



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

सीआईएन : यू63023डीएल2007पीएलसी165676  
CIN:U63023DL2007PLC165676



मिनी रत्न  
Mini Ratna PSU



No.CRWC-1/Contractual Manpower / 19-20/2805

Closing Date: 23.01.2020

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

CRWC is looking for young & dynamic candidates with brilliant academic record for the position mentioned below:

**DETAILS OF THE POST :**

Name of the post	Consolidated Pay( In Rs)	Maximum Age Limit (in years) as on 01.01.2020	No. of Post	Category
Company Secretary	Rs 60,000/-	35	01	Contractual
Educational Qualification	Essential qualification- Company Secretary (A registered member of ICSI)			
Experience	Three years Post qualification experience as Assistant Company Secretary / Company Secretary in a Company registered under the Companies Act, 1956/2013 and having Membership No of Company Secretary.			

**NOTE:**

1. The Appointment shall be made purely on contract basis initially for a period of two years which is extendable as per requirement. The contractual appointment may be terminated by giving three months notice without assigning any reason at the discretion of the CRWC.
2. The appointment does not give any right to a candidate for regular employment in CRWC.
3. Qualification mentioned in the above table is sacrosanct. No equivalent qualification shall be acceptable for the post.
4. The candidate should have worked as Assistant Company Secretary / Company Secretary in a limited company of repute handling matters related to Company Affairs, Organizing Board Meeting , drafting minutes etc. Experience under training period will not be considered for eligibility purpose.

इस कार्यालय में हिन्दी के पत्रों का स्वागत है ।

पंजीकृत एवं कॉर्पोरेट कार्यालय : भूतल, प्रगति मैदान मेट्रो स्टेशन बिल्डिंग, नई दिल्ली-110001, दूरभाष : 011-23379418, फ़ैक्स : 011-23379434  
Regd. & Corp. Office : Ground Floor, Pragati Maidan Metro Station Building, New Delhi-110001, Ph.: 011-23379418, Fax: 011- 23379434

Website : www.crwc.in

## HOW TO APPLY:

To apply, the under mentioned steps may be followed:

1. Application Form can be downloaded from the website <http://www.crw.com/en/careers-0> from 01.01.2020 onwards.
2. Application completed in all respects along self-attested copies of the testimonials/documents as mentioned below should be sent by post to “ **Sr. Manager(HR), CRWC LTD, Ground floor, Pragati Maidan Metro Station Building, New Delhi -110001** so as to reach on or before **23.01.2020** in a sealed envelope subscribed as “**Application for the Post \_\_\_\_\_**” on the top left hand corner.
3. The Company will not be responsible for postal delay or loss/non-delivery of any applications. No correspondence in this regard will be entertained. The company will also not take responsibility to connect any certificate/remittance sent without application form.
4. Candidates fulfilling the above criteria should submit their **APPLICATIONS** along with the following documents:
  - Self-attested copies of testimonials/certificates. Self-attested copy of Matric / X<sup>th</sup> Class certificate should also be enclosed as a proof of age.
  - All certificates/testimonials in respect of qualifications (all semester/year-wise mark sheet and Degree certificate starting from matriculation onwards).
  - Experience Certificate/documents, issued by the employer in support of experience details mentioned by the candidate in application form.
  - A recent passport size colored photograph should be firmly pasted on the application form and should be self- attested. Without self-attested photograph, the application form will be rejected.
5. Application received after the last date or incomplete will be rejected; Management will not be responsible for any postal delay /loss of document during the transit. No correspondence in this regard will be entertained. Management will also not take responsibility to connect any certificate/remittance sent without application form. Any deviation from the prescribed format will result in rejection of the application.

## SELECTION PROCESS:

### Selection Process:

- The selection process will consist of Interview only.
- The company intends to call for interview on the basis of merit of required qualification only.
- Management reserves the right to fix the standard and specifications for screening and calling the candidates for interview.

### Call Letter

- The provisionally eligible/shortlisted candidates for interview will be intimated by post/e-mail/SMS in due course of time. CRWC will not be responsible for any loss of email /information sent due to invalid or wrong email id.

## **GENERAL INFORMATION / INSTRUCTIONS:**

- Only Indian Nationals need to apply.
- CRWC reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need arises, without issuing any further notice or assigning any further notice/any reasons thereof. The decision of the Management will be final and no appeal will be entertained against this issue.
- Any Changes/Modification/Information regarding this recruitment will be intimated through Website only. The CRWC Website may be checked regularly.
- Mere fulfillment of eligibility norms does not entitle a candidate to be called for the written test/interview. The Management reserves the right to short-list the candidates by imposing norms of merit in the basic qualification prescribed in the advertisement.
- Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after the recruitment or joining, if any information provided by candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement. Original certificates will, however, be scrutinized / verified at the time of Interview.
- Candidature of the candidate is also liable to be rejected if the application form along with necessary documents is not received or received un-signed or without affixing self-attested passport size colored photograph or received after the closing date.
- Issue of Call letter for Interview does not confer any right of acceptance of candidature and should not be considered as an acknowledgment of fulfilling the eligibility criteria.
- At the time of the Interview, if a candidate is unable to produce all the original documents due to whatsoever reason, his candidature would be rejected. Under no circumstances additional time would be provided. Thus only those candidates are advised to apply who can produce all the relevant documents in original at the time of Interview itself.
- No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.
- Candidates may be posted anywhere in India as per discretion of CRWC.
- Appointment of selected candidates is provisional subject to his/her being declared medically fit as per the requirement of the company.

**Sr. Manager (HR)**  
**CRWC, New Delhi**