



मिनी रत्न  
Mini Ratna PSU

सैन्ट्रल रेलसाइड वेअरहाउस कम्पनी लिमिटेड  
(भारत सरकार का उद्यम)

**CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED**

(A Govt. of India Enterprise)

सीआईएन : यू63023डीएल2007पीएलसी165676  
CIN:U63023DL2007PLC165676



**No. CRWC-I/Consultant & Advisor Rectt. /2021-22/2215**

**Closing Date: 23.02.2022**

**NOTICE**

Applications are invited from retired employees of Government/CWC/ Railways and other PSUs (Preference will be given to retired employees from Indian Railways, Railway PSUs) to work as Advisor (Corporate Communication) on contract basis in Central Railside Warehouse Company Limited, A Miniratna Category-II PSU under the aegis of Ministry of Consumer Affairs, Food and Public Distribution, on a consolidated monthly remuneration. Details of vacancies are as below:

Post Code	Vacancy	Job Requirement	Required Level (as per IDA pay scales or CDA Level as per 7 <sup>th</sup> CPC pay scales) and Consolidated monthly remuneration	Mode of Selection
Code (01)	Advisor (Corporate Communication) at Corporate Office, New Delhi (No. of Post-1)	<ul style="list-style-type: none"> <li>➤ Create and deliver press releases, media relations content, social media content, marketing and promotional materials, both print and electronic.</li> <li>➤ Conduct extensive Media Outreach Government Affairs and prepare briefing materials.</li> <li>➤ Designing and organising of media &amp; public awareness campaign, etc.</li> <li>➤ Coordinating the communications output within a company.</li> <li>➤ Consensus Public View Development &amp; Outcomes Planning.</li> <li>➤ Coordinate conference, trade shows and press interviews.</li> <li>➤ Identify, develop and execute communications strategy for key media contacts and customer references.</li> <li>➤ Coordinate with Ministry, Stakeholders, CWC, SWCs, etc.</li> <li>➤ Any other works to be assigned from time to time.</li> </ul>	Retired from the scale of E-8 (120000-280000 IDA) & Level 14/10000 (CDA) and above.  *Monthly Remuneration: ₹ 1,20,000/-	Interview/ Personal Interaction

**\*Note:**

1. The total monthly remuneration and the pension drawn by the Retired employees shall not be more than the last pay drawn by him calculated at the current rates of dearness allowance.
2. The higher grade pay granted under MACP (Modified Assured Career Progression Scheme) by the last organization shall not be taken into account for determining eligibility criteria in accordance of pay scale and grade.
3. Advisor would be entitled for TA/DA as per the CRWC Procedure and Guidelines for Engagement of Retired Employees.
4. 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

**इस कार्यालय में हिंदी के पत्रों का स्वागत है |**

निगमित कार्यालय : 'वेयरहाउसिंग भवन', 4 /1, सीरी इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, हौज खास, नई दिल्ली-110016,  
Corp. Office: 'Warehousing Bhawan', 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi - 110016,  
ई-मेल / Email: [contact@crwc.in](mailto:contact@crwc.in), दूरभाष /Tel. No. 011-43140050, वेबसाइट / website: [www.crwc.in](http://www.crwc.in)



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he/she was serving for last 10 years before his/her superannuation. A self-declaration to this effect would be required. The Company 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.

5. As per the Cabinet approval, CRWC shall be merged with Central Warehousing Corporation (CWC) and all terms and conditions prevailing to CWC in the matter shall be applicable to CRWC after its merger.

The Advisor (Corporate Communication) will be engaged for initial period of 06 Months and the contract may be extended at the discretion of the Company as per the requirement, if the services of the Advisor (Corporate Communication) are found useful and satisfactory. The maximum age limit for applying the post of Advisor (Corporate Communication) is 65 years (age as on 23.02.2022). The Extension will be as per requirement and up to the age of 65 years. The candidates will not be paid TA/DA for attending personal interaction.

**How to Apply**

- Interested and eligible retired employees of Government/CWC/ Railways and other PSUs (Preference will be given to retired employees from Indian Railways, Railway PSUs) shall have to apply Online through the link: <http://www.crwc.in/en/careers-0> The link for Online Application shall remain active from 09.02.2022 at 02:00 PM to 23.02.2022 at 06:00 PM.
- Last date for applying online application is 23.02.2022 at 06:00 PM.
- Before applying online, candidates should— (i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Annex-II to this Advertisement. (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- Candidates shall enclose the legible copies of following as attachment to the email/application in physical form:
  - Self-Attested copies of SSC/Xth certificate as proof of Date of Birth.
  - Self-Attested copies of Educational Qualification Certificate.
  - Self-Attested copies of Experience/ Service/Relieving Certificate.
  - Last drawn Pay Certificate/PPO/Last month Salary Slip.
- Undertaking for Vigilance Clearance: The applicants shall mandatorily upload the duly signed copy of proforma while applying Online for the post, the format of proforma is enclosed as Annex-I.

All correspondence with the candidates shall be done through e-mail. Information regarding Personal Interview call letters shall be provided through e-mail. For this purpose, candidates are advised to visit our website [www.crwc.in](http://www.crwc.in) regularly for further instructions. CRWC shall not be responsible for any loss of e-mail sent, due to invalid / wrong email ID provided by the candidate or due to other reasons.

**Note: Those candidates, who fulfil the eligibility criteria, will only be considered for Interview/ Personal Interaction.**

**Encl: As Above.**

(Ritesh)  
Sr. Manager (HR)

Copy to:

- All TMs, RWCs - for displaying on notice board for wide publicity.
- Sr. Manager (IT) CRWC, CO, New Delhi for uploading on CRWC website.

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**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)

GUIDELINES FOR UPLOADING PHOTOGRAPH AND SIGNATURE

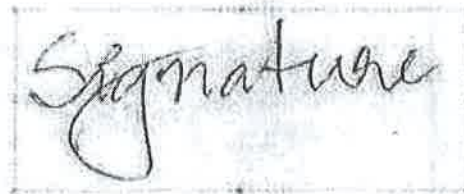
1. How to easily edit and upload your signature.

Step 1: Put your signature on a blank A4 size paper.

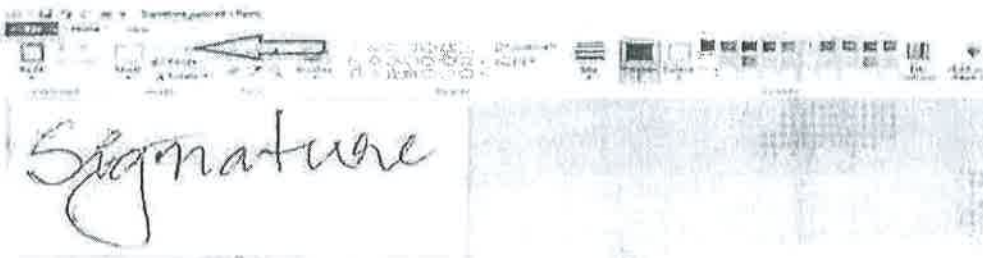
Step 2: Scan your signature and save it in JPG/JPEG format

Step 3: Open the saved image of your signature in Microsoft Paint.

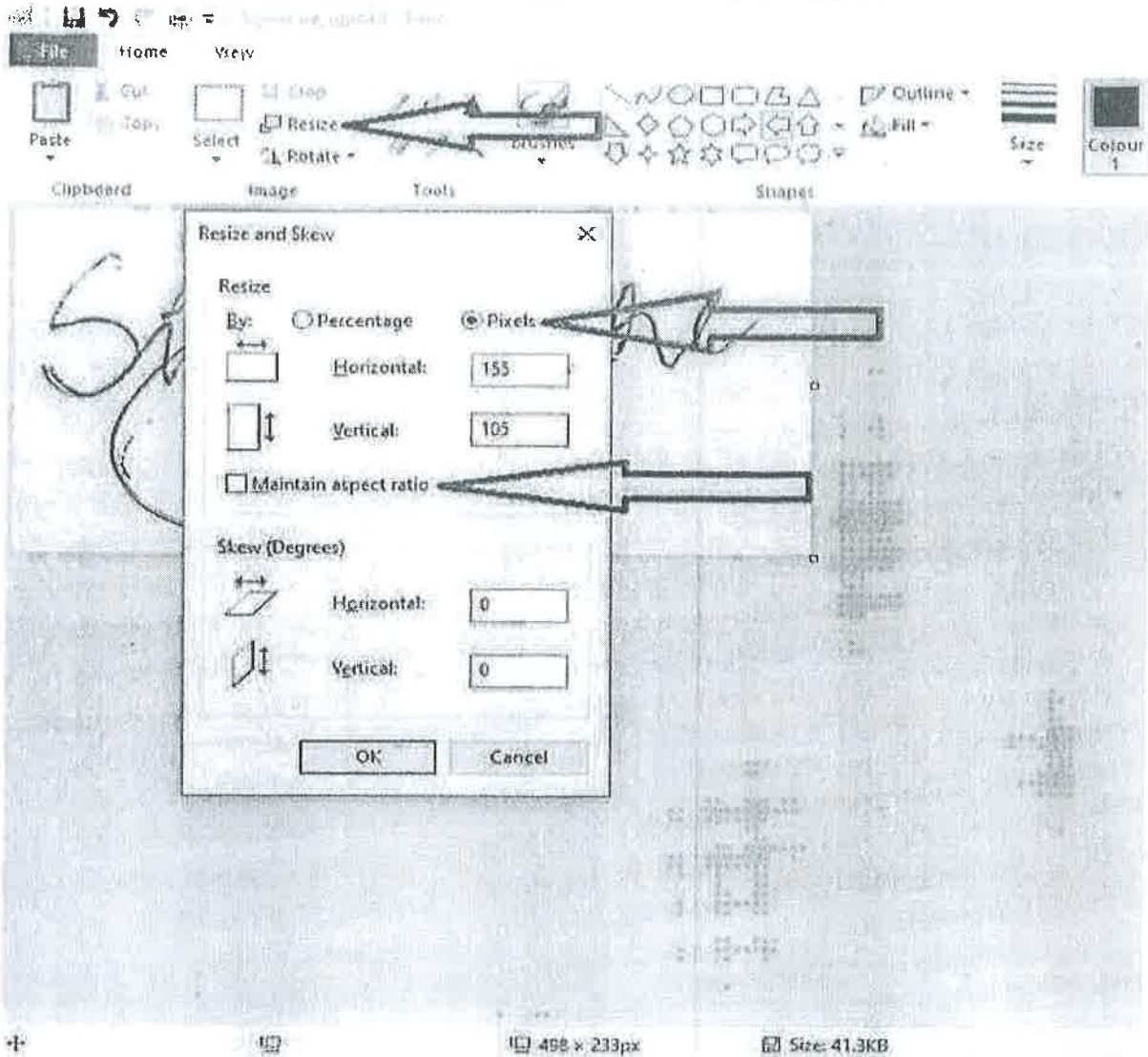
Step 4: Now using the 'Selection' tool as shown below, select the area of your signature.



Step 5: Click on the 'crop' tool and press 'Ctrl+S' to save the image. Your image will be cropped as shown below.



**Step 6:** Now click on the 'Resize' tool. (The 'Resize and Skew' window appears)



**Step 7:** Select the 'Pixels' option and uncheck the 'Maintain aspect ratio' checkbox first.

**Step 8:** Then fill in the horizontal value as '155' and vertical value as '105'.

**Step 9:** Press 'OK' and then press 'Ctrl + S' to save the image. Make sure the size of your signature is Min size-10 KB & Max size-50 KB. (Now your signature is ready for upload with the required dimensions and size.)



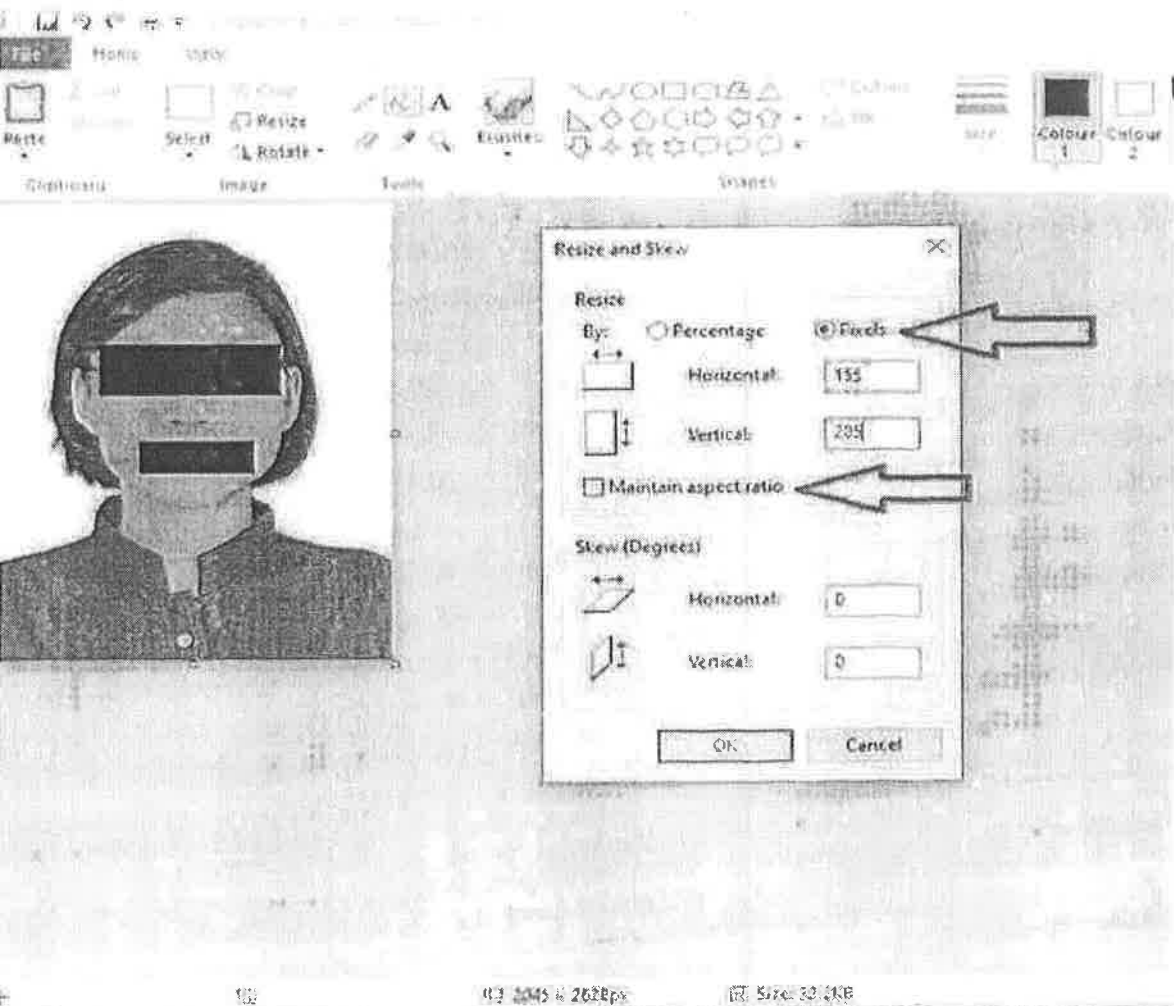
## ii. How to easily edit and upload your passport sized photograph.

**Step 1:** Scan your passport size photograph and save it in JPG/JPEG format.

**Step 2:** Open the saved image of your passport sized photograph in Microsoft Paint.

**Step 3:** Now using the 'Selection' tool crop the area of your photograph if required.

**Step 4:** Now click on the 'Resize' tool. (The 'Resize and Skew' window appears)



**Step 5:** Select the 'Pixels' option and uncheck the 'Maintain aspect ratio' checkbox first.

**Step 6:** Then fill in the horizontal value as: '155' and vertical value as '205'.

**Step 7:** Press 'OK' and then press 'Ctrl + S' to save the image. Make sure the size of your passport sized photograph is Min size-20 KB & Max size-50 KB. (Now your passport sized photograph is ready for upload with the required dimensions and size.)