



## THE COTTON CORPORATION OF INDIA LTD.

(A Government of India Undertaking)

Kapas Bhavan', Plot No. 3-A, Sector 10, CBD, Belapur, Navi Mumbai 400 614.  
Telephone NO.27579217, 27571429, Fax No.27576030, 27576069, 27579219

Website: <http://www.cotcorp.org.in>

No. CCI/HRD/RECRUITMENT-2019

Date: 23/09/2019

### Advertisement Notification

Sub : FILLING UP OF POST THROUGH LATERAL ENTRY OF EXPERIENCED PERSONNEL FROM PUBLIC SECTOR UNDERTAKING.

THE COTTON CORPORATION OF INDIA LTD is a public sector undertaking under Ministry of Textile, Government of India extending necessary marketing support to the cotton growers in selling their kapas produce at most competitive prices in the various market yards in all cotton growing States through timely intervention – beginning from day one of the kapas arrivals till the end of season, procurement operations spread over in 19 Branches and over more than 400 market yards in the country and having its head quarter at CBD Belapur, Navi Mumbai.

CCIL has a requirement for suitable incumbents through lateral entry from PSU's for appointment in the post of Chief General Manager (E-8), Senior Manager (E-4), Manager (E-3), Deputy Manager (E-2) and Assistant Manager (E-1) in the area of Marketing, vigilance, Finance & Accounts and Information Technology. Accordingly, it is requested that the requirement may be widely circulated in your organization. The detailed requirement is enclosed at Annexure –I.

The interested eligible candidate may send their application in prescribed format, complete in all respects latest by 21/10 /2019, to the address given below:-

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

For other details and application format please visit our website  
<https://www.cotcorp.org.in/>

**Chief General Manager (HRD/Fin)**

## 1. For Marketing/Commercial/Vigilance:-

Post Code	Sr Manager/ Manager/ Deputy Manager/ Assistant Manager
Grade	E-4/ E-3/E-2/ E-1(IDA)
Payscale	Revised Scale
	E-4 - Rs 70,000-2,00,000 E-3 - Rs 60,000-1,80,000 E-2 - Rs 50,000-1,60,000 E-1 - Rs 40,000-1,40,000
No of vacancies	02
Eligibility Criteria	<p>E-4 – The candidate should have total 8 years' Marketing or Commercial experience in PSU. He should either be working in the same scale i.e Rs 70,000-2,00,000 (Pre revised Rs 29,100- 54,500) or if he is working in one scale below then he should have atleast three year experience in lower scale i.e. Rs 60,000-1,80,000 (Pre revised scale – Rs 24,900-50,500)</p> <p>E-3 – The candidate should have total 4 years' Marketing/ Commercial/ Vigilance experience in PSU. He should either be working in the same scale i.e Rs 60,000-1,80,000 (Pre revised scale - Rs 24,900-50,500) or if he is working in one scale below then he should have atleast three year experience in lower scale i.e. Rs 50,000-1,60,000 (Pre revised scale – Rs 20600-46500)</p> <p>E-2 Cadre - The candidate should have total 2 years' Marketing/ Commercial/ Vigilance experience in PSU. He should either be working in the same scale i.e Rs 50,000-1,60,000 (Pre-revised scale- Rs 20,600-46,500) or one scale below i.e. Rs 40,000-1,40,000 (Pre revised scale – Rs 16,400-40,500)</p> <p>For E-1 Cadre – The candidate should have one year Marketing/Ccommercial/Vigilance experience in PSU either in same scale i.e Rs 40,000-1,40,000 (Pre revised scale – Rs 16,400-40,500) or one scale below i.e Rs 30,000-1,20,000 (Pre revised scale – Rs 12,600-32,500)</p> <p><b>Candidate having knowledge of ERP/SAP and working in vigilance section will be given preference</b></p>
Age limit (as on last date of application i.e. 15.10.2019)	The candidate should have atleast minimum residual service of 15 year.
Selection Criteria	The selection process shall consist of scrutiny of applications and screening of shortlisted candidates. Application of candidates shall be scrutinized based on the job specification given and the details of

	experience to be given by candidates. There should not be any vigilance/ disciplinary/ criminal proceeding pending against the candidate.
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1. For Finance and Accounts :-

Post Code	Chief General Manager (F&A) /Deputy Manager (F&A)/ Assistant Manager(F&A)
Grade	E-8/E-2/E-1 (IDA)
Payscale	Revised Scale
	E- 8- 1,20,000 – 2,80,000 E- 2 Rs 50,000-1,60,000 E -1 Rs 40,000-1,40,000
No of vacancies	05 ( out of which 01 post is for E-8 cadre)
Eligibility Criteria	<p><b><u>Chief General Manager (E-8)/Deputy Manager (E-2)/ Assistant Manager (E-1)</u></b></p> <p>E-8 – The candidate should have total 20 years’ experience in finance/accounts department in PSU. He should either be working in the same scale i.e Rs 1,20,000-2,80,000 (Pre revised Rs 51,300- 73,000) or if he is working in one scale below then he should have at least three year experience in lower scale i.e. Rs 1,00,000-2,60,000 (Pre revised scale – Rs 43200-66000)</p> <p>E-2 Cadre - The candidate should have total 2 years’ experience in finance/accounts department in PSU. He should either be working in the same scale i.e Rs 50,000-1,60,000 (Pre-revised scale- Rs 20,600-46,500) or one scale below i.e. Rs 40,000-1,40,000 (Pre revised scale – Rs 16,400-40,500)</p> <p>For E-1 Cadre – The candidate should have one year experience in finance/accounts department in PSU either in same scale i.e Rs 40,000-1,40,000 (Pre revised scale – Rs 16,400-40,500) or one scale below i.e Rs 30,000-1,20,000 (Pre revised scale – Rs 12,600-32,500)</p> <p><b>Candidate having knowledge of ERP/SAP will be given preference.</b></p>
Age limit (as on last date of application i.e. 15.10.2019)	The candidate should have at least minimum residual service of 5 years for CGM post and 15 years for other posts.
Selection Criteria	The selection process shall consist of scrutiny of applications and screening of shortlisted candidates. Application of candidates shall be scrutinized based on

	the job specification given and the details of experience to be given by candidates. There should not be any vigilance/ disciplinary/ criminal proceeding pending against the candidate.
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### 3. For Information Technology:-

Post Code	Deputy Manager (IT)/Assistant Manager (IT)
Grade	E-2/ E-1 (IDA)
Payscale	Revised
	E- 2 Rs 50,000-1,60,000E- 1 Rs 40,000-1,40,000
No of vacancies	01
Eligibility Criteria	<p><b>For Deputy Manager (IT)(E-2)/ Assistant Manager (IT) (E-1):</b></p> <p>E-2 Cadre - The candidate should have total 2 years experience in Information Technology in PSU. He should either be working in the same scale i.e Rs 50,000-1,60,000 (Pre-revised scale- Rs 20,600-46,500) or one scale below i.e. Rs 40,000-1,40,000 (Pre revised scale – Rs 16,400-40,500)</p> <p>For E-1 Cadre – The candidate should have one year experience in Information Technology in PSU either in same scale i.e Rs 40,000-1,40,000 (Pre revised scale – Rs 16,400-40,500) or one scale below i.e Rs 30,000-1,20,000 (Pre revised scale – Rs 12,600-32,500)</p> <p><b>Candidate having knowledge of ERP/SAP will be given preference</b></p>
Age limit (as on last date of application i.e. 15.10.2019)	The candidate should have atleast minimum residual service of 15 years.
Selection Criteria	The selection process shall consist of scrutiny of applications and screening of shortlisted candidates. Application of candidates shall be scrutinized based on the job specification given and the details of experience to be given by candidates. There should not be any vigilance/ disciplinary/ criminal proceeding pending against the candidate.

#### **General Condition**

1. The number of vacancies may increase or decrease as per requirement and at the sole discretion of CCI.
2. Application form is available in downloadable form annexed with the advertisement on CCI website <https://www.cotcorp.org.in/>

3. Application should be submitted through offline mode only in the prescribed application form.
4. The duly signed application form should be accompanied with following documents as under:
  - i. 10<sup>th</sup> Board Certificate for proof of date of birth.
  - ii. Identity proof
    - a) Identity card issued by the employer
    - b) Aadhar/Election card/Driving license /passport (any one of them)
  - iii. Graduation Certificate / Degree / Final Year Mark sheet from the Recognized University.
  - iv. Pay certificate / attested copy of Pay slip in support of experience and relevant pay scale for the duration concerned.
  - v. Caste certificate, if applicable.
  - vi. Details of experience in chronological order indicating start date / end date / designation / pay scale and area of experience.
  - vii. Candidates will be required to submit NOC/relieving certificate from previous employer before joining CCI on their selection.
5. Candidates will have to produce the original documents at the time of screening, if called.
6. Incomplete application not accompanied with the required certificates / documents/ unsigned are liable to be rejected.
7. Application should be sent in a cover super scribing the postcode, post, discipline applied and may be sent to the office of Chief General Manager (HRD/Fin), The Cotton Corporation of India Ltd., Kapas Bhavan, Plot No.3 A, Sector-10, C.B.D Belapur, Navi-Mumbai-400 614 (M.S)
8. The Corporation will not be responsible for any postal delays/ wrong delivery/ non-delivery of communication at any stage of the recruitment process.
9. Mere submission of application will not guarantee the adequacy of candidature for being considered for further selection process.
10. The last date for submission of application is 21.10.2019.
11. The candidate selected will be under probation period for one year.
12. The candidate can be posted in any of the offices of the Corporation. The Management also reserves its right to change the job-profile of the candidate at its discretion at any time.
13. To and fro Air Fare/1<sup>st</sup> Class A.C. train fare for CGM post from shortest route will be reimbursed to the eligible candidates who will be attending the interview, on giving proof of journey.
14. To and fro II<sup>nd</sup> A.C. train fare other than CGM Post from shortest route will be reimbursed to the eligible candidates who will be attending the interview, on giving proof of journey.

CHIEF GENERAL MANAGER (HRD/FIN)

# **THE COTTON CORPORATION OF INDIA LIMITED**

(A GOVERNMENT OF INDIA UNDERTAKING)

## **APPLICATION FORM (LATERAL ENTRY FOR EXPERIENCED PERSONNEL)**

Affix recent  
passport  
size  
Photograph

Post applied for	
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### PERSONAL DATA

1	Name	
2	Fathers Name	
3	Date of Birth	
4	Category	
5	Gender	
6	Aadhar Card No	
7	PAN no	
8	Name of Present Organisation	
9	Present Designation/Department	
10	Date from which present post is held in regular basis	
11	Present Pay Scale/ Grade pay and basic pay as on date of application	
12	Whether any relative is working in CCI, If yes, Pls provide details	
13	Contact details	Address:
		Email ID
		Telephone - Off/Res/Mobile

14. Whether the eligible criteria prescribed for the post are satisfied

Y/N

15. Educational Qualifications (attach separate sheet if required)

SI No	Qualification	Year	Percentage of Marks	Institution/University

15. Experience Details (attach separate sheet if required)

SI No	Name of the Office	Post held	From	To	Pay Scale (IDA)	Nature of Duties

### **DECLARATION**

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 or after joining CCI, my candidature will stand automatically cancelled.

(Name & Signature of the candidate)

Date/Place