



PUNJAB STATE CONTAINER & WAREHOUSING CORPORATION LIMITED
A GOVERNMENT OF PUNJAB UNDERTAKING | CIN- U63023CH1995SGC016299
PLOT 2, SECTOR 2, DRONAGIRI NODE, TALUKA URAN, NAVI MUMBAI - 400707
REGISTERED OFFICE: SCO 127-128/1, SECTOR 17-C, CHANDIGARH 160017
Tel.: 022-27243174, 0172-5197882 | www.pswc.in
Email: conware.navimumbai@gmail.com, conware.cfs@punjab.gov.in

VACANCY NOTICE INVITING APPLICATIONS
FOR CONTRACTUAL APPOINTMENT AT SITE OFFICE, NAVI MUMBAI

Applications are invited by the Punjab State Container and Warehousing Corporation Ltd. (CONWARE) for filling up 01 (one) post of **Junior Executive** (on contract basis) at its Site Office, Navi Mumbai, Maharashtra for a period of 02 (Two) years. The detailed criteria, educational qualifications and other details for filling up of this post and Application Form can be downloaded from website www.pswc.in (under the head 'What's New' available at Home Page). Duly completed applications may be submitted by the closing date of **13.01.2025** addressed to the Managing Director, CONWARE by email at conware.navimumbai@gmail.com or conware.cfs@punjab.gov.in or by post/hand at above mentioned CFS, Navi Mumbai Office address by the closing date.

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

Managing Director



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Punjab State Container and Warehousing Corporation Ltd. (CONWARE – A State Government Undertaking) is a reputed organization having a Multi-Level Customs' Notified Container Freight Station (CFS) and a Warehousing Facility at Dronagiri Node, Navi Mumbai, Maharashtra State.

Applications are invited from eligible candidates by CONWARE for filling up following post on purely contract basis on a *fixed consolidated remuneration* for a period of 02 (Two) years:

Sr. No.	Name of Post	No. of Posts	Age	Qualification	Experience	Fixed Emoluments (per month)
1.	Junior Executive	1 (one)	18 to 37 years as on 01.12.2024 (Relaxation in upper age by 5 years for reserved categories)	Candidate having atleast 2 nd class bachelor degree in any stream from a recognized Indian University. Proficiency in computers is essential.	Post qualification experience of atleast 02 (Two) years in CFS/ICD related works, Customs' matters, Accounting, Day to Day office functions, data entry works, in a commercial organization with multi-tasking, effective communication and liaising skills. Good working knowledge of computer, internet and proficiency in local languages is a must.	Upto Rs. 32,000/- (All Inclusive)

The selected candidate would be placed at the Office of CONWARE at Navi Mumbai. However, CONWARE reserves the right to post the candidate at any of its Offices.

Applicants willing to join immediately may submit duly completed forms (with self-attested testimonials) by closing date addressed to the Managing Director, CONWARE by email at conware.navimumbai@gmail.com or conware.cfs@punjab.gov.in or by post/hand at CONWARE, CFS, Plot 2, Sector 2, Dronagiri Node, Taluka Uran, Nhava Sheva mentioning '**Contractual Appointment of Junior Executive**' as subject line by the closing date of **13/01/2025** (upto 5.00 P.M.). Applications, if received, after the closing date shall be considered only at the sole discretion of CONWARE.

Selection Process: Only the shortlisted candidates shall be informed for appearing for the personal interviews at the scheduled venue. The selection process would be by giving due weightage to minimum prescribed qualifications, additional qualifications (if any), relevant work experience and personal interview/s. No TA/DA would be paid to any of the candidates for appearing for interviews.

Above vacancy is purely contractual in nature and does not entitle the candidates any right to claim permanent nature of job in CONWARE. CONWARE reserves the right to vary/cancel the vacancy notified without assigning any reason/s.

CONWARE reserves the right to cancel the recruitment/selection process without assigning any reason/s thereof.

MANAGING DIRECTOR
Punjab State Container and
Warehousing Corporation Ltd. (CONWARE).



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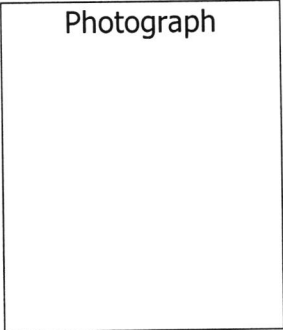
APPLICATION PROFORMA

POST: JUNIOR EXECUTIVE (ON CONTRACT) AT SITE OFFICE, NAVI MUMBAI

1. Full Name of Applicant: _____
2. Father's/Husband's Name: _____
3. Gender: _____
4. Category: (Self attested valid certificate issued by the Appropriate Authority to be enclosed in case of Reserved Category) _____
5. (a) Permanent Residential Address: _____

- (b) Mailing Address and Contact No.: _____

- (c) Email Id.: _____
6. Educational Qualifications (From Matric Onwards): _____
7. Languages Known: _____
8. Date of Birth (dd/mm/yyyy): _____
9. Age as on 01.12.2024 _____
10. Experience:



S. No.	Post Held	Organization	From	To



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-2-

11. Expected Remuneration (all inclusive) per month: _____
12. Documents to be submitted (All self-attested):
- Age proof Certificate along-with Valid Identity Proof (Aadhar Id and PAN)
 - Photocopies of Educational Qualifications (From Matric Onwards)
 - Photocopies of Experience certificate/s issued by the Competent Authority of the Organization/s served.
 - Two references (with contact details)

(_____)
Signature of Applicant

Verification:

- I have never been convicted by any Authority for any criminal offence of moral turpitude.
- I _____, hereby declare that all particulars given above here are true to the best of my knowledge & belief and, if any, information is found to be incorrect/concealed/fabricated, my candidature shall be liable for rejection immediately apart from being liable for criminal proceedings.

Place:

Date:

(_____)
Signature of Applicant