KARNATAKA STATE WAREHOUSING CORPORATION



“UgranaBhavan”, No.43, Primrose Road, Bengaluru-560025.

kswc.karnataka.gov.in PH: 080-29533679 FAX: 080-29533673

**Notification No:KSWC/ADM/PVS/2021-22/ Date:23-09-2022**

***Application for Hiring ofexperienced&retired Warehousepersonnel for physical verification of stocksand other items on contract basis across 154 warehouse centres belonging to Karnataka State Warehousing Corporation (KSWC).***

AFFIX

passport size colourphotograph

Please sign across the photograph

Do not staple the photograph

Application No:(shall be filled by KSWC)

**(Rs.200 to be paid while submitting the application)**

|  |  |  |
| --- | --- | --- |
| **Personal Details** | | |
| 1 | Full Name of Applicant  (in Block Letters) |  |
| 2 | Father’s Name  (in Block Letters) |  |
| 3 | Date of Birth &Age in years |  |
| 4 | Gender |  |
| 5 | Permanent Address with nearest landmark along with phone number&e-mail id. |  |
| **Contact Details** | | |
| 1 | Postal Address with nearest landmark |  |
| 2 | Taluk |  |
| 3 | District |  |
| 4 | State |  |
| 5 | Pincode |  |
| 6 | E-Mail |  |
| 7 | Phone / Mobile Number |  |
| Note: Please enclose self attested copies of address and identity proofs (AadharCard/Voter ID/ Driving license / Ration Card/ Passport / Other Govt ID). | | |
| **Application Fee Paid details** | | |
| 1 | Bank Name |  |
| 2 | Bank Branch Name |  |
| 3 | Amount (Rs.) | 200/- |
| 4 | D.D No. / Cash Receipt No. / NEFT UTR No. along with date | Beneficiary : Karnataka State Warehousing Corporation  Account No. : 34470623823  Bank : State Bank of India, MG Road Branch, Bangalore  IFS Code : SBIN0005778  DD No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, date \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Qualifications** | | |
| 1 | Graduation / Degree | B.Sc(Agri)/ B.A. / B.Com / B.Sc.  Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Specify) |
|  | Year of Passing  Class | Distinction / First Class / Second Class / Ordinary Pass |
|  | College/University |  |
| **Post Graduation** | | |
| 2 | Post Graduate in | M.Sc(Agri)/ M.A./ M.Com/MBA/M.Sc.  Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Specify) |
|  | Year of Passing  Class | Distinction / First Class / Second Class / Ordinary Pass |
|  | College / University |  |
|  | **Other Qualification/s** | |
| 3 | Others | Degree/Diploma/PG/PhD (Please specify) \_\_\_\_\_\_\_\_\_\_\_ |
|  | Year of Passing  Class | Distinction / First Class / Second Class / Ordinary Pass |
|  | College / University / Statutory body / others |  |
| Note: Please enclose self-attested copies of degree/ Post graduate degree Certificates/otherqualification | | |
| **Experience**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Sl. No. | Organization Name (KSWC / SWC/CWC/FCI/KFCSC / KSCMF / Others) and place of work | Designation | Experience (No. of years) | Nature of Work  (Please use extra sheet, if required, and enclose it as an annexure) | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | | |
| Note: 1. If required, add extra sheets as enclosures.  2. Please enclose self attested copies of your experience certificates received from yourprevious employers. | | |
| **Awards & Recognitions** | | |
| 1 | Nature of Award |  |
| 2 | Achievements for which award given |  |
| Note: 1. If required, add extra sheet as enclosures.  2. Please enclose self attested copies of certificates of awards and recognitions | | |
| **Disciplinary Proceedings** | | |
| 1 | Are you subject to Disciplinary Proceedings/Action by your previous employers (KSWC/SWC/ CWC/ FCI/ KFCSC/ KSCMF and Others during your Service tenure) | **Yes / No** |
| 2 | If yes, give details along with closure report, if any. |  |
| Note: Please enclose and give your detailed explanationalong with relevant documents. | | |
| **Court Cases** | | |
| 1 | Were any Court Cases filed against you by your previous employers (KSWC / SWC/ CWC / FCI / KFCSC/ KSCMF and Others during your service tenure). | **Yes / No** |
| 2 | If Yes, or exonerated, please give the details.  Enclose self-attested copies of orders of acquittal, if any along with detailed explanations. |  |

**Region opted to carryout physical verification of stocks & other items.**

|  |  |
| --- | --- |
| Are You willing to carry out physical verification of stocks& other items at KSWC Warehouses in the allocated Regions.  **If Yes, give your preferences below** | **Yes/No** |
| **Regions of KSWC:**  1) Bangalore Region  2) Mysore Region  3) DavanagereRegion  4) ShivamoggaRegion  5) HubballiRegion  6) RaichurRegion  7) KalburgiRegion | 1) First Preference ­­­­­­––––––––––––––  2) Second Preference –––––––––––––  3) Third Preference ––––––––––––––– |
| Are you willing to be transferred/ re-located to other Regions after finishing verification exercise of one region for physical verification of stocks &other items in the state of Karnataka. | **Yes / No** |

**Health Condition**:

|  |  |  |
| --- | --- | --- |
| 1 | Do you have any serious ailments? | **Yes/No** |
| 2 | If Yes, please give details along with Medical Certificate.  Give details in extra sheets, if required and enclose the same to this application. |  |
| 3 | Are you Physically handicapped | **Yes/No** |
| 4 | If Yes, please give details along with Medical Certificate.  Give details in extra sheets, if required and enclose the same to this application. |  |

**Others:**

|  |  |  |
| --- | --- | --- |
| 1 | Are you related to any KSWC employee or Staff deputed to work with KSWC? | **Yes/No** |
| 2 | If Yes, give details (Use separate sheets, if required) |  |
| 3 | Mobility – Are you in possession of 2 wheeler/4 wheeler?  If Yes, please furnish self-attested copies of RC, DL, Insurance, FC & others | **Yes/No** |
| 4 | Languages known   |  |  |  |  | | --- | --- | --- | --- | | **Language** | **Read** | **Write** | **Speak** | | Kannada |  |  |  | | English |  |  |  | | Others (Please specify) \_\_\_\_\_\_\_\_ |  |  |  | | |

**Declaration:**

I hereby declare that, the abovecontents in this application are true, complete and correct to the best of my knowledge and belief. It found false, action can be taken against me by Karnataka State Warehousing Corporation (KSWC). I also have read the terms & conditions of hiring of PV Squad personnel on contract basis and understand that in the event of any information being false or being ineligible and detected before or after the selection, my candidature shall be liable to be rejection&/or contract terminated.

Date: Signature of Applicant

Place:

**TERMS & CONDITIONS TO CARRY OUT THE PHYSICAL VERIFICATION OF STOCK & OTHER RELATED WORK**

1. *Physical verification exercise*

*It is empirically established by KSWC's own audit personnel that a competent person possessing the above qualifications & experience could carry out physical verification of stocks as under:*

*a) Warehouses having 80% or more agency stocks - ONE DAY FOR EVERY 10,000 MTs.*

*b) Warehouses having 50% or more and less than 80% agency stocks – ONE DAY FOR EVERY 8,000 MTs.*

c) *Warehouses having less than 50% agency stocks - ONE DAY FOR EVERY 6,000 MTs.*

1. *The PV squad shall roll over and carry physical verification twice in a year of all warehouse centres on a random basis.*
2. *Physical Verification Squad to carry out the following tasks with focus on physical Verification of Inventory:*

* *Conduct physical verification of all types of stocks – agri& non-agri commodities maintained at each warehouse centre;*
* *Verification & quantification of Transit Loss (TL) and Storage Loss (SL), if any;*
* *Conduct physical verification of non-consumable materials (dunnage and fumigation sheets and PV covers etc) both usable and unusable;*
* *Carry out verification of chemicals - pesticides, insecticides, etc. its usage and stocks remaining at each warehouse centre;*
* *Conduct verification of the dead stock register and physically verify with the actual fixtures/article (furniture, locks etc) available in the warehouses;*
* *Conduct verification of stamping details for test weights, platform scales and weigh bridges;*
* *Conduct review and record the action taken by the warehouse manager for disposal of the old stocks by release of the stocks from warehouse or to auction the stocks as per Rule 27 of the Karnataka Warehouses Rules 1969;*
* *To report on repair status or warehouse centres needing immediate repairs, (type of repairs, white washing, painting, metal shutters, etc.; &*
* *Any other connected matters as decided by the Managing Director*.

4.  *Other Vital Parameters*

*The concerned physical verification squad personnel ought to adhere to the following:*

* *He should sign a contract with KSWC binding himself to adhere to the terms and conditions of service as requisitioned by KSWC.*
* *Sign a non-disclosure agreement with KSWC.*
* *Should not take up similar assignments for any other entity or organisations parallelly till subsistence of this arrangement.*
* *Should carry out agreed upon procedures by himself and not by deploying a proxy.*
* *Carry out the assigned duties in a workman like manner.*
* *Reporting should be accurate and with all facts and evidences gathered in the course of physical verification of inventory at each warehouse centre.*
* *Should immediately report to Warehouse centre for carrying out physical verification exercise in a very short notice period and on the instruction of the Managing Director or any senior authorised staff of KSWC.*

**In certain business exigencies the Managing Director shall have power to vary the above terms and conditions in hiring and deployment of PV squad personnel for better and effective oversight concerning the inventory of goods stored at various warehouse centres across Karnataka.**

**USEFUL INFORMATION FOR THE APPLICANTS**

1. **Background**
2. The Government of India promulgated the Warehousing Corporations Act in 1962. This Act provided for the establishment of State Warehousing Corporations. Karnataka State warehousing Corporation (KSWC) was established in the year 1957. The Corporation currently operates through 154 warehouse centres spread across the state of Karnataka. For better administration the warehouse centres are grouped into 7 regions headed by Regional Managers.
3. Vision of KSWC:

Providing scientific storage facility for Agricultural produces and other commodities and minimizing the storage losses and to support market to overcome from volatile market prices of agricultural commodities to the possible extent;

1. Mission of the Corporation:

Expansion of the required infrastructure for easy and viable access to the farmers to store their buffer stock at the affordable storage charges.Effective participation in postharvest management.

1. Objectives of the Corporation:
2. To construct and manage warehouses in the State for the storage of agricultural produces, seeds, manure, fertilizers, agricultural implements and other notified commodities and preserve them scientifically;
3. To arrange facilities for the transport of agricultural produce seeds, manures, fertilizers etc;&
4. To arrange disinfestations service to farmers, government offices, public libraries, theatres, public buildings, private establishments, Apartments etc.
5. **List of Warehouses Region wise**

Please refer annexure enclosed

1. **Capacity & Average occupancy**

The capacity &average occupancy of Karnataka State Warehousing Corporation, Region wise is given below:

|  |  |  |
| --- | --- | --- |
| **REGION** | **STATUS** | **TOTAL CAPACITY IN MTs** |
| **MYSORE- 27 Nos.** | **OWNED** | **290,616** |
| **HIRED** | **25,478** |
| **TOTAL** | **316,094** |
| **BANGALORE- 21 Nos.** | **OWNED** | **243,562** |
| **HIRED** | **1,132** |
| **TOTAL** | **244,694** |
| **DAVANAGERE- 19 Nos.** | **OWNED** | **204,559** |
| **HIRED** | **3,570** |
| **TOTAL** | **20,8129** |
| **SHIMOGA- 10 Nos.** | **OWNED** | **81,368** |
| **HIRED** | **8,999** |
| **TOTAL** | **90,367** |
| **HUBLI- 33 Nos.** | **OWNED** | **293,700** |
| **HIRED** | **2,778** |
| **TOTAL** | **296,478** |
| **GULBURGA- 24 Nos.** | **OWNED** | **341,646** |
| **HIRED** | **42,974** |
| **TOTAL** | **384,620** |
| **RAICHUR- 20 Nos.** | **OWNED** | **302,428** |
| **HIRED** | **8,348** |
| **TOTAL** | **310,776** |
| **OWNED GRAND TOTAL** | | **17,57,879** |
| **HIRED GRAND TOTAL** | | **93,279** |
| **GRAND TOTAL** | **154** | **18,51,158** |

Average occupancy shall be about 60% - 70% of above total capacity.

1. **Eligibility criteria of applicants**

* *Should be minimum a graduate from a recognized Indian university or Board, preferably in the discipline of agricultural sciences, etc. Even graduates from other disciplines shall also be considered.*
* *Should have experience in working at KSWC, other state SWCs, CWC. FCI, KFCSC Limited, KSCMF Limited and similar establishments in the capacity of Warehouse Managers or Regional Managers or as Assistant Manager and above in the audit wing of these set-ups or organisationsat the time of retirement.*
* *The personnel should have minimum of 10-20 years of experience in managing the warehouse operations, audit activities, etc.*
* *VRS optee or retired personnel of the ranking of Warehouse Managers or Regional Managers or Assistant Audit Managers and above could also be considered.*
* *Age - Not more than 65 years.*
* *Should be willing to travel across the state of Karnataka.*
* *Should have not been involved in any criminal cases &/or no criminal or civil suits or cases be filed against them by the SWCs/CWC/FCI/Others, etc.*
* *Should be medically fit and without handicap in mobility.*
* *Heshould not be related to any staff of KSWC.*
* *Other criteria as decided by the Managing Director of KSWC.*

1. **Task to be performed**

***1. Conduct periodical physical verification of the stocks in each warehouse to check if***

* The godown wise registers are properly maintained;
* The entries tallies with the stock wise entries made in the warehouse receipts;
* Stack cards are tied to all the stacks;
* Proper dunnage has been used for all the stacks;
* The deposit forms are dully filled with all the relevant information;
* The daily transaction registers are maintained;
* The registers show the stocks received and those which have been released;
* The stock ledger comprises depositor wise details;
* The insurance register has been properly maintained;
* The charge-off register is properly maintained;
* The commodity wise consolidated registers are properly maintained;
* The deposit ledgers are properly maintained;
* The stack wise registers are properly maintained;
* The storage loss and transit loss register and all statutory registers are properly maintained; &
* Other allied activities.

***2. Conduct verification of the use of chemicals with reference to the following:***

* Whether the use of chemicals such as Aluminum Phosphide, Malathion, DDVP Delta Methrin, Zinc Phosphide etc. for treatment of food grains are as per prescribed dosage/parameters/norms;
* Whether the entries in the chemical register maintained to record the receipt/dispatch/utilization are proper and up to date and tallies with the stock on hand along with expiry dates of the chemicals.

*3.*Conduct verification of the dead stock register and physically verify with the actual fixtures/article (furniture, locks etc) available in the warehouses.

4. Conduct physical verification of non-consumable materials (Dunnage and fumigation sheets and PVC covers etc.) both usable and unused.

5. Conduct verification of stamping details for test weights, platform scales and weigh bridges.

6. Conduct verification of the other fixed assets (other than dead stock) with the actual assets available in the warehouses.

1. **No. of Personnel to be engaged and tenure**

KSWC proposes to have one person for each region. The applicant could avail services of personnel working at warehouses to carry out physical verification exercise at concerned Warehouse centres.

The tenure of contract with the physical verification squad shall be for one year initially and depending on the performance/results/output, KSWC shall renew for one more year after the completion of one year term. Never-the-less the contract could be terminated anytime by KSWC without any notice and assigning any reasons thereof.

1. **Rotation**

The Physical Verification squad personnel shall be rotated from one region to another region, once he completes verification of stocks of each warehouse centres in a particular region, so that cross checking mechanism is inbuilt and familiarity with the warehouse personnel is avoided.

1. **Remuneration & MD’s Discretionary power**

The requisite personnel shall be taken as external consultantsi.e on contract basis and hence a consolidated remuneration is fixed to cover professional fees, boarding and lodging, travelling and local conveyance expenses to such personnel.

In this scheme, the concerned PV squad personnel shall be involved in carrying out physical verification of inventory and other related items and hence KSWC shall pay an all-inclusive remuneration of Rs.1.25-1.50 per MT of stocks verified and reported by the physical verification squad i.e. applicant.

Form the above said remuneration, it is proposed to withhold 25% of amount and pay the balance amount to the concerned PV squad personnel/ applicant, so that the balance amount shall be released after second check by another PV squad member and acceptance by KSWC centres where check is completed and report accepted by KSWC.

The above remuneration could be increased upto 25% by the Managing Director depending on the business expediency or exigency and any other practical difficulty being faced by PV squad personnel / applicants.

1. **TDS or WITHOLDING TAXES**

Income tax TDS as applicable shall be deducted before making payment to the squad personnel.

1. **Agreement between KSWC & PV Squad personnel (Non-disclosure agreement)**

The PV squad member / applicant should execute a non-disclosure agreement with KSWC.

1. **Reporting & format of Reporting**

The physical verification squad shall submit its report in the format that shall be prescribed by KSWC.

1. **Work order to be released on PV Squad personnel**

The work order for selected personnel / applicant will be issued separately.

1. **Training**

The PV squad personnel should undergo thorough training given by the Officers of the Corporation at the Head office for one day. The applicants shall also be briefed about the software system used by KSWC i.e. IIMS wherein complete inventory is maintained.

1. **Working days/hours**

The PV squad personnel should work as per the timings mentioned by the Corporation as under :

Monday To Friday (Day time)

No working on Saturdays, Sundays and other Holidays as declared by the state Govt.

1. **Submission of applications**

Interested and eligible applicants to submit applications in the enclosed format along with requisite fees and documents, etc. in hard copies addressed to the Managing Director, KSWC, UgranaBhavan, No. 43, Primrose Road, Bangalore – 560 025 through speed post or registered post superscribing the envelope as “**APPLICATION FOR PHYSICAL VERIFICATION SQUAD PERSONNEL**” so as to reach KSWC head office on or before twenty one (21) days from the date of publishing the advertisement in the newspapers.

Applications received after the last date shall be rejected by KSWC.

**Contact person for any queries / further information**

**DGM – Audit, KSWC, Bangalore**

**Email : gmaudit.kswc@gmail.com**

**Phone: +91 80958 93987**

**(only from Monday to Friday between 11.00 am to 4.00 pm)**