

 <p>भा.क.नि. CCI</p>	<p style="text-align: center;">भारतीय कपास निगम लिमिटेड THE COTTON CORPORATION OF INDIA LTD. (भारत सरकार का उपक्रम) A Government of India Undertaking(साकार-1,10 वी मंजील, गांधीग्राम रेल्वे स्टेशन के पास, नहेरु बिज के सामने, आश्रम रोड, अहमदाबाद-380 009 Sakar-1, 10th floor, Near Gandhi Gram Railway Station, Opp.Nehru Bridge, Ashram Road, Ahmedabad-380 009 Telephone No. 079-26588822 Fax No. 079-26589717. E-mail: vksinha@cotcorp.com/ Web site: http://www.cotcorp.org.in</p>	
<p>CIN : U51490MH1970GOI014733 GST No. 24AAACT4053B1ZY वेब साईट: www.cotcorp.org.in/www.ministryoftextiles.gov.in</p>		

NO.CCI/AHD/HRD/2018-19/

DATE : 24.09.2018

Walk-in-Interview

Recruitment of Office Assistant (A/c) & Office Assistant(Gen) on Temporary basis.

The Cotton Corporation of India Ltd. (A Government of India Undertaking), Branch Office Ahmedabad is looking for B.Com. for the post of Clerk (A/c) & B.A. BBA any other equivalent degree for the post of Clerk (General) purely on temporary basis on a consolidated wages of Rs. 17000/-p.m. all inclusive with knowledge of computer for each post.

Walk-in-Interview is schedule on 09.10.2018 onward on above address. Registration time is 9.30 a.m. to 11.30 a.m. For details, the interested candidates may see our website www.cotcorp.org.in.

GENERAL MANAGER



THE COTTON CORPORATION OF INDIA LTD.

(A Government of India Undertaking)

Branch Office: Ahmedabad (Gujarat)

Recruitment of B.Com., B.A. & equivalent
(ON TEMPORARY BASIS)

1)	Name of the Post	:	Temporary Office Assistant (A/c), Temporary Office Assistant (General)	
2)	Number of vacancies	:	As per requirement	
3)	Minimum Eligibility Qualification	:	a). For Temporary Clerk (A/c) : B.Com from a recognized University with aggregate 60% marks (55% marks in case of SC/ST/PH) and with knowledge of computer is mandatory b). For Temporary Clerk (General) : The candidate should be a graduate from a recognized University with aggregate 60% marks (55% marks in case of SC/ST/PH) and with knowledge of computer is mandatory	
4)	Maximum Age	:	27 years as on <u>01.11.2018</u> (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).	
5)	Reservations	:	For SC/ST/OBC/Physically Handicapped persons will be provided as per Government of India's directives.	

The Cotton Corporation of India Ltd., Branch Office Ahmedabad, invites application from candidates having above mentioned qualification, for the post of Office Assistant (A/c) & Office Assistant (General) on temporary basis. The temporary of Office Assistant (A/c) & Office Assistant (General) will be on a consolidated wages of Rs. 17000/-p.m. all inclusive. The selected candidates can be posted anywhere in Gujarat. **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.**

Interested persons fulfilling the criteria mentioned above shall have to bring their application in the required format which can be downloaded 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) (d) Aadhar Card. Completed Application Form alongwith original certificate for verification should be superscribing the name of the post applied for on the envelope should reach at the following address on or brought at the time of Walk-in-Interview at following address

**The Cotton Corporation of India Ltd.,
10th Floor, Sakar I, Opp.Nehru Bridge,
Navrangpura, Ahmedabad 380009.**

- (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 Gujarat. The Management also reserves its right to change the job-profile of the candidate at its discretion at any time.
- (iii). Number of vacancies can be increased/ decreased, at the discretion of the Management, without assigning any reason and without issuing any further notice. 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 have been issued recently (issued on or after 1.04.2018).** 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. 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. **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 this advertisement shall be subject to the jurisdiction of the courts in Ahmedabad.

आवेदन प्रोफार्मा / Application Form

पासपोर्ट आकार
का फोटो लगाएं
**Affix Passport
size photo**

पद के लिए आवेदन : _____

APPLICATION FOR THE POST OF : _____

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. 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 लगाएं) Category (Please specify) (Please tick mark the column applicable) सामान्य/ General <input type="checkbox"/> अनु.जा./ / SC <input type="checkbox"/> अनु.ज.जा./ ST <input type="checkbox"/> अ.पि.जा./ OBC <input type="checkbox"/> शारीरिकविकलांग (वीएच/एचएच/ओएच) Physically Handicapped (VH/HH/OH): <input type="checkbox"/>	
6.	Whether you belong to Minority Community. If yes, please specify whether you are Muslim/ Christian/ Sikh/ Buddhists/ Zoroastrians (Parsis):- _____	

7.	जन्म तारीख तथा पूर्ण वर्ष में आयु (01.11.2018 को) Date of Birth with Age in completed years (as on 01.11.2018) जन्म तारीख (ता./माह/वर्ष): _____ Date of birth (dd/mm/yyyy): _____ आयु (as on 01.11.2018): _____ वर्ष _____ माह Age (as on _____): _____ years _____ months				
8.	अर्हता/ Qualifications:				
		बोर्ड/संस्था/विश्वविद्यालय का नाम Name of the Board/ Institution/University	उत्तीर्ण परीक्षा Exam passed	उत्तीर्ण एवं वर्ष Month & Year of passing	कुल मार्कस का प्रतिशत Aggregate % of marks
	10 वीं/10 th				
	12 वीं /12 th				
	Graduation (Mention below name of the degree acquired):				
	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 गिरुतार किया गया ? a) Have you ever been arrested?	हां/नहीं Yes/No			
	ख) क्या आप पर कभी अभियोग चलाया गया ? b) Have you ever been prosecuted?	हां/नहीं Yes/No			
	ग) क्या आपको कभी कारागृह में रखा गया ? c) Have you ever been kept under detention?	हां/नहीं Yes/No			
	घ) क्या आप कभी आवद्ध रहें ? d) <u>Have you ever been bound down?</u>	हां/नहीं Yes/No			

	<p>ड) क्या आप पर कभी विधि न्यायालय द्वारा जुर्मना लगाया गया ?</p> <p>e) Have you ever been fined by a Court of Law?</p>	<p>हां/नहीं</p> <p>Yes/No</p>
	<p>च) क्या आपको कभी किसी अपराध के लिए विधि न्यायालय द्वारा दोषी सिद्ध किया गया ?</p> <p>f) Have you ever been convicted by a Court of Law for any offence?</p>	<p>हां/नहीं</p> <p>Yes/No</p>
	<p>छ) क्या आपको कभी किसी परीक्षा से रोका गया अथवा किसी विश्वविद्यालय या किसी अन्य शैक्षणिक प्राधिकारी/संस्थान द्वारा निकाला गया ?</p> <p>g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution?</p>	<p>हां/नहीं</p> <p>Yes/No</p>
	<p>ज) क्या आपको कभी किसी संघ लोक सेवा आयोग द्वारा इसकी परीक्षा/ चयन में प्रवेश से रोका गया या अयोग्य घोषित किया गया ?</p> <p>h) Have you ever been debarred/disqualified by any Public Service Commission from appearing at its examination/selection?</p>	<p>हां/नहीं</p> <p>Yes/No</p>
	<p>झ) क्या इस फार्म को भरते समय विधि न्यायालय में आपके विरुद्ध कोई मामला लम्बित है ?</p> <p>i) Is any case pending against you in any Court of Law at the time of filling up this form?</p>	<p>हां/नहीं</p> <p>Yes/No</p>
	<p>ट) क्या इस फार्म को भरते समय किसी विश्वविद्यालय या शैक्षणिक प्राधिकारी/संस्थान द्वारा आपके विरुद्ध कोई मामला लम्बित है ?</p> <p>j) Is any case pending against you by any University or any other educational Authority/Institution at the time of filling up this form?</p>	<p>हां/नहीं</p> <p>Yes/No</p>
	<p>यदि उपर उल्लिखित प्रश्नों में से किसी का उत्तर "हाँ" है, तो मामले, गिरफ्तारी/ कारावास/ जुर्मना/ दोषविद्धि/ दंड इत्यादि तथा/ या न्यायालय/ विश्वविद्यालय/ शैक्षणिक प्राधिकारी आदि के पूर्ण विवरण इस फार्म को भरते समय दें ।</p> <p>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.</p>	

10.

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 प्रमाणपत्र (एचएससी/ एसएससी /स्नातक प्रमाण पत्र)
Copies of mark sheet as well as Degree Certificate (SSC/HSC/Graduation).
- 3) आधारकार्ड की प्रतिलिपि
Copy of Aadhar Card
- 4) अधिकृत प्राधिकारी द्वारा जारी जाति प्रमाण पत्र की प्रतिलिपि
Copy of Caste Certificate issued by Empowered Authority
- 5) निर्धारित फार्म 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
- 6) जहां ग्रेड पॉइंट्स दिए जाते हैं संस्था/ विश्वविद्यालय द्वारा मार्क्स के समकक्ष प्रतिशत का संस्था/ विश्वविद्यालय द्वारा साक्ष्यांकित प्रमाणपत्र
Wherever grade points are awarded, a certificate of equivalent percentage of marks certified by the Institute/ University.

घोषणा पत्र / Declaration

मैं एतद द्वारा घोषित करता हूँ कि मेरे द्वारा आवेदन पत्र में दिए गए सभी विवरण मेरी जानकारी के अनुसार संपूर्ण तथा सही हैं। साक्षात्कार के पूर्व या साक्षात्कार के पश्चात मेरे द्वारा दी गई जानकारी झूठी / गलत या अपात्र होने की स्थिति में, मेरी उम्मीदवारी स्वतः 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 के हस्ताक्षर)
Signature of candidate)

उम्मीदवार का नाम : _____

Name of candidate : _____

दिनांक / Date: _____

स्थान / Place: _____

नोट/ NB -

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 वेतन भोगी दण्डाधिकारी/उप विभागीय दण्डाधिकारी/ तालुका दण्डाधिकारी/कार्यकारी दण्डाधिकारी /विशेष सहायक आयुक्त

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.

- 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 के 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 पिछड़ी 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/पतिज्ञा 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. केन्द्रीय या राज्य सरकार द्वारा गठित चिकित्सा बोर्ड के सक्षम प्राधिकारी द्वारा जारी असमर्थता प्रमाण पत्र पुस्तुत करना है ।

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

ANNEXURE-I

Declaration/ undertaking - for OBC Candidates only

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.

Signature of the Candidate

Place:

Date:

Declaration/undertaking not signed by Candidate will be rejected

अनुलग्नक 1

केवल अन्य पिछड़ी जाति के उम्मीदवारों के लिए घोषणा /प्रतिज्ञा

मैं _____ श्री _____ का पुत्र/पुत्री, जो गांव/शहर _____

_____ जिला _____ राज्य का रहने वाला/वाली हूँ, एतद द्वारा 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 उपर संदर्भित कार्यालय ज्ञापन दिनांक 8.9.1993 की अनुसूची के कॅलम 3 में उल्लिखित व्यक्तियों/अनुभागों (क्रिमीलेयर) से संबंधित नहीं हूँ।

आवेदन कर्ता के हस्ताक्षर

स्थान :

दिनांक :

उम्मीदवार द्वारा घोषणा/प्रतिज्ञा पर हस्ताक्षर न करने पर अस्वीकार किया जाएगा।

DECLARATION

I _____ (Name of the candidate)
appearing for interview for the post of
_____ hereby declare that the Educational
Certificates, Experience Certificate 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 my knowledge, none of my relatives is
employed in the Cotton Corporation of India Limited

*I hereby declare that Shri _____(name of the person)
who employed in the Cotton Corporation Of India Limited as
_____who as 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)

