भा.क.नि.
CCI

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-2020 -21 Date:12th May 2020

Advertisement Notification

Sub : RECRUTIMENT OF SECUIRITY GUARD

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 Corporate Office at CBD Belapur, Navi Mumbai.

CCIL having a requirement of two experienced incumbents on immediate basis having working experience in CPSE based in Mumbai/Navi Mumbai or Ex-servicemen through recruitment for its Corporate Office Navi Mumbai. The detailed eligibility is enclosed at Annexure –I.

The interested eligible candidate may send their application in prescribed format, complete in all respects latest by 18/05/2020, to the email address ccirecruitments@cotcorp.com

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

CGM (HRD/Fin)

Annexure –I

1. For Security Guard

Post Code	Security Guard
Grade	Grade I C
Payscale	Rs12,000- Rs 50,000 (IDA)
No of vacancies	02 (1 UR and I OBC)
Eligibility Criteria	The candidate should have total 05 year's experience as security guard out of which he/she should have at least 03 years work experience in any CPSE based in Mumbai/Navi Mumbai either on regular basis or temporary/contract basis. In case of ex-servicemen having at least 5 or more years of experience in Armed Forces or in government department may also apply.
Age limit	Age not more than 35 years as on 01.05.2020 for general candidates, relaxation of 3 years for OBC (excluding creamy layer). For Ex-Servicemen- The upper age limit shall be relaxed by allowing deduction of length of actual Armed Forces service from his actual age and the resultant age should not exceed the maximum age limit prescribed for the post by more than 3 years.
Selection Criteria	The eligible candidate shall be called for an in-house test which is scheduled to be conducted on 21st May 2020

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://cotcorp.org.in/
3. Application should be submitted in the prescribed application form only through email. Applications not submitted in prescribed format will be rejected.
4. The duly signed application along with following documents should be scanned and sent to email ID i.e **ccirecruitments@cotcorp.com** :
   i. 10th Board Certificate for proof of date of birth.
   ii. 12th Board Certificate
   iii. Identity proof
      a) Aadhar/Election card/Driving license /passport (any one of them)
   iv. Graduation Certificate / Degree / Final Year Mark sheet from the Recognized University.
   v. Pay certificate / attested copy of Pay slip in support of experience.
   vi. Copy if experience certificate of existing/previous employer.

vii. Caste certificate, if applicable.
viii. Details of experience in chronological order indicating start date / end date / designation / pay and area of experience.

5. Candidates will have to produce the original documents at the time of screening, if called.
6. Candidates will be required to submit NOC/relieving certificate from previous employer before joining CCI on their selection.
7. In case Ex-servicemen, certificate to be submitted for age relaxation should be submitted (Annexure –II). Further an undertaking should also be submitted by candidates applying for civil post under ex-servicemen category (Annexure III).
8. There should not be any criminal proceeding pending against the candidate
9. Incomplete application are liable to be rejected.
10. The Corporation will not be responsible for any wrong delivery/ non-delivery of communication at any stage of the recruitment process.
11. Mere submission of application will not guarantee the adequacy of candidature for being considered for further selection process.
12. The last date for submission of application is 18.05.2020.
13. The candidate selected will be under probation period for one year.
14. If required, the candidate can also be posted at any of the branch offices of the Corporation. The Management also reserves its right to change the job-profile of the candidate at its discretion at any time.

CGM (HRD/FIN)

आवेदन प्रोफार्मा/ Application Form

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

	पद के लिए आवेदन : **सेक्युरिटी गार्ड** **APPLICATION FOR THE POST OF : SECURITY GUARD**	
1.	पूरा नाम (बडें अक्षरों में) Name in full (In capital letters)	
2.	पिता का नाम Father name	
3.	लिंग Gender	
4.	आधार कार्ड नं. Aadhar Card No	
5.	पैन नं.PAN No.	
6.	सीसीआई में कोई रिश्तेदार काम कर रहा है या नहीं, यदि हॉ, तो कृपया विवरण प्रदान करें। Whether any relative is working in CCI, If yes, please provide details.	
7.	क्या पद के लिए निर्धारित पात्रता मापदंड संतुष्ट है। Whether the eligibility criteria prescribed for the post are satisfied	हॉ / नहीं Yes/No
8.	स्थायी पता Permanent Address (The address must contain name of the state) :	
	दुरभाष नं./ Tel. No. ई–मेल आय.डी. / E-Mail I.D.:	

9.	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) :	

10	श्रेणी (लागू कॉलम में निषान लगाए) Category (Please specify) (Please tick mark the column applicable) सामान्य / General ☐ अ.पि.जा. / OBC ☐ भूतपूर्व सैनिक./Ex-servicemen ☐
11	Whether belongs to Minority Community. If yes, please specify whether you are Muslim/ Christian/ Sikh/ Buddhists/ Zoroastrians (Parsis):-_____
12	जन्म तारीख तथा पूर्ण वर्ष में आयु(.....को) Date of Birth with Age in completed years (as on _____): जन्म तारीख(ता./माह./वर्ष) _____ Date of birth (dd/mm/yyyy): _____ आयु (**as on 01.05.2020**): _____ वर्ष _____ माह Age (**as on 01.05.2020**): _____years_____months
13	अर्हता/ Qualifications:

		बोर्ड/संस्था/विष्वविदयालय का नाम Name of the Board/ Institution/University	उत्तीर्ण परीक्षा Exam passed	उत्तीर्ण माह एवं वर्ष Month & Year of passing	कुल मार्कस का प्रतिषत Aggregate % of marks
	10वी/ 10th				
	12वी /12th				
	Graduation (Mention below name of the degree acquired): _____				
	अन्य यदि कोई है Other if any				

14. Experience Details (attach separate sheet if required)
अनुभव विवरण (यदि आवश्यक हो तो अलग शीट संलग्न करें)

Sr. No	Name of the office	Post held	From	To	Pay Scale (IDA)	Nature of Duties

15 प्रत्येक प्रष्न का निर्दिष्ट उत्तर हॉ 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 गिरफतार किया गया?	हॉ / नहीं
a)	Have you ever been arrested?	Yes/No
ख)	क्या आप पर कभी अभियोग चलाया गया?	हॉ / नहीं
b)	Have you ever been prosecuted?	Yes/No
ग)	क्या आपको कभी कारागृह में रखा गया?	हॉ / नहीं
c)	Have you ever been kept under detention?	Yes/No
घ)	क्या आप कभी आवद्ध रहें ?	हॉ / नहीं
d)	Have you ever been bound down?	Yes/No
ड)	क्या आप पर कभी विधि न्यायालय द्वारा जुर्माना लगाया गया ?	हॉ / 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 ?	हॉ / 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 विष्वविदयालय का किसी अन्य षैक्षणिक प्राधिकारी / संस्थान द्वारा निकाला गया ?	हॉ / नहीं
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 प्रवेष से रोका गया आयोग्य घोषित किया गया?	हॉ / 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 विरुध्द कोई मामला लम्बित है?	हॉ / नहीं
i)	Is any case pending against you in any Court of Law at the time of filling up this form?	Yes/No
ट)	क्या इस फॉर्म को भरते समय किसी विष्वविदयालय या शैक्षणिक प्राधिकारी / संस्थान द्वारा आपके विरुद्ध कोई मामला लम्बित है?	हॉ / 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 उपर उल्लिखित प्रष्नों में से किसी का उत्तर हॉ है तो मामले,गिरफतारी / कारावास / जुर्माना / दोषविद्धि / दंड इत्यादि तथा / या न्यायालय / विष्वविदयालय / षैक्षणिक 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.
16	**अनुलग्नक की सुची / List of enclosures:** 1) जन्म तारीख के प्रुफ की साक्ष्यांकित प्रतिलिपि (एचएससी/एसएससी प्रमाण पत्र /जन्म प्रमाण पत्र) Certified copy of proof of date of birth (SSC/HSC Certificate/ Date of Birth Certificate) 2) मार्कषीट प्रतिया तथा स्नातक प्रमाण पत्र (एचएससी/एसएससी/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 **घोषणा पत्र / Declaration** मै एतदद्वारा घोषणा करता हू कि मेरे द्वारा आवेदन पत्र में दिए गए सभी विवरण मेरी जानकारी के अनुसार संपूर्ण तथा सही है। साक्षात्कार के पूर्व या साक्षात्कार के पश्चात मेरे द्वारा दी गई जानकारी झूठी/गलत या अपात्र होने की स्थिती में,मेरी उम्मीदवारी स्वतः रदद 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: _____

नोट/ NB -

1. अन्य पिछडे 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 पिछडे वर्ग की श्रेणी में आरक्षण प्राप्त करने वाले उम्मीदवारों का 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.

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 पिछडी जाति के उम्मीदवारों के लिए घोषणा/प्रतिज्ञा

मैं..... श्री ..... का पुत्र/पुत्री, जो गांव/षहर ..... जिला ..... राज्य का रहने वाला/वाली हूँ, एतद्द्वारा घोषित करता/करती हूँ कि मैं ..... समाज से हूँ, जो कार्मिक तथा प्रषिक्षण विभाग के कार्यालय ज्ञापन संख्याः 36012/22/93– स्थापना (एससीटी) दिनांक 08.09.1993 में दिए गए आदेषों के अनुसार भारत सरकार द्वारा सेवा में आरक्षण के प्रयोजन के लिए पिछडे वर्ग के रूप में मान्यता प्राप्त है। यह भी घोषणा की जाती है कि मैं उपर संदर्भित कार्यालय ज्ञापन दिनांक 08.09.1993 की अनुसूची के कॉलम–3 में उल्लिखित व्यक्तियों/अनुभागों (क्रिमीलेयर) से संबंधित नही 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 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 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 is employed 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)

घोषणा

मै .....(उम्मीदवार का नाम) .....

.....के पद के लिए साक्षात्कार में होने वाले पर घोषणा करता हूँ कि मेरे द्वारा प्रस्तुत शैक्षणिक प्रमाणपत्र, अनुभव तथा अन्य प्रमाणपत्र भारतीय कपास निगम में रोजगार के लिए वास्तविक (Genuine) हैं।

* मै यह भी घोषणा करता हूँ कि मेरी जानकारी के अनुसार, भारतीय कपास निगम में मेरा कोई भी रिष्तेदार कार्यरत नहीं है।

* मै यह भी घोषणा करता हूँ कि श्री .....जो भारतीय कपास निगम लिमिटेड में .....के तौर पर/जो पूर्व में .....के पद पर भारतीय कपास निगम में कार्यरत थे, मुझसे रिष्ते में ..... के रूप में जुडे हुए है ।

दिनांक : ....

उम्मीदवार का हस्ताक्षर

(* जो भी लागू हो) भरें

ANNEXURE -II

FORM OF CERTIFICATE TO BE SUBMITTED BY EX-SERVICEMEN FOR SEEKING AGERELAXATION/APPOINTMENT AGAINST VACANCIES RESERVED FOR EX-SERVICEMAN

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that No..... Rank..... Name..... whose date of birth is..... has rendered service from..... to ..... in Army/Navy/Air Force.

2. He has been released from military services:

a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

iv) he has not been transferred to the reserve pending such release

b) on account of physical disability attributable to Military Service.

c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place: .....

Date: .....

Signature, Name and Designation of the

Competent Authority**
SEAL

Delete the paragraph which is not applicable.

ANNEXURE - III

FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL POSTS UNDER EX-SERVICEMEN CATEGORY

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re--employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

2. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

Signature of Candidate

Place:

Dated: