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THE COTTON CORPORATION OF INDIA LTD.

(A Government of India Undertaking, Ministry of Textiles)

KAPAS BHAVAN, Plot No: 3 A, Sector 10, CBD Belapur,

NAVI MUMBAI – 400 614

SPECIAL RECRUITMENT DRIVE FOR PERSON WITH DISABILITIES

The Corporation having its Head Office in Navi Mumbai and branch offices all over India invites applications from candidates for filling up following vacancies in the following categories :-

1. **Assistant Manager (Mktg.) - Group B** - 1 Post – [Reserved for PH (VH)]

Pay Scale: 20600-46500 (IDA)

Qualification:- Graduate from a recognized university and two years full time MBA/ MMS / PGDBM or equivalent in Mktg./ Agri. Business from a recognized university/ institute with minimum 50 % marks in aggregate.

Experience:- Post qualification experience of minimum of **2 years** in marketing department of any reputed organization.

Age:- Age not more than 40 years for Gen (PH), 43 years for OBC(PH) and 45 years for SC/ST (PH) as on 01.10.2015

2. **Junior Assistant (General/ Accounts) – Group C** – 5 post [2 Post reserved for PH (VH), 2 post reserved for PH (HH) and 1 post reserved for PH (OH)]

Pay Scale: 10000-24460 (IDA)

Qualification:- Graduate in any discipline from a recognized university for the post of Jr.Asst (Gen) and Graduate (B.Com) from recognized university for the post of Jr Asst (Accounts)

Experience:- Post qualification experience of minimum of **1 year** . The Candidate should have basic Computer Knowledge as below

i. Fundamental/basics of computer including Internet /email
ii. Basic application software including word process, spreadsheet operation
iii. Basic system software including windows OS and Utilities
iv. Basic communication and Network Concepts

Age:- Age not more than 37 years for Gen (PH), 40 years for OBC (PH) and 42 years for SC/ST (PH) as on 01.10.2015

3. **Maintenance Staff - Group D** – 1 Post [Reserved for PH (VH)]

Pay Scale: 5200-12880 (IDA)

Qualification:- Upto VIII standard

Experience:- Post qualification experience of minimum of **01 year** experience as Maintenance Staff .

Age:- Age not more than 35 years for Gen (PH), 38 years for OBC(PH) and 40 years for SC/ST (PH) as on 01.10.2015

General Conditions :

1. **Regarding specialization in Marketing/ Agri. Business:** It is mandatory to either have major specialization or equal weightage in case of dual specialization in the discipline applied. In the application form the candidates should enclose specialization certificate from the college/ institute/ University conforming the same, if specialization is not mentioned in the degree/ mark sheets.

2. Physically handicap certificate to be produced by the candidate should be in the prescribed format stating that person is suffering from not less than 40 % of relevant disability. The Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government.

3. Candidate should indicate the aggregate percentage (%) obtained in the application. No rounding off of decimals should be done and it should be represented in the application upto two decimal places. The total maximum marks and total marks obtained for all semesters/ years will be summed up to arrive at the aggregate percentage. No weightage will be given to any particular semester/ year for calculating aggregate percentage.

4. Where CGPA/ OGPA/ Grade is awarded the same should be converted into percentage (No rounding off of decimals should be done and it should be represented in the application upto two decimal places). A certificate of equivalent percentage of marks certified by the Institute/ University will have to be attached with the application **OR** copy of the "Conversion Formula" notified by the Board/ University for converting CGPA/ OGPA/ Grades into percentage (%) has to be attached with the application form as enclosure.

5. Candidates will be solely responsible for filling up the application form correctly. Application once made will not be allowed to be withdrawn nor can it be held in reserve for any other recruitment or selection process.

6. In all matters regarding eligibility, interview, assessment, the Corporation decision will be final and binding on the candidates and no correspondence will be entertained in this regard.

7. If the information furnished by the candidate in any part of the application is found to be false or incomplete or is not found to be in conformity with eligibility criteria mentioned in the advertisement, the candidature/ appointment will be considered as revoked/ terminated at any stage of recruitment process or after recruitment or joining, without any reference given to the candidate.

8. Work experience certificate which has to be submitted by the candidate should be on the letter head of the Company. The letter head of the Company should have details of the Company.

9. Necessary information regarding the selection, interview etc. will be hosted on Corporation website also from time to time. Candidates are requested to visit the website from time to time. Any modification/ amendments in the advertisement will be given in the Corporation website i.e. www.cotcorp.gov.in

10. If at any stage, it is found that any information furnished in the application is false/ incorrect or if according to the Management/ Selection committee, the candidate does not satisfy the eligibility criteria, his/ her candidature/ appointment will be cancelled/ terminated.

11. Candidates should satisfy themselves about their eligibility for the post applied for. The Corporation will determine their eligibility only at the final stage i.e interview stage. The Corporation will not entertain requests from the candidates seeking advice about their eligibility to apply.

12. **Proof of date of birth: R**egarding proof of date of birth the candidate will be required to give Birth certificate issued by a Municipal Authority or any office authorized to issue Birth & Death Certificate by the Registrar of Births & Deaths **OR** School leaving certificate / Secondary School leaving certificate/ Certificate of Recognized Boards from the school last attended by the applicant or any other recognized educational institution.

13. **Regarding caste certificate:** The caste certificate of SC/ST must be issued by any of the following empowered authority:

   a. Dist. Magistrate/ Addl. Dist.Magistrate/ Collector/ Dy.Commissioner/ Addl. Dy. Commissioner/ Dy.Collector/ 1st Class Stipendiary Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Exec. Magistrate/ Extra Asst. Commissioner.

   b. Chief Presidency Magistrate/ Addl. Chief Presidency magistrate/ Presidency Magistrate

   c. Revenue Officer not below the rank of Tehsildar.

   d. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

14. Age, qualification and experience stipulated above should be as on 01.10.15. The last day of month of declaration of results indicated in the mark sheet of the Final year/ semester will be considered as the date of acquisition of Educational Qualification.

15. Only Indian Nationals need to apply. Mere submission of application will not entail right for claiming appointment.

16. Reservation/ Relaxation and Concessions: Reservation/ Concessions for candidates belonging to SC/ ST/ OBC/ PH categories will be as per Government of India's guidelines/directives.

17. **Relaxation for internal candidates:** The internal candidates are eligible for age relaxation only, provided they fulfill all other criteria for direct recruitment. However, they should be presently working in one scale/ post lower than the post applied for with minimum one year experience in lower scale/ post.

18. Interested persons fulfilling the criteria mentioned above may send their application in the required format which can be obtained by sending self addressed stamped envelope at the following address or can be downloaded from our website www.cotcorp.gov.in. Application form duly filled in must be accompanied by attested copies of (a) Proof of date of Birth, (b) Mark Sheets of SSC, HSC, Graduation, Post-Graduation as well as copy of Degree Certificate, (c) Copies of all other educational qualifications, (d) Caste Certificate issued by Empowered Authority & PH certificate (e) Experience Certificate, (f) Appointment order and latest salary slip of the present company.

    Completed Application Form superscribing the name of the post applied for on the envelope should reach at the following address on or before 16.11.2015:

    General Manager (HRD),
    The Cotton Corporation of India Ltd.,
    Kapas Bhavan, Plot No.3 A,
    Sector-10, C.B.D Belapur,
    Navi-Mumbai - 400 614 (M.S)

19. **Change in Job-Profile and Posting:** The candidate can be posted in any of the offices in India. The Management also reserves its right to change the job-profile of the candidate at its discretion at any time.

20. The Corporation will not be responsible for any postal delays/ wrong delivery/ non-delivery of communication at any stage of the recruitment process. Incomplete application can be summarily rejected. The Corporation reserves the right to shortlist candidates for interview. No correspondence will be entertained with the candidates not shortlisted. Mere fulfillment of qualification will not entitle the person to be called for interview. Management reserves the right to raise the Standard of Specifications to restrict the number of candidates to be called for interview. In case the response is high, the Corporation may consider conducting written test. Canvassing in any form and /or bringing in any influence will be treated as disqualification.

21. OBC candidates have to submit caste certificate issued by the competent authority in the prescribed form regarding his/ her OBC status as well as exclusion from "Creamy layer". For OBC candidates it is to mention that the non-creamy layer certificate should be validity specific i.e it should be valid as on the date of this advertisement **OR** it should be a recently obtained certificate (not older than 6 months as on 01.10.15) of not belonging to the “Creamy Layer” in the format prescribed by the Government of India, from a Competent Authority. Category (SC/ ST/ OBC/ PH) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on. The Corporation reserves the right to fill/ not to fill all or any of the post herein advertised without assigning any reason and without issuing any further notice. Number of vacancies can be increased/ decreased, at the discretion of the Management, without assigning any reason and without issuing any further notice. The Corporation reserves the right to cancel this advertisement either partially/ wholly at any time, at its discretion without assigning any reason and without issuing any further notice. Management reserves the right to reject the application of any candidate without assigning any reason. Candidates working in Government/ Semi Government/ Public Sector Undertaking should send their application through proper channel/ should enclose NOC from the present employer. Any legal proceeding arising out of this advertisement shall be subject to the jurisdiction of the courts in Mumbai (M.S).

22. Candidates should ensure that the details filled in the application form should duly tally with the document enclosed. If any variation is observed in application form and document enclosed, the candidature of the candidate will be liable to be rejected. Documents attached with the application form, will be verified only for the candidates who get shortlisted for interview.

23. Mark sheets/ certificates taken from internet will not be considered.