THE COTTON CORPORATION OF INDIA LTD
**(A Govt of India Undertaking)**
**KAPAS BHAVAN, 4/2ASHOK NAGAR,.P.B NO: 227 GUNTUR-522002**

PH.NO:0863-2233472/943,FAX:0863-2357472
**EMAIL:** ***guntur@cotcorp.com,*** **website:cotcorp.org.in**

Ref.No:CCI/GNT/HRD/Temp.Rectt/2018-19/ Date:18.10.2018

## Walk-in-Interview

## Recruitment of Graduates on purely Temporary Basis.

The Cotton Corporation of India Ltd., A Government of india Undertaking, Branch Office **GUNTUR** is looking for **any Graduates** to work as Temporary Clerks on consolidated wages of **Rs.14000/**-p.m. on purely temporary basis all inclusive, PF & Professional Tax deductions as per Rules for **85 days** through Walk-in-interview scheduled on **27.10.2018** for the post of **TEMPORARY CLERK(ACCOUNTS & GENERAL )** for Office**,** and on **28.10.2018** for the post of **TEMPORARY FIELD ASSISTANTS** for Field from **10.30 am onwards till 5.00 pm at the above address**. The candidate should bring Original Certificates / mark sheets with an attested photo copy or self attested copies each of it and recent passport size photographs **along with the updated Bio-data** / filled-in prescribed application form. No TA/DA would be provided for attending Walk-in interview. The interested candidates may visit our website **www.cotcorp.org.in** for further details. Preference will be given for candidates who are having experience in relevant field. The Corporation reserves the right to fill/not to fill all or any of the post herein advertised. The Corporation reserve the right to cancel this advertisement either partially / wholly at any time, at its discretion. Please note that this is a seasonal job(for 2 to 3 months only) and the incumbent has to work anywhere in Andhra Pradesh.

Note: Candidates who attended on 13.10.2018 & 14.10.2018, need not appear again.

**(K.MAHESWARA REDDY)**
**BRANCH MANAGER**

**(For advertisement on CCI & Govt.website)**

# THE COTTON CORPORATION OF INDIA LIMITED
## (A Government of India Undertaking)
## Branch Office:GUNTUR

| RECRUITMENT OF GRADUATES (ON PURELY TEMPORARY BASIS) | | | |
|---|---|---|---|
| 1) | Name of the post | : | Temp.Field Assistant / Temp.Clerk(Accounts & General) |
| 2) | Number of Vacancies | : | Based on requirement. |
| 3) | Eligibility Qualification | : | **For Temporary Field Assistant**: Science Graduate or any other equivalent degree (science background upto HSC level is must) from any recognized University with knowledge of computer and with an aggregate of 50% marks(45% marks in case of SC/ST/PH). |
| | | | **For Temporary Clerk(Accounts)** : B.Com graduate from a recognized University with knowledge of computer and with an aggregate of 50% marks(45% marks in case of SC/ST/PH).. |
| | | : | **For Temporary Clerk (General)** : The Candidate should be any Graduate from a recognized university with knowledge of computer and with an aggregate of 50% marks(45% marks in case of SC/ST/PH). |
| 4) | Maximum Age | : | 27 Years as on 01.10.2018 (relaxable by 5 years in case of SC/ST, 3 years for OBC (Excluding Creamy Layer), for Physically Handicapped (VH, HH & OH) 10 Years (15 Years for SC/ST, 13 Years for OBC). Relaxation may be given in age to the eligible candidates equivalent to work experience in Cotton Corporation of India. |
| 5) | Reservations | : | For SC/ST/OBC/Physically Handicapped persons will be provided as per Government of India's directives. |

Contd..2..

The Cotton Corporation of India Ltd., Branch Office, Guntur invites application from graduates, for the posts of Temp. Clerks( Accounts & General) & Temp.Field Assistants. The Selected candidate will be on a consolidated wages of **Rs.14000/-** P.M. all inclusive of PF & Professional Tax deductions as per Rules. The selected candidates can be posted anywhere in **Andhra Pradesh. Wherever grade points are awarded, a certificate of equivalent percentage of marks certified by the Institute / University will have to be attached with the application. The appointment shall be on purely temporary basis for the period of 85 days.**

Interested persons fulfilling the criteria mentioned above can download the application form from our website www.cotcorp.org.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 and graduation as well as copy of Degree certificate, (c) Caste Certificate issued by Empowered Authority & PH Certificate (if applicable). Alongwith the Completed Application Form,the candidate should reach at the following address on **27.10.2018 and 28.10.2018** respectively, between 10.30 AM to 5.00 PM for the Interview according to the post she/he would like to apply.

Branch Manager
The Cotton Corporation of India Limited,
Kapas Bhavan,4/2 Ashok Nagar,
P.B.No:227,Guntur-522002,
Andhra Pradesh.

Contd..3..

(i) Reservation: For SC/ST/OBC/PH will be as per Government of India's guidelines /directives.

(ii) Change in Job-Profile and posting: The candidate can be posted anywhere in Andhra Pradesh. The Management also reserves its right to change the job-profile of the candidate at its discretion at any time.

(iii) Management reserves the right to raise the Standard of Specifications to restrict the number of candidates to be called for interview. Canvassing in any form and/ or bringing in any influence will be treated as disqualification. 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 validity specific i.e it should be valid as on the date of this advertisement or it should have been issued recently. The Corporation reserves the right to fill/not to fill all or any of the post herein advertised. The Corporation reserve the right to cancel this advertisement either partially / wholly at any time, at its discretion without assigning any reason. The candidate will have to attend interview at their own expenses and Corporation will not bear any expenses in this regard. Any legal proceeding arising out of Corporation will not bear any expenses in this regard. Any legal proceeding arising out of this advertisement shall be subject to the jurisdiction of the courts in Guntur.

(iv) One person can apply one post only.

# आवेदन प्रोफार्मा / APPLICATION FORM

पासपोर्ट आकार का फोटो लगाएं
Affix Passport size photo

| | | |
|---|---|---|
| पद के लिए आवेदन / APPLICATION FOR THE POST OF : Temp.Field Assistant / Temp.clerk(Accounts & General). | | |
| 1. | पूरा नाम (बड़े अक्षरों में) Name in full (In capital letters) | ( सरनेम प्रथम /Surname first) |
| 2. | पिता का नाम /Father name | |
| 3. | स्थायी पता Permanent Address (The address must contain name of the state) : | |
| | दूरभाष नं./Tel. No.<br>ई-मेल आय.डी./ E-Mail I.D.: | |
| 4 | पत्राचार के लिए पता यदि उपर्युक्त (3) से अलग हो Address for correspondence if different than (3) above (The address must contain name of the state) : | |
| 5 | श्रेणी (लागू कॉलम में निशान लगाए)<br>Category (Please specify) (Please tick mark the column applicable)<br>सामान्य/ General ☐ अनु.जा./SC ☐<br>अनु.ज.जा./ST ☐ अ.पि.जा./OBC ☐<br>शारीरिक विकलांग (वीएच/एचएच/ओएच) ☐<br>Physically Handicapped (VH/HH/OH): | |
| 6 | Whether you belong to Minority Community, if yes, please specify whether you are Muslim /Christian / Sikh / Buddhists / Zoroastrians (Parsis):<br>_____ | |

| | | | | | |
|---|---|---|---|---|---|
| 7 | जन्म तारीख तथा पूर्ण वर्ष में आयु/Date of Birth with Age in completed years (as on 01-10-2018)<br>जन्म तारीख (ता./माह/वर्ष)/ Date of birth (dd/mm/yyyy): _____<br>आयु (as on 01-10-2018):_____वर्ष _____ माह<br>Age (as on 01-10-2018): _____years_____months | | | | |
| 8 | अर्हता/Qualification: | | | | |
| | | बोर्ड / संस्था / विश्वविद्यालय का नाम Name of the Board/ Institution/University | उत्तीर्ण परीक्षाExam Passed | उत्तीर्ण माह एवं वर्ष Month & Year of passing | कुल मार्कस का प्रतिशत Aggregate% of marks |
| | 10वीं/ 10th | | | | |
| | 12वीं /12th | | | | |
| | Graduation/ स्नातक B.com/B.Sc/BA/ B.Tech | | | | |
| | अन्य यदि कोई है Other if any | | | | |

| | | | | |
|---|---|---|---|---|
| 9 | प्रत्येक प्रश्न का निर्दिष्ट उत्तर हाँ या नहीं काटते हुए जैसी भी स्थिति हो, दीजिए : | | | |
| | Specific answers to each of the question should be given by striking out Yes or No as the case may be: | | | |
| | क) | क्या आपको कभी गिरफ्तार किया गया? | हाँ | नहीं |
| | a) | Have you ever been arrested? | Yes | No |
| | ख) | क्या आप पर कभी अभियोग चलाया गया? | हाँ | नहीं |
| | b) | Have you ever been prosecuted? | Yes | No |
| | ग) | क्या आपको कभी कारागृह में रखा गया? | हाँ | नहीं |
| | c) | Have you ever been kept under detention? | Yes | No |
| | घ) | क्या आप कभी आवद्ध रहें? | हाँ | नहीं |
| | d) | Have you ever been bound down? | Yes | No |
| | ड) | क्या आप पर कभी विधि न्यायालय द्वारा जुर्माना लगाया गया? | हाँ | नहीं |
| | e) | Have you ever been fined by a Court of Law? | Yes | No |
| | च) | क्या आपको कभी किसी अपराध के लिए विधि न्यायालय द्वारा दोषी सिद्ध किया गया? | हाँ | नहीं |
| | f) | Have you ever been convicted by a Court of Law for any offence? | Yes | No |
| | छ) | क्या आपको कभी किसी परीक्षा से रोका गया अथवा किसी विश्वविद्यालय या किसी | हाँ | नहीं |

| | | | | |
|---|---|---|---|---|
| | | अन्य शैक्षणिक प्राधिकारी/संस्थान द्वारा निकाला गया? | | |
| | g) | Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution? | Yes | No |
| | ज) | क्या आपको कभी किसी संघ लोक सेवा आयोग द्वारा इसकी परीक्षा/चयन में प्रवेश से<br>रोका गया या आयोग्य घोषित किया गया? | हाँ | नहीं |
| | h) | Have you ever been debarred/disqualified by any Public Service Commission from appearing at its examination /selection? | Yes | No |
| | झ) | क्या इस फार्म को भरते समय विधि न्यायालय में आपके विरूद्ध कोई मामला लम्बित है? | हाँ | नहीं |
| | i) | Is any case pending against you in any Court of Law at the time offilling up this form? | Yes | No |
| | ट) | क्या इस फार्म को भरते समय किसी विश्वविद्यालय या शैक्षणिक प्राधिकारी/संस्थान द्वारा<br>आपके विरूद्ध कोई मामला लम्बित है? | हाँ | नहीं |
| | j) | Is any case pending against you by any University or any other educational Authority/Institution at the time of filling up this form? | Yes | No |
| | | यदि ऊपर उल्लिखित प्रश्नों में से किसी का उत्तर "हाँ" है, तो मामले, गिरफ्तारी/ कारावास/ जुर्माना/ दोषविद्धि/ दंड इत्यादि तथा/ या न्यायालय/ विश्वविद्यालय/ शैक्षणिक प्राधिकारी आदि के पूर्ण विवरण इस फार्म को भरते समय दें. | | |
| | | If the answer to any of the above mentioned question is 'Yes' give full particulars of the case/ arrest/ detention/ fine/ conviction/ sentence/ punishment, etc., and/or the nature of the case pending in the Court/ University/ Educational Authority, etc., at the time of filling up this form. | | |

. अनुलग्नक की सूची /List of enclosures:

1) जन्म तारीख के प्रुफ की साक्ष्यांकित प्रतिलिपि (एचएससी/एसएससी प्रमाण पत्र )

Certified copy of proof of date of birth (SSC/HSC Certificate)

2).मार्कशीट प्रतियां तथा स्नातक प्रमाण पत्र (एसएससी/एचएससी/स्नातक प्रमाण पत्र)

Copies of mark sheet as well as Degree Certificate (SSC/HSC/Graduation).

3) अधिकृत प्राधिकारी द्वारा जारी जाति प्रमाण पत्र की प्रतिलिपि

Copy of Caste Certificate issued by Empowered Authority

4) निर्धारित प्रोफार्मा में विकलांग प्रमाण-पत्र व्यक्ति की संबंधित विकलांगता 40% से कम ना होना बताने वाला विकलांगता प्रमाण पत्र

Disability Certificate in the prescribed form stating that persons suffering from not less than 40% of the relevant disability

5) जहां ग्रेड पॉईटस दिए जाते है, संस्था /विश्वविद्यालय द्वारा मार्कस् के समकक्ष प्रतिशत का संस्था /विश्वविद्यालय द्वारा सांक्ष्यांकित प्रमाण पत्र

Wherever grade points are awarded, a certificate of equivalent percentage of marks certified by the Institute/ University

## <u>घोषणा-पत्र/ Declaration</u>

मैं एतदद्वारा घोषणा करता हूँ कि मेरे द्वारा आवेदन पत्र में दिए गए सभी विवरण मेरी जानकारी के अनुसार संपूर्ण तथा सही है । साक्षात्कार के पूर्व या साक्षात्कार के पश्चात् मेरे द्वारा दी गई जानकारी झूठी /गलत या अपात्र होने की स्थिति में, मेरी उम्मीदवारी स्वत: रद्द हो जाएगी ।

I hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligibility being detected before or after the interview, my candidature will stand automatically cancelled.

(उम्मीदवार का हस्ताक्षर /Signature of candidate)

उम्मीदवार का नाम/Name of candidate: ----------

दिनांक / Date:_____

स्थान / Place:_____

**<u>नोट/ NOTE</u>**

1. अनु.जाति या अनु.जनजाति के जाति का प्रमाण पत्र निम्नलिखित किसी एक प्राधिकृत अधिकारी द्वारा जारी किया जाना चाहिए.

The caste certificate of SC/ST must be issued by any of the following empowered authority

क) जिला दण्डाधिकारी/अतिरिक्त दण्डाधिकारी/जिलाधीश/उप आयुक्त/अतिरिक्त उप आयुक्त/ उप जिलाधीश/प्रथम श्रेणी वेतनभोगी दण्डाधिकारी/उप विभागीय दण्डाधिकारी /तालुका दण्डाधिकारी/कार्यकारी दण्डाधिकारी /विशेष सहायक आयुक्त

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

ख) मुख्य महाप्रांत दण्डाधिकारी/अतिरिक्त मुख्य महाप्रांत दण्डाधिकारी/महाप्रांत दण्डाधिकारी

Chief Presidency Magistrate/ Addl.Chief Presidency Magistrate/ Presidency Magistrate

ग) राजस्व अधिकारी जो तहसीलदार श्रेणी से नीचे के स्तर के न हो ।

Revenue Officer not below the rank of Tehsildar.

घ) क्षेत्र उप विभागीय अधिकारी,जहाँ उम्मीदवार और /या उनका परिवार रहता है।

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

2. अन्य पिछड़े वर्ग के उम्मीदवारों को निर्धारित प्रोफार्मा में सक्षम प्राधिकारी द्वारा जारी उनके अन्य पिछडी जाति का तथा उनके "क्रिमीलेयर" के बाहर होने का प्रमाण-पत्र प्रस्तुत करना होगा ।अन्य पिछड़े वर्ग की श्रेणी में आरक्षण प्राप्त करने वाले उम्मीदवारों को सक्षम प्राधिकारी द्वारा जारी जाति प्रमाण पत्र के अलावा नीचे दिए गए अनुलग्नक -1 के अनुसार घोषणा/प्रतिज्ञा पत्र देना होगा ।

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". The candidates seeking reservation under OBC category should submit a self declaration/ undertaking as per Annexure-I given below in addition to the certificate issued by the Competent Authority.

3. केन्द्गीय या राज्य सरकार द्वारा गठित चिकित्सा बोर्ड के सक्षम प्राधिकारी द्वारा जारी असमर्थता प्रमाण पत्र प्रस्तुत करना है ।

The Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Government.

अनुलग्नक-1

केवल अन्य पिछड़ी जाति के उम्मीदवारों के लिए घोषणा/ प्रतिज्ञा

Declaration/Undertaking - for OBC Candidates only

मैं _____ श्री _____का पुत्र/पुत्री, जो गांव/शहर _____ जिला _____ राज्य का रहने वाला/वाली हूँ, एतद्द्वारा घोषित करता/करती हूँ कि मैं _____समाज से हूँ, जो कार्मिक तथा प्रशिक्षण विभाग के कार्यालय ज्ञापन संख्या: 36012/22/93- स्थापना (एससीटी) दिनांक 8.9.1993 में दिए गए आदेशों के अनुसार भारत सरकार द्वारा सेवा में आरक्षण के प्रयोजन के लिए पिछड़े वर्ग के रूप में मान्यता प्राप्त है । यह भी घोषणा की जाती है कि मैं ऊपर संदर्भित कार्यालय ज्ञापन दिनांक 8.9.1993 की अनुसूची के कॉलम-3 में उल्लिखित व्यक्तियों/ अनुभागों (क्रिमीलेयर) से संबंधित नहीं हूँ ।

I,_____son /daughter of Shri._____ resident of village/town/city_____district_____ state_____hereby declare that I belong to the _____community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt. (SCT), dated 8/9/1993. It is also declared that I do not belong to persons/ sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993.

आवेदन कर्ता के हस्ताक्षर/Signature of the Candidate

स्थान/Place:_____

दिनांक/Date:_____

उम्मीदवार द्वारा घोषणा/प्रतिज्ञा पर हस्ताक्षर न करने पर अस्वीकार किया जाएगा ।Declaration/undertaking not signed by Candidate will be rejected

**D E C L A R A T I O N**

I_____(Name of the Candidates) appearing for interview for the post of _____hereby declare that the Educational Certificates, Experience Certificates and other testimonials submitted by me for employment in the Cotton Corporation of India Limited is genuine.

* *I also hereby declare that to the best of knowledge, none of my relative is employed in the Cotton Corporation of India Limited.*

* *I hereby declare that Shri _____(Name of the person) who is working in the Cotton Corporation of India Limited as_____/who was employed as _____previously in the Cotton Corporation of India Limited is related to me as _____(Please indicate the relationship).*

Date:_____

_____

Signature of the Candidate

*(please fill up whichever is applicable)