

F.No.21/01/2021-CS.I (Coord.)  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training  
(CS.I Division)

.....

2nd Floor, A Wing,  
Lok Nayak Bhavan  
Khan Market, New Delhi.  
Dated 21th June, 2021.


**OFFICE MEMORANDUM**

**Subject: Recruitment for various posts on deputation/absorption basis.**

The undersigned is directed to circulate the letter No. F.No. A-42/2/2021-A&F dated 19<sup>th</sup> May, 2021 (along with enclosures) received from Warehousing Development and Regulatory Authority (WDRA), D/o Food and PD, who proposed to fill up the various posts on deputation/absorption basis.

2. The circular is hereby uploaded only for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department who has advertised the circular.

3. It may be noted that cadre clearance from CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.

  
(Zachariah Thomas)  
Under Secretary to the Govt. of India  
Tel.No.24629412

To All Ministries/ Departments (through DOPT's website)



भांडागारण विकास और विनियामक प्राधिकरण  
भारत सरकार

चौधी मंज़िल, एन सीयू आई भवन, 3, सीरी इंस्टीट्यूश्ल एरिया, अगस्त क्रान्ति मार्ग,  
हौज़ खास, नई दिल्ली - 110016, दूरभाष: - 49536496, 49092978

**Warehousing Development and Regulatory Authority**  
Government of India

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



F. No. A-42/2/2021- A&F


Dated : 19.05.2021

**Recruitment for various posts on deputation/absorption basis**

The Warehousing Development and Regulatory Authority (WDR), Government of India, invites applications from eligible personnel working in the Central/State Governments/Central and State PSUs/ Autonomous/ Statutory bodies for the following posts to be filled on deputation/absorption basis:-

Sl. No.	Name of the Post	No. of vacancies
1.	Deputy Director (i) Strategy Risk and Research – 1 post (ii) Stakeholders Awareness and Outreach - 1 post (iv) Human Resource - 1 post [Level- 11 Rs. 67,700 – 2,08,700 (7th CPC)]	03
2.	Principal Private Secretary – 1 post [Level- 11 Rs. 67,700 – 2,08,700 (7th CPC)]	01
3.	Assistant Director (Information Technology) – 1 post [Level- 8 Rs. 47,600 – 1,51,100 (7th CPC)]	01
4.	Assistant (Human Resource) - 1 post [Level-7 Rs. 44,900 – 1,42,400 (7th CPC)]	01

Detail information may be seen at the Authority's website [www.wdra.gov.in](http://www.wdra.gov.in) under "Vacancies". Applications in the prescribed format available on the website may be submitted to the Deputy Director (Legal), Warehousing Development and Regulatory Authority, New Delhi, on or before 05<sup>th</sup> July 2021. Corrigendum etc., if any, shall be put up on the WDR website.

  
(Priti Kumar)  
Under Secretary (A&F)



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Hauz Khas, New Delhi - 110016, Tel. No. 49536496, 49092978



F. No. A-42/2/2021- A&F

Dated :19.05.2021

**VACANCY CIRCULAR**

**Subject: Filling up of various posts in the Warehousing Development and Regulatory Authority (WDRA) on deputation/absorption basis.**

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

2. Pay and other terms & conditions of the service of the officials selected on deputation will be governed by provisions laid down in the Department of Personnel and Training's OM No. 6/8/2009-Estt.(Pay II) dated 17<sup>th</sup> June 2010 as amended from time to time. Since WDRA has no residential facility as such, HRA as per admissibility of Central Government employee will be admissible.

3. Selected candidate will be appointed on deputation basis initially for a period of three years which may be extended from time to time by the competent authority as per rules. The applicant should have a minimum of four years' service left as on the last date of receipt of applications.

4. The absorption of the officer/official in WDRA can be considered either two years or earlier of working on deputation on the post held by him/her and after satisfactory performance of the officer/official to the satisfaction of the competent authority. This will be subject to the acceptance of employee and NOC of his/her parent organisation and guidelines of DOPT in this regard.

5. Only such recommendations, as are accompanied by the requisite personal data in **Annexure-II** will be considered. Officers, who once volunteer for the post(s), will not be permitted to withdraw their names later.

Contd....

6. It is requested that wide publicity may be given to the vacancy circular amongst the staff under your administrative control and applications in the prescribed proforma (**Annexure II**) along with attested copies of CRs of the officers for the last five years, who can be spared in the event of their selection, **may be sent to this office on or before 05<sup>th</sup> July 2021**. Applications received after the last date or without the CR dossiers and vigilance clearance or otherwise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the applicants are correct and no disciplinary proceedings are either pending or contemplated against him/her.

7. The prescribed application form, detailed terms and conditions etc. are available on the WDRA website: [www.wdra.gov.in](http://www.wdra.gov.in). Applications may be forwarded in the prescribed proforma so as to reach this office on or **before 05<sup>th</sup> July 2021**. A copy of the advertisement being published in the newspapers / employment news is attached.

Enclosures: 12 pages.

  
(Priti Kumar)  
Under Secretary (A&F)

To

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

**Annexure – I**

**1(i) Deputy Director (Strategy Risk and Research)**

1.	Name and Designation of the post (No. of posts)	Deputy Director (Strategy Risk and Research), One post (1)
2.	Pay Scale of the post	Level-11 Rs. 67,700 - 2,08,700 (7 <sup>th</sup> CPC)
3.	Grade/category of the post	Group 'A'
4.	Type of the Post	Technical
5.	Essential and minimum Qualification of the post	(i) Officers of Central and State Government or Central and State Public Sector Undertakings or Central and State Autonomous or Statutory Bodies holding analogous posts in the relevant field in level 11 (Rs.67700-208700/-) in the pay matrix or equivalent; or (ii) With five years' service on regular basis in posts in level 10 (Rs.56100-177500/-) in the pay matrix or equivalent in the present cadre or Department; and (iii) Possessing degree in Biological Science (Including Agriculture) or Post Graduate Diploma in Agricultural Business Management from a Government of India recognized Institute or University. (iv) Experience in formulating policy framework for Agriculture/ Agricultural marketing / warehousing and allied matters;
6.	Duties and responsibilities of the post	Deputy Director (Strategy Risk and Research) will be responsible for the work relating to creating policy for WDRA, creation and passing of regulations/rules/guidelines/ circulars, conducting economic and regulatory research for creating of policy and strategy, ensuring the formulation, implementation and monitoring of risk management framework and liaisoning with the related ministries and regulators for co-ordination and collaboration of efforts etc. Any other duties and functions as may be assigned by the competent Authority from time to time.

**1(ii) Deputy Director (Stakeholders Awareness and Outreach)**

1.	Name and Designation of the post (No. of posts)	Deputy Director (Stakeholders Awareness and Outreach), One post (1)
2.	Pay Scale of the post	Level-11 Rs. 67,700 - 2,08,700 (7 <sup>th</sup> CPC)
3.	Grade/category of the post	Group 'A'
4.	Type of the Post	Technical
5.	Essential and minimum qualification of the post	<p>(i) Officers of Central and State Government or Central and State Public Sector Undertakings or Central and State autonomous or statutory bodies holding analogous posts in the relevant field in level 11 (Rs.67700-208700/-) in the pay matrix or equivalent; or</p> <p>(ii) with five years' service on regular basis in posts in level 10 (Rs. 56100-177500/-) in the pay matrix or equivalent in the present cadre or Department; and</p> <p>(iii) possessing degree in Biological Science (including Agriculture) or Post graduate diploma in Agricultural Business Management from a Government of India recognised institute or University; and</p> <p>(iv) Experience in formulating policy framework and/or handling stakeholder matters for Agriculture/ Agricultural marketing / warehousing and allied matters;</p>
6.	Duties and responsibilities of the post (Job description for each position)	Deputy Director (Stakeholders Awareness and Outreach) will be responsible for the work relating to sensitization of the market participants about the benefits of warehouses registration, Liaisoning with intermediaries (Bank, FIs, Banking regulators) to increase the awareness about the system and increase trust, release communications to the media in connection with awareness of registration. Any other work as assigned by the Authority from time to time.

**1(iii) Deputy Director (Human Resource)**

Name and Designation of the post (No. of posts)	Deputy Director (Human Resource), One post (1)
Pay Scale of the post	Level-11 Rs. 67,700 - 2,08,700 (7 <sup>th</sup> CPC)
Grade/category of the post	Group 'A'
Type of the Post	Administration
Essential and minimum qualification of the post	<p>(i) officers of Central and State Government or Central and State Public Sector Undertakings or Central and State autonomous or statutory bodies holding analogous posts on regular basis in level 11 (Rs.67700-208700/-) in the pay matrix or equivalent in the parent cadre or Department; or</p> <p>(ii) with five years service on regular basis in posts in relevant field in level 10 (Rs.56100-177500/-) in the pay matrix or equivalent in the parent cadre or Department; and</p> <p>(iii) at least five years of experience of handling Administration, Human Resource Development, Establishment, Recruitment or Finance; and</p> <p>(iv) possessing degree in Business Administration or Post graduate diploma in Business Administration/ Master's degree in Business Administration.</p>
Duties and responsibilities of the post (Job description for each position)	Deputy Director (Human Resource) will be responsible for the work relating to HR division which includes recruitment of manpower for WDRA, to take care of day to day human resource process lay pay roll, leave management, MIS and employees relations etc. Any other duties and functions as may be assigned by the competent Authority from time to time.

## 2. Principal Private Secretary

1.	Name and Designation of the post (No. of posts)	Principal Private Secretary(PPS), One post (1)
2.	Pay Scale of the post	Level-11 Rs. 67,700 - 2,08,700 (7 <sup>th</sup> CPC)
3.	Grade/category of the post	Group 'A'
4.	Type of the Post	Administration & Finance
5.	Essential and minimum qualification of the post	<p>(i) Officers of Central and State Government or Central and State Public Sector Undertakings or Autonomous or Statutory bodies holding analogous posts; or</p> <p>(ii) Officers in Central and State Government or Central and State Public Sector Undertakings or Autonomous or Statutory bodies with five years of regular service in Stenography line in the level 9 (Rs.53100-163800/-) in the pay matrix; and</p> <p>(iii) proficiency in Computer operations is essential and possessing stenography speed of a minimum of eighty words per minute and a minimum typing speed of thirty-five words per minute in English or thirty words per minute in Hindi.</p>
6.	Duties and responsibilities of the post (Job description for each position)	The PPS will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meetings and collecting information so as to give the officer more time to devote himself to his assigned work. He/she will maintain the secrecy of confidential and secret papers entrusted to him/her. He/she will maintain cordial relations in his day-to-day official interactions. Knowledge of computer is essential.



### 3 Assistant Director (Information Technology)

1.	Name and Designation of the post (No. of posts)	Assistant Director (Information Technology), One post (1)
2.	Pay Scale of the post	[Level- 8 Rs. 47,600 – 1,51,100 (7 <sup>th</sup> CPC)]
3.	Grade/category of the post	Group 'B'
4.	Type of the Post	Information Technology
5.	Essential and minimum Qualification of the post	<p>i) Officers of Central and State Government or Central and State Public Sector Undertakings or Central and State autonomous or statutory bodies holding analogous posts on regular basis in level 8 (Rs.47600-151100/-) in the pay matrix or equivalent in the parent cadre or Department; or</p> <p>(ii) With two years' service on regular basis in posts in level 7 (Rs.44900-142400/-) in the pay matrix or equivalent in relevant field in parent cadre or Department; or</p> <p>(iii) With six years' service on regular basis in posts in the relevant field in level 6 (Rs.35400-112400/-) in the pay matrix or equivalent in the parent cadre or Department; and</p> <p>(iv) Degree in Bachelor of Engineering or equivalent or Master of Science in Electronics and Communication/ Computer Engineering/ Computer Science/ Information Technology or Masters in Computer Application; and</p> <p>(v) At least three years' experience in working and managing Information Technology systems with Information Technology applications, server infrastructure, networking, etc. (Knowledge of Java is preferable)</p>
6.	Duties and responsibilities of the post	<p>Assistant Director (IT) will be assisting Director (IT) for looking after the internal IT infrastructure automation (Java), online portal advising the Authority on technology issues, oversee new system and handing support to WDRA employees. Besides this assisting in resolving the technical issues arising out in stabilizing and running the WDRA portal. The work also includes processes for warehouses inspection, grievances redressal, warehouse management system and its implementation system etc. and other duties and functions as may be assigned by the competent Authority from time to time</p>

#### 4 Assistant (Human Resource)

1.	Name and Designation of the post (No. of posts)	Assistant (Human Resource), One post (1)
2.	Pay Scale of the post	[Level- 7 Rs. 44,900 – 1,42,400 (7 <sup>th</sup> CPC)]
3.	Grade/category of the post	Group 'B'
4.	Type of the Post	Administration and Finance
5.	Essential and minimum Qualification of the post	(i) Officers of Central and State Government or Central and State Public Sector Undertakings or Central and State autonomous or statutory bodies holding analogous posts on regular basis in the parent cadre or Department; or  (ii) with three years service on regular basis in posts in level 6 (Rs. 35400- 112400/-) in the pay matrix or equivalent in relevant field in the parent cadre or Department; and  (iii) at least three years of experience in Administration and Finance or Accounting and Budget or Vigilance or Management; and  (iv) possessing degree from a Government of India recognised university or equivalent.
6.	Duties and responsibilities of the post	Assistant (HR) will be assisting Assistant Director (HR) in the work relating to HR division which includes recruitment of manpower for WDRA, to take care of day to day human resource process lay pay roll, leave management, MIS and employees relations, including General administration, etc. Any other duties and functions as may be assigned by the competent authorities from time to time.

### **Terms & Conditions**

The pay and other terms & conditions of the service of the officials selected on deputation will be governed by provisions laid down in the Department of Personnel and Training's O.M. No.6/8/2009-Estt.(PayII), dated 17th June, 2010 and other related orders issued from time to time.

2. The selected candidate will be appointed on deputation basis initially for a period of three years which may be extended from time to time by the competent authority as per rules. The applicant should have a minimum of four years' service left as on the last date of receipt of applications.

3. Only such recommendations, as are accompanied by the requisite personal data in Annexure-II will be considered. Officers, who once volunteer for the post(s), will not be permitted to withdraw their names later.

4. Willing candidates may send their applications through proper channel in the prescribed Performa (Annexure-II) along with attested copies of APARs/ACRs for the last five years **on or before 05<sup>th</sup> July 2021**. Application received after the last date or without the CR dossiers or otherwise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary proceedings are either pending or contemplated against him/her. The integrity of the officers may also be certified. It may also be confirmed that no major/minor penalty has been imposed on him/her during the last ten years.

**BIO-DATA / CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)					
2. Date of Birth (in Christian era)					
3.(i) Date of entry into service					
(ii) Date of retirement under Central/State Government Rules					
4. Educational Qualifications					
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualifications has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualifications/experience possessed by the officer			
<b>Essential</b>		<b>Essential</b>			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
<b>Desirable</b>		<b>Desirable</b>			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
5.1 <b>Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Office at the time of issue of Circular and issue of Advertisement in the Employment News.					
5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.					
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
6.1 <b>Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b>					
7. Details of Employment, in chronological order. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>					
Office/Institution	Post held on	From	To	*Pay Band and Grade Pay/Pay scale of the	Nature of Duties (in

	regular basis			post held on regular basis.	detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and, therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below:

Office/ Institute	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment, i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent	
9. In case the present employment is held on deputation/contract basis, please state -	

a) The date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.			

9.2 <b>Note:</b> Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization		
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment:  Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc. (with break-up details)	Total Emoluments
15. A <b>Additional information:</b> if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		

<p><b>15. B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/ Scholarships/ Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/ institutions/ societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/ innovative measure involving official recognition</li> <li>(vi) Any other information.</li> </ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p>16. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**(Signature of the Candidate)**

Address.....

Mobile No:.....

Email:.....

Date.....

**Certification by the Employer/ Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.....
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

**Countersigned**

**(Employer/ Cadre Controlling Authority with Seal)**