



CENTRAL WAREHOUSING CORPORATION
(A Premier Schedule 'A' Mini Ratna Govt. of India Undertaking)
Corporate Office: 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110 016
Website: www.cewacor.nic.in

“Warehousing for Everyone”

Advertisement No CWC/I-Engagement/Young Professional/2023/02

Date: 22.12.2023

Central Warehousing Corporation, a Schedule-A Mini-Ratna, Category-I, Central Public Sector Undertaking under the administrative control of Ministry of Consumer Affairs, Food & Public Distribution, providing Scientific storage facilities for agricultural inputs, produce and other notified commodities besides providing logistics infrastructure like CFSs/ICDs, Land Custom Stations, Air Cargo Complexes etc. for import-export cargo, proposes to engage **Fourteen (14)** dynamic and motivated Young Professionals for project implementation/supervision, providing specific expert advice on technical subject and Corporate Communications, initially for a fixed period of **two years** which may be extended by one year up to a maximum period of three years i.e. 2+1 years. Accordingly, the positions are advertised:

A. DETAILS OF POSTS

| Post Code | Position | Essential Educational Qualifications | Experience | No. of Vacancies | Place/Region of Work |
|-----------|--|--|---|------------------|---|
| 01 | Young Professional (Corporate Communications and Public Relations) | Two Years Full-time regular Post Graduate Degree in i. M.A. (Master of Art) in Mass Communication; OR, ii. M.A. (Master of Art) in Advertising, Public Relations and Corporate Communication; OR, iii. M.A. (Master of Art) in Public Relations and Corporate Communication; OR, iv. M.A. (Master of Art) in Journalism & Mass Communication, OR, v. M.Sc. (Master in Science) in Mass Communication; OR, vi. Masters in Journalism; OR, vii. Masters in Communication Management; OR, viii. Masters in Corporate Communication; OR, ix. Masters in Public Relations; OR, x. Masters in Media Studies; OR, xi. Masters in Advertising; with undergraduate qualification in any discipline. | Minimum 3 years post-qualification work experience in an organization of repute holding experience in the field of Corporate Communications, Public Relations & Corporate Communications, Publicity & Media Management. | 01 | BDA & Marketing Division, Corporate Office, New Delhi |

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|----|--|--|---|----|---|
| 02 | Young Professional (Sr. Project Engineer - Civil) | Full time regular Degree in Civil Engineering | Minimum 5 years | 01 | Regional Office Ahmedabad |
| | | | | 01 | Regional Office Bangalore |
| | | | | 01 | Regional Office Chandigarh |
| | | | | 01 | Regional Office Jaipur |
| | | | | 01 | Regional Office Kochi |
| | | | | 01 | Regional Office Kolkata |
| 03 | Young Professional (Sr. Project Engineer - Quantity Surveying) | Full time regular Degree in Civil Engineering | Minimum 5 years | 01 | Engineering Division, Corporate Office, New Delhi |
| 04 | Young Professional (Sr. Project Engineer - Electrical) | Full time regular Degree in Electrical Engineering | Minimum 5 years | 01 | Engineering Division, Corporate Office, New Delhi |
| 05 | Young Professional (Project Engineer - Quantity Surveying) | Full time regular Degree/ Diploma in Civil Engineering | Minimum 3 years in case of Degree in Civil Engineering OR Minimum 6 years in case of Diploma in Civil Engineering | 02 | Engineering Division, Corporate Office, New Delhi |
| 06 | Young Professional (Project Engineer -Civil/ Execution) | Full time regular Degree/ Diploma in Civil Engineering | Minimum 3 years in case of Degree in Civil Engineering OR Minimum 6 years in case of Diploma in Civil Engineering | 01 | Engineering Division, Corporate Office, New Delhi |
| 07 | Young Professional (Project Executive Civil/ Planning) | Full time regular Degree/ Diploma in Civil Engineering OR Architecture | Minimum 3 years in case of Degree in Civil Engineering/ Architecture OR Minimum 6 years in case of Diploma in Civil Engineering/ Architecture | 01 | Engineering Division, Corporate Office, New Delhi |
| 08 | Young Professional (Legal) | Full time LLB/LLM degree from a reputed and recognized University or institution | 0 to 3 years OR More than three years | 01 | Personnel Division, Corporate Office, New Delhi |

Note:

- I. The terms and conditions of engagement of the Young Professional will be governed by the extant guidelines laid down by CWC available on the website of the Corporation (www.cewacor.nic.in). CWC reserves the right to cancel the process at any stage.
- II. Candidate may apply for more than one post as per eligibility and can also indicate his/her locational preference.

III. EXPERIENCE DETAILS/DESIRABLES:

| Post Code | Position | Experience Required/Desired Attributes |
|-----------|--|---|
| 01 | Young Professional (Corporate Communications and Public Relations) | <ul style="list-style-type: none"> ▪ Candidates with Regular Full Time Post Graduate Degree/Diploma in Marketing/Digital Media/Advertising & Public Relations in addition to the Essential Qualification as mentioned against Post Code 01. ▪ Experience in managing media budget and media spends and marketing communication campaign management. ▪ Expertise in content writing, video editing, graphic design, journalism with a strong base in communication. ▪ Excellent writing and editing skills, with the ability to communicate complex ideas in a clear and concise manner. ▪ Working familiarity with social media platforms viz. X(Twitter), Koo, LinkedIn, Instagram, Facebook, YouTube etc. and best practices for creating engaging content. ▪ Strong attention to detail and ability to prioritize tasks. ▪ Graphic design skills, with proficiency in Adobe Photoshop & Illustrator, Canva etc. is desirable. ▪ Proficiency in video editing software such as Adobe Premiere Pro or Final Cut Pro or any other popular reputed software in vogue is desirable. |
| 02 | Young Professional (Sr. Project Engineer - Civil) | <ul style="list-style-type: none"> ▪ Experience of civil construction supervision and billing and project scheduling and Civil Work Quality inspection. ▪ Experience of these Works belonging to Projects like Construction of Industrial Shed, Warehouse Buildings, Commercial buildings shall be preferable. |
| 03 | Young Professional (Sr. Project Engineer - Quantity Surveying) | <ul style="list-style-type: none"> ▪ Experience of Civil works Quantity estimation or Contractor/customer Billing. ▪ Experience of these Works belonging to Projects like Construction of Industrial Shed, Warehouse Buildings, Commercial/ Residential buildings shall be preferable. |
| 04 | Young Professional (Sr. Project Engineer -Electrical) | <ul style="list-style-type: none"> ▪ Experience of electrical & firefighting works supervision and billing and project scheduling and Electrical & Firefighting Work Quality inspection. ▪ Experience of these Works belonging to Projects like Construction of Industrial Shed, Warehouse Buildings, Commercial buildings shall be preferable. |
| 05 | Young Professional (Project Engineer - Quantity Surveying) | <ul style="list-style-type: none"> ▪ Experience of Civil works Quantity estimation or Contractor/customer Billing. ▪ Experience of dealing in contracts related to land purchase / sale. ▪ Experience of these Works belonging to Projects like Construction of Industrial Shed, Warehouse Buildings, Commercial/ Residential buildings shall be preferable. |
| 06 | Young Professional (Project Engineer -Civil/ Execution) | <ul style="list-style-type: none"> ▪ Experience of Civil works Quantity estimation or Contractor/customer Billing. ▪ Experience of these Works belonging to Projects like Construction of Industrial Shed, Warehouse Buildings, Commercial/ Residential buildings shall be preferable. |
| 07 | Young Professional (Project Executive Civil/ Planning) | <ul style="list-style-type: none"> ▪ Experience of civil construction/maintenance/interior works supervision with skills of drafting, preparing the Architectural drawings, building plans and elevations in AUTOCAD. ▪ Experience of these Works belonging to Projects like Construction of Industrial Shed, Warehouse Buildings, Commercial/ Residential buildings shall be preferable. Sound Working Knowledge of AUTOCAD. |

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| 08 | Young Professional (Legal) | <ul style="list-style-type: none"> ▪ Experience in Contract Law, Service Rules, Labour Laws, Corporate Laws, Commercial Laws, Arbitration matters and regulatory compliances. ▪ Experience in legal analysis, contract drafting, negotiations, legal vetting of agreements/contracts etc. ▪ Strong Communication skills. |
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IV. The Consolidated monthly remuneration of Young Professionals will be as follows:

| Post Code | Position | Experience* | Upper Age Limit | Monthly Remuneration (Rs.) |
|-----------|--|---|-----------------|--|
| 01 | Young Professional (Corporate Communications and Public Relations) | Minimum 3 years | 35 Years | Rs.60,000/-** (consolidated) |
| 02 | Young Professional (Sr. Project Engineer - Civil) | Minimum 5 years | 35 Years | Rs.60,000/-** (consolidated) |
| 03 | Young Professional (Sr. Project Engineer - Quantity Surveying) | Minimum 5 years | 35 Years | Rs.60,000/-** (consolidated) |
| 04 | Young Professional (Sr. Project Engineer -Electrical) | Minimum 5 years | 35 Years | Rs.60,000/-** (consolidated) |
| 05 | Young Professional (Project Engineer - Quantity Surveying) | Minimum 3 years in case of Degree in Civil Engineering OR Minimum 6 years in case of Diploma in Civil Engineering | 35 Years | Rs.50,000/-** (consolidated) |
| 06 | Young Professional (Project Engineer -Civil/ Execution) | Minimum 3 years in case of Degree in Civil Engineering OR Minimum 6 years in case of Diploma in Civil Engineering | 35 Years | Rs.50,000/-** (consolidated) |
| 07 | Young Professional (Project Executive Civil/ Planning) | Minimum 3 years in case of Degree in Civil Engineering/ Architecture OR Minimum 6 years in case of Diploma in Civil Engineering/ Architecture | 35 Years | Rs.50,000/-** (consolidated) |
| 08 | Young Professional (Legal) | 0 to 03 Years OR More than 03 Years | 35 Years | Rs.50,000/-** (consolidated): in case of 0 to 03 Years' experience Rs. 60,000/-** (consolidated): in case of more than 03 Years' experience |

* The experience only in the relevant field will be counted, no other experience will be considered. Only the post qualification experience will be considered. The reckoning date for calculation of age and experience will be the last date of application.

**The consolidated remuneration will be inclusive of all applicable taxes and no other facility or allowance will be allowed.

V. TA/ DA: Young Professionals may be required to undertake domestic tours subject to approval of the Controlling Authority and they shall be entitled to TA/DA/Lodging charges as follows:

| Post Code | TA/DA/Lodging Charges |
|--|--|
| 05, 06, 07 | Equivalent to E-2 pay scale posts of the Corporation |
| 01, 02, 03, 04 | Equivalent to E-3 pay scale posts of the Corporation |
| 08 -with less than three years' experience | Equivalent to E-2 pay scale posts of the Corporation |
| 08- with more than three years' experience | Equivalent to E-3 pay scale posts of the Corporation |

VI. The Young Professionals are to be engaged for the defined place/region of work; however, the place/region of work may be changed/modified depending upon the requirement of the Corporation across its project sites, regional offices distributed on PAN India basis.

B. JOB DESCRIPTION & RESPONSIBILITIES

| POST CODE | JOB DESCRIPTION/ RESPONSIBILITIES |
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| <p>Post Code: 01 Young Professional (Corporate Communications and Public Relations)</p> | <ul style="list-style-type: none"> ▪ Collaborate with officers/ departments and stakeholders to develop communication material and campaigns related to policies, schemes, announcements, and events of the Corporation. ▪ Write and edit content for press releases, policy briefs, fact sheets, speeches, editorials, advertorials and other communication materials. ▪ Create visually appealing graphics, such as infographics and social media posts, to support communication efforts. ▪ Develop and produce videos, including script writing, and editing, to convey key messages and information to the stakeholders, as also on social media platforms. ▪ Ensure that all communication materials are accurate, consistent, and aligned with branding, style, and messaging guidelines. ▪ Create all aforesaid and other creative content as requirement of various platforms viz. blogs, X(Twitter), Koo, LinkedIn, Instagram, Facebook, YouTube etc. and run campaigns by publishing posts to the web and Social Media Platforms as per campaign plan. ▪ Manage multiple projects and media campaigns simultaneously and deliver them on time and within budget. |
| <p>Post Code: 02 Young Professional (Sr. Project Engineer - Civil)</p> | <ul style="list-style-type: none"> ▪ To Cross Check & inform and prepare the reports of Site ground levels, Building Floor/ Plinth Levels, Band/ Door/ windows Sill-lintel Level, Eaves and ridge level of building, Pipes, Conduits, drains/ chamber invert levels etc. including any other level, dimensions required relevant to project. ▪ To Cross Check & inform and prepare the Protocol reports of all important or other dimensions as required on any part of work prior to casting/ construction/ fabrication/ erection to prevent possible error/ rework by Package Contractor. ▪ Conducting required cross checks prior to Construction, with reference of technical data, GFC Drawings, Code Provisions, Technical Specifications of works etc. ▪ Remain present at site to supervise all cast in situ Concrete and Masonry works at the time of pouring the Concrete etc. ▪ Remain present at site to supervise and manage structural erection, welding, bolting works in steel structural members of Building. ▪ Supervise, monitor and cross check critical alignment, vertical plumbs, diagonal dimensions etc. and material quality of Building structural members, roofing, roads, drains, sewage lines, Fire hydrant and Electrical works etc. at the time of Construction or erection. ▪ Supervise, monitor and cross check finishing works in Project. ▪ Provide necessary instructions to Package Contractor to prevent any error / rework in works and accident. ▪ Monitor and report every successful completion of activity, failure in completion of activity and any alteration, deviation in work by Contractor. ▪ Take necessary instructions, approval from CWC Project Officials before approving any Joint Protocols, Pour Card, Site alterations, work or material deviations. ▪ Ensure quality control at contractor's premises/ plant location like RMC, Fabrication yard, Technical Labs, if processed materials are scheduled to be supplied from outside locations, for effective project management and quality control. ▪ Witness every field or lab test conducted on material produced or brought by Package Contractor except those Third-Party Labs where tests are not performed in presence of client. ▪ Submit testing protocols to CWC Project Officials as per approved quality plan. ▪ Assist CWC Project Officials in performing test check on works or material of Package contractor. Assist in measurement of fieldwork as and when required. ▪ Certify the quantity and quality of work completed by Package Contractor. ▪ Prepare detail measurement report, Abstract of Cost, BOQ etc for approval of measurements, test checks by CWC Project Officials within prescribed time limit for ensuring timely payment to package contractor. Prepare and submit for approval the quantity deviation statements incorporating all probable/executed quantities of works, extra /substituted items as per |

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| | <p>Drawings released /instructions given at Site.</p> <ul style="list-style-type: none"> ▪ Measure to certify the levels and dimensions of building and other infrastructure works completed for preparation of Built- up Drawing by Contractor. ▪ Maintain the site records as per the rules and regulations of Government, CVC, internal vigilance and other instructions of CWC, if any and hand over the same to CWC Project officials as and when required by them. ▪ Collect and submit monthly and Weekly progress report detailing the physical / financial progress of work. ▪ Monitor the adherence by the contractor to the time schedules, various labour laws, safety regulations, insurance policy and any other statutory requirements, supervision and inspection of work during the construction period and immediately reporting to CWC project Officials in case of any alteration / deviation. ▪ Keep himself/herself well versed, well learnt of and well equipped with CWC approved Quality Assurance Plan (QAP), Quality Management Plan (QMP) and Project Monitoring, i.e. PERT / CPM / MS Projects sheet, with milestones, Relevant Codes Manual, DSR, CPWD specification, agreement copy, QAP, testing frequency, along with special construction methodology, if any, should be available at site. |
| <p>Post Code: 03 Young Professional (Sr. Project Engineer - Quantity Surveying)</p> | <ul style="list-style-type: none"> ▪ Pre tendering activities like preparing the technical estimates of any project(s), Cost Abstract, BOQ, Design and Architectural services etc. ▪ Assist CWC Engineers in finalization of tender BOQ, quantity deviation in the contract including other part of Contract Management. ▪ Movement to Central Warehouses or other work place for Engineering inspection, Market Survey, Land survey, Material testing, meeting with Contractors/ Customers / depositors or for carrying out the works/ testing /etc. |
| <p>Post Code: 04 Young Professional (Sr. Project Engineer - Electrical)</p> | <ul style="list-style-type: none"> ▪ Pre tendering activities like preparing the technical estimates of any project(s), Cost Abstract, BOQ, Design and Architectural services etc. ▪ Assist CWC Engineers in finalization of tender BOQ, quantity deviation in the contract including other part of Contract Management. ▪ Movement to Central Warehouses or other work place for Engineering inspection, Market Survey, Land survey, Material testing, meeting with Contractors/ Customers / depositors or for carrying out the works/ testing /etc. ▪ Assist his controlling officer in contract Management and monitoring the construction and will also compile the progress reports received from construction site, Prepare and present technical data sheet relevant to construction activities planned or under progress in CWC Region. ▪ Assist CWC Project Officials in performing test check on works or material of Package contractor by moving on tour to Project site. Assist in measurement of fieldwork as and when required by CWC project Officials. ▪ If required will certify the quantity and quality of work completed by Package Contractor. |
| <p>Post Code: 05 Young Professional (Project Engineer - Quantity Surveying)</p> | <ul style="list-style-type: none"> ▪ Pre tendering activities like preparing the technical estimates of any project(s), Cost Abstract, BOQ, Design and Architectural services etc. ▪ Assist CWC Engineers in finalization of tender BOQ, quantity deviation in the contract including other part of Contract Management. ▪ Movement to Central Warehouses or other work place for Engineering inspection, Market Survey, Land survey, Material testing, meeting with Contractors/ Customers / depositors or for carrying out the works/ testing /etc. |
| <p>Post Code: 06 Young Professional (Project Engineer - Civil/ Execution)</p> | <ul style="list-style-type: none"> ▪ Assist his controlling officer in contract Management and monitoring the construction and will also compile the progress reports received from construction site, Prepare and present technical data sheet relevant to construction activities planned or under progress in CWC Region. ▪ Assist CWC Project Officials in performing test check on works or material of Package contractor by moving on tour to Project site. Assist in measurement of fieldwork as and when required by CWC project Officials. ▪ If required will certify the quantity and quality of work completed by Package Contractor. |

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| | <ul style="list-style-type: none"> ▪ Prepare detail measurement report, Abstract of Cost, BOQ etc for approval of measurements, test checks by CWC Project Officials within prescribed time limit for ensuring timely payment to package contractor. Prepare and submit the quantity deviation statements incorporating all probable/executed quantities of works, extra /substituted items as per Drawings released /instructions given at Site. |
| Post Code: 07 Young Professional (Project Executive- Civil/ Planning) | <ul style="list-style-type: none"> ▪ To prepare and draft the Site Layout Plans, building plans and Elevation drawings, Sectional views, 3 D views in AUTOCAD, Drafting of Good for Construction (GFC) and tender drawings. |
| Post Code: 08 Young Professional (Legal) | <ul style="list-style-type: none"> ▪ Legal Advice: Provide legal advice and counsel on a wide range of issues. ▪ Study and Advise: Study in detail the cases referred and advice regarding the further course of action. ▪ Dispute Resolution: Assist in the resolution of legal disputes through negotiation, mediation, or litigation. Collaborate with external legal counsel when necessary. ▪ Research and Analysis: Conduct legal research to stay informed about changes in laws and regulations relevant to the Corporation's industry. Analyze legal issues and precedents to provide accurate and timely advice. ▪ Contract Review and Drafting: Review, draft, and negotiate contracts, agreements, and legal documents. Ensure that these documents comply with relevant laws and protect the Corporation's interests. ▪ Policy Development: Contribute to the development and implementation of internal policies and procedures to ensure legal compliance and risk management. |

NOTE:

1. The job description and responsibilities are intended to outline the general nature and level of work to be performed by the Young Professionals. It is not an exhaustive list of all duties, responsibilities, and qualifications required for the role. The specific duties and responsibilities may vary based on the needs of the Corporation and the qualifications of the selected candidate.

2. In all cases whether posted at project site and /or CWC offices, Young Professionals shall be required to work by maintaining the code of ethics, Integrity and in a professional manner. They shall be required to maintain and demonstrate discipline at all times.

C. SUBMISSION OF APPLICATION

Eligible candidates may apply online through the CWC's website (www.cewacor.nic.in) which **will start from 22.12.2023 at 00:00 Hrs and will end on 04.01.2024 at 23:59 Hrs**, after which no application shall be accepted.

D. ANNOUNCEMENTS

All further announcements/ details pertaining to this process will only be published/ provided on the authorized CWC website www.cewacor.nic.in from time to time. Corrigendum to this advertisement, if any, shall be published only on the CWC website www.cewacor.nic.in. Candidates are advised to keep a close watch on the authorized CWC website www.cewacor.nic.in for latest updates. Any intimations will be sent by email only to the email ID registered in the online application form

E. IMPORTANT POINTS TO NOTE

- (i) The incomplete applications (like educational qualifications not filled, experience details not filled (where required), not specified the post for which applied, photo not uploaded, signature not uploaded etc.) will be out rightly Rejected. Candidates should carefully fill all the information in the application form and no information should be left blank.
- (ii) In cases, where candidates have not yet received the Qualifying Degree/ Provisional Certificate, they shall upload all the marksheets till latest semester exam taken.
- (iii) Candidates shall upload a certificate to effect that the qualifying degree/diploma is of regular course, if the same is not clearly mentioned in the degree/diploma certificate.
- (iv) Candidates shall upload Post Qualification Work Experience certificates issued by past/ present employers as a proof of having requisite experience with pay details and duration (wherever applicable). CANDIDATES MAY NOTE THAT SALARY/ PAY SLIP SHALL NOT BE CONSIDERED AS A PROOF OF WORK EXPERIENCE.
- (v) The Corporation reserves the right to fix criteria for shortlisting the candidates for Personal Interaction, in order to restrict the number of candidates to be called for Personal Interaction to commensurate with the number of positions advertised.