



PUNJAB STATE CONTAINER & WAREHOUSING CORPORATION LIMITED
A GOVERNMENT OF PUNJAB UNDERTAKING | CIN- U63023CH1995SGC016299
SCO 74-75, BANK SQUARE, SECTOR 17-B, CHANDIGARH – 160017 |
Tel.: 0172-5197882 5197871; 5197872 | www.pswc.in
Email: punjabconware@yahoo.com

PUBLIC APPOINTMENT
NOTICE

Applications are invited by Punjab State Container and Warehousing Corporation Ltd. (CONWARE) for filling up 01 (one) post of **Senior Executive** on contract basis initially for a period of 02 (Two) years. The detailed criteria, qualifications and other details for filling up of this post and the Application Form can be downloaded from PSWC website www.pswc.in (under the head 'What's New' available at Home Page). Duly completed forms may be submitted by closing date of **31/05/2021** addressed to Managing Director, CONWARE, Chandigarh by email at punjabconware@yahoo.com or by post/hand at above mentioned address.

In case of further announcements, if any, the website (www.pswc.in) may be continued to be referred.

Managing Director



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VACANCY NOTICE

Punjab State Container and Warehousing Corporation Ltd. (CONWARE – a well reputed and wholly owned State Govt. Company) having a Multi-Level Container Freight Station (CFS) and Warehousing facilities at Navi Mumbai and Punjab is desirous to hire a result oriented Senior Executive on contract basis for an initial period of 2 Years to be renewed on the basis of performance of appointee and requirements of CONWARE as follows:

Sr. No.	Name of the Post and No. of vacancies	Educational Qualifications	Experience
1.	Senior Executive (1) Emoluments: Upto Rs.40,000/- per month (Consolidated and all inclusive)	Masters in Business Administration (MBA) or Post Graduate Diploma in Management with minimum 60% marks from a recognized University/Institution on regular basis.	Atleast 02 (Two) years of post-qualification experience in office administration, business development and commercial activities in a reputed organization. Good knowledge of computer and internet is a must.

- **Tenure:** Initial period of 02 Years to be renewed based on the performance of the appointee and requirements of CONWARE.
- **Pay:** Lump sum emoluments for the post are indicated above.
- **Age Limit:** Candidates should be between 27 to 37 years as on 31.05.2021.
- Applicants 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 Government from time to time.
- **SELECTION PROCESS**
 - Duly completed forms may be submitted by applicants willing to join immediately by the closing date of **31/05/2021** addressed to the Managing Director, CONWARE, Chandigarh by email at punjabconware@yahoo.com (under the head 'What's New' available at Home Page) or by post/hand at above mentioned postal address mentioning '**Public Appointment of Senior Executive (on Contract)**' as subject line.
 - Shortlisted candidates shall be informed for appearing for interviews. The selection process of the successful/preferred candidate would be by giving due weightage to minimum prescribed qualifications, additional qualifications (if any), relevant work experience and personal interview/s.
- **GENERAL INSTRUCTIONS**
 1. The appointment is purely on Fixed Tenure Basis and it is not against any permanent vacancy. This placement will not entitle any candidate to claim for regular/permanent employment in CONWARE.
 2. The selected candidate should be able to join CONWARE at the earliest.
 3. The incumbent is liable to be transferred/posted in any of the offices of **CONWARE** at the discretion of CONWARE.
 4. Candidates working in Govt. organization/PSUs are required to produce 'No Objection Certificate' (NOC) from their present employer at the time of interview. The candidate will bring proper relieving letter from their present employer in the event of selection in CONWARE at the time of joining.
 5. Mere fulfilling of eligibility criteria shall not confer any right on the applicant for being called for the interview appointment. Canvassing in any form will disqualify the candidate.



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6. CONWARE reserves the right to cancel/amend the advertisement and/or the selection process at any point of time without any notice.
7. No TA/DA shall be paid to any candidate for appearing in the interview/selection.
8. No correspondence will be entertained for non-calling of candidate for interview or for non-selection.
9. Candidates should ensure that they fulfill the eligibility criteria prescribed for the post applied for. In case, it is found at any stage of selection process or even after appointment, that the candidate has furnished false or incorrect information or suppressed any relevant information/material facts or does not fulfill the criteria, his/her candidature/services are liable for rejection/termination without any notice in addition to any other action deemed necessary.
10. Corrigendum/clarifications to this advertisement, if any, shall be published on the website www.pswc.in. Candidates are required to visit this website regularly.
11. All disputes/cases related to this recruitment process are subject to jurisdiction of Courts at Chandigarh only.
12. CONWARE reserves the right to relax age/experience/qualification and other eligibility criteria in case of deserving candidates.
13. Appointment to the post is subject to the candidate being medically fit as per Rules and standards of CONWARE. Appointment of selected candidate may also be subject to reference checks/police verification.
14. This advertisement is only indicative. For further details regarding qualifications, eligibility criteria, application proforma and other related details, kindly visit the website www.pswc.in.
15. The management reserves the right to cancel the post notified at its discretion and such decision shall be final and binding to all. In event of cancellation of notified vacancy, CONWARE shall not entertain any claims on whatsoever grounds.

MANAGING DIRECTOR



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APPLICATION PROFORMA

Post Applied for: SENIOR EXECUTIVE (ON CONTRACT)

1. Full Name of Applicant:
2. Father's/Husband's Name:
3. (a) Permanent Residential Address:
(b) Mailing Address and Contact No.:
(c) Email Id.:
4. Educational Qualifications:
5. Date of Birth:
6. Experience:

Photograph

S. No.	Post Held	From	To

7. Documents to be submitted (All self-attested):
 - i. Age proof Certificate alongwith Valid Identity Proof
 - ii. Photocopies of Educational Qualifications
 - iii. Experience certificate/s issued by the Competent Authority of the Organization/s served.

(_____)
Signature of Applicant

Verification:

I _____, hereby declare that all particulars given above here are true to the best of my knowledge & belief and, if any, information is found incorrect my candidature shall be liable for rejection.

Place:

Date:

(_____)
Signature of Applicant



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