANTS & GODOWN ASSISTANTS**

Managing Director, Punjab State Warehousing Corporation invites applications from eligible Indian Citizens for recruitment of 07 District Managers, 42 Warehouse Managers, 118 Technical Assistants and 80 Godown Assistants, to be posted in any of the Districts of State of Punjab. The interested eligible candidates will have to apply in the prescribed format, which is available at the website <http://recruitment.cdacmohali.in>

**Job-Profile**

The Duties and Responsibilities of District Managers, Warehouse Managers, Technical Assistants and Godown Assistants are challenging requiring efficient management of procurement & storage operations in the offices as assigned by PSWC. The job involves arduous field duties & postings/stay in Rural & far-flung areas of the State. These jobs are challenging in nature involving lot of field work and round the clock availability for direct supervision/interaction with Farmers, Commission Agents, Labour and Transporters.

**Educational Qualifications**

<b>S. No</b>	<b>Name of Post</b>	<b>Qualification/exp. Etc.</b>
1.	District Manager	MBA with Ist Division or M.Sc. (Agriculture) with first Division from any recognized University or Institution. Should have passed Matriculation examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time.
2.	Warehouse Manager	M.Sc. (Agriculture) Ist Division from any recognized University or Institution. Should have passed Matriculation examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time.
3.	Technical Assistant	Graduate in Agriculture or Chemistry or Bio-Chemistry or Botany or Zoology. Should have passed Matriculation examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time.

4.	Godown Assistant	Graduate in Agriculture or Science or Arts or Commerce. Should have passed Matriculation examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time.
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**Number of Posts:**

DISTRICT MANAGER	WAREHOUSE MANAGER	TECHNICAL ASSISTANT	GODOWN ASSISTANT
Total: 07 SC = 03 BC = 01 General = 03 (including one Handicapped)	Total: 42 SC =12 (including 1 ESM* + 1 Sportsmen) BC 5 = 5 (including 1 ESM*) General =25 (including 3 ESM* + 1 Freedom fighter + 1 handicapped)	Total:118 SC =55 (including 3 ESM* + 1 Sportsmen) BC =10 (including 2 ESM*) General =53 (Including 5 ESM* + 2 handicapped + 2 Sportsmen)	Total:80 SC =25 (including 4 ESM* + 1 Sportsmen) BC =10 (including 2 ESM*) General =45 (including 6 ESM* + 1 Freedom Fighter + 2 handicapped)

**Pay scale:**

District Manager	Warehouse Manager	Technical Assistant	Godown Assistant
Rs.10,300-34800 + Rs.5000 Grade Pay and other Punjab Government allowances, as applicable from time to time.	Rs.10,300-34800 + Rs.4200 Grade Pay and other Punjab Government allowances, as applicable from time to time.	Rs.10,300-34800 + Rs.3800 Grade Pay and other Punjab Government allowances, as applicable from time to time.	Rs.10,300-34800 + Rs.3800 Grade Pay and other Punjab Government allowances, as applicable from time to time.

**Age Limit**

Candidates should be between 18 to 37 years as on 01.01.2010. Upper age limit is relaxable to the extent of 5 years for SCs/STs/BCs and up to 10 years for physically handicapped persons. An Ex-serviceman (\*ESM) shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy according to Govt. instructions, by more than 3 years, he/she shall be deemed to satisfy the condition regarding age limit. Applicants in Govt. service shall be eligible

up to 45 years of age. However, they will be considered for selection only if their applications through proper channel are received or "No Objection Certificate" from the department concerned is furnished at any time before the selection process.

### **Reservation**

- Reservation shall be as per the policy/instructions of the Punjab Govt.

The detail will be available shortly at <http://recruitment.cdacmohali.in>

### **Selection procedure**

Selection will be based on written examination. The merit will be prepared on the basis of written examination. Minimum qualifying marks for candidates of General categories will be 50% and for other categories 35% (Thirty five percent) of the total marks. In case some qualifying candidates obtain equal marks, then for selection, preference will be given to a candidate with higher score in graduation degree. Merit list for each category of posts shall be prepared separately and candidates shall be called for training based on the position in merit list of the respective category of posts and reservation.

### **Syllabus**

The detailed course material of the syllabus will be uploaded on the website <http://recruitment.cdacmohali.in> The candidates are advised to prepare from this course material and they shall be tested from this course material.

## **Training**

The selected candidates i.e. District Managers, Warehouse Managers, Technical Assistants and Godown Assistants will undergo one month training on Procurement and Storage of Foodgrains. The selected candidates shall be eligible for appointment only after successful completion of the training for which their abilities will again be tested. Thereafter they shall be eligible for appointment in the respective districts. The proficiency in Punjabi language shall be tested during the course of training.

## **Examination dates**

For examination dates, refer website <http://recruitment.cdacmohali.in>

## **Application fee**

- |                      |                                                                       |
|----------------------|-----------------------------------------------------------------------|
| (a) General category | Rs.500-00                                                             |
| (b) Scheduled caste  | Rs.250-00                                                             |
| (c) Ex-Servicemen    | All the ex-servicemen of Punjab are exempted from the payment of fee. |

The requisite fee (non-refundable) should be in the shape of crossed bank draft/pay order/bankers cheque in favour of Managing Director, Punjab State Warehousing Corporation, Chandigarh payable at Chandigarh. Candidate should write his/her name and address on back side of the draft, pay order/bankers cheque.

## **Important instructions**

Eligible applicants are invited to personally submit online applications uptill 5.00 PM of 3<sup>rd</sup> January, 2011 in the prescribed online format at <http://recruitment.cdacmohali.in>.

## **How to apply online**

1. Before applying online, the Demand Draft should be ready as per the amount applicable for the category of the candidate as the Draft Number, Date and the Bank Name details are required to be entered in the form.
2. Fill out the form available on the website <http://recruitment.cdacmohali.in> by clicking at the link **PSWC (Punjab State Warehousing Corporation)**
3. The online applications will be received uptill 5.00 PM of 3<sup>rd</sup> January, 2011.
4. Get the printout (2 copies) of the filled in form after the Registration Number is generated and send one copy of the form bearing the registration number with self attested photograph alongwith the original demand draft at the following address: CDAC, Mohali.
5. Only online forms will be entertained. The registration number generated in the Form should be written at the back of the demand draft alongwith the name of the candidate. Please do not send any other document except the demand draft alongwith the Application.

6. Candidates may apply for more than one post by submitting separate applications for each post alongwith separate application fee.
7. The Fee draft should reach CDAC, A34, Phase VIII, Industrial Area, Mohali by 5.00 PM of 10<sup>th</sup> January, 2011 i.e. from the last date of applying online through speed post or registered post. The Application Fee received after 5.00 PM of 10<sup>th</sup> January 2011 will not be considered.
8. The candidate can check his/her fee confirmation by visiting the site again by entering his/her registration number and password from 14 January 2011 onwards.
9. Candidates are cautioned to keep his/her password strictly confidential.
10. For any clarifications regarding the online filling of the form, the candidate can call at CDAC Mohali help-line numbers 0172-2237052-53 on all working days from 9.00 AM to 5.30 PM.
11. Candidates are advised to visit the website <http://recruitment.cdacmohali.in> regularly for more updates.
12. Candidates will be responsible for any mistakes made by him/her in his/her application form. Punjab State Warehousing Corporation shall not be responsible for the same.

**NOTE:**

1. The Managing Director, Punjab State Warehousing Corporation, SCO NO.74-75, Sector 17-B, Bank Square, Chandigarh reserves the right to modify or terminate the recruitment notice/process without assigning any reason.
2. The number of vacancies may vary.
3. The merit list prepared will be valid for one year from the date of declaration of result.
4. The selected candidates can be posted anywhere in the State of Punjab.
5. No traveling allowance would be admissible for appearing in the test.
6. Mere issue of admit card will not entitle a candidate to be eligible for appointment.
7. Candidates selected in the written examination shall:
  - (a) produce their original certificates/testimonials in person as and when required by the Punjab State Warehousing Corporation, Chandigarh. The Sportspersons seeking reservation under sports quota shall submit Sports Gradation Certificate issued by Director Sports, Punjab, as per latest instructions and the SC/ST/Category certificate shall be in accordance with the instructions of the department of Welfare, Punjab and the Certificate for the Ex-Servicemen shall be in accordance with instruction of the Concerned

- Department. Candidates already in service to submit 'No Objection Certificate' from their Departments;
- (b) submit a certificate of character from Principal Academic Officer of the University, College, School or Institution last attended if any and similar certificates from two persons not being his relatives, who are well acquainted within his private life and are unconnected with his University, College, School or Institution;
- (c) submit a self attested undertaking to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government, Government of India or any State Institution.
8. (a) It is clarified that if any information, certificate document is found false at any stage, the candidate shall be disqualified and prosecuted.
- (b) Any candidate found using unfair means shall be disqualified and not allowed to take any further examination and decision of Managing Director, PSWC in this regard shall be final.
- (c) In case of impersonation, the candidate shall be criminally prosecuted.
9. The information imparted by the applicants will be treated as self attested and PSWC can call for original testimonials for scrutiny at any stage.
10. The appointment of a candidate will be only for the category for which he/she has applied for and no change in this regard shall be allowed.
11. The incomplete application form in any respect shall be rejected and application fee shall be forfeited.

**Date:**

**Managing Director  
Punjab State Warehousing Corporation  
Chandigarh.**