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/HO/HRD/Rectt Cont.basis/2022-23/1354 14th July 2023

Advertisement Notification

Sub : ENGAGEMENT OF EXPERIENCED PROFESSIONAL ON CONTRACT BASIS

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 450 market yards in the country and having its head quarter at CBD Belapur, Navi Mumbai.

CCIL has a requirement of committed, result oriented and experienced professional having exposure of legal, commercial background and expertise in company secretarial matter of central Public Sector Undertaking or State Public Sector Undertaking or other listed companies to work as Company Secretary on contract basis

The interested eligible candidate may send their application in prescribed format, complete in all respects latest by 14/08/2023, to the address given below:-

Deputy General Manager (HRD),
The Cotton Corporation of India Ltd.,
5th Floor, Kapas Bhavan, Plot No.3 A,
Sector-10, C.B.D Belapur,
Navi-Mumbai-400 614 (M.S)

For other details (Annexure-I) and application format (Annexure II) please visit our website https://cotcorp.org.in/

Deputy General Manager (HRD)

Annexure –I

1. Eligibility Criteria

Sr No	Name of the Post	Age	Qualification	Post Qualification experience and age limit as on 01/07/2023	CTC (in Rs per month
1	Company Secretary	Below 40 years	The candidate should be a qualified Company Secretary with degree in law. MBA qualification will be added advantage	Minimum 4 years' experience as CS in Public Sector Undertaking or State Public Sector Undertaking or other listed companies	60,000/- per month (Consolidated total payment) With annual increment of 10%

Selection Process

Screening

The Selection process shall consist of scrutiny of applications and screening of shortlisted candidates. Application of candidates shall be shortlisted based on the job specification given and the details of experience given by the candidate. Those candidates who are shortlisted shall be called for second stage of selection process i.e. personal interview.

Interview

In the second stage, the personal interview will be conducted. Based on the credentials and performance in the personal interview the candidates will be shortlisted and the offer of engagement shall be issued to the suitable candidate in order of merit.

I. General Condition:

1. The tenure of contract engagement on full time basis will be initially for a period of 2 year which will be extendable for every 2 years depending on the performance and requirement.
2. Only Indian nationals are eligible to apply
3. The cut-off date for age and experience will be 01/07/2023
4. Teaching experience and training period (Induction) will not be counted as experience

5. The appointment is on purely contract basis and it is not against any permanent vacancy. This placement will not entitle any candidate to claim for regular/ permanent employment in CCI

6. CCIL reserves the right to change the number of vacancies, cancel/restrict/modify/alter the vacancies or cancel the recruitment process without issuing any further notice or assigning any reason.

7. Any amendment/modification/corrigendum in respect of recruitment through this Advertisement shall only be communicated through CCIL website and not through publication in newspaper. Hence candidates are advised to keep themselves updated by visiting the website from time-to-time for updates etc.

8. How to apply:

   a) Application should be submitted through offline mode only in the prescribed application form at Annexure –II

   b) Application should be sent in a cover super scribing the post applied and may be sent to the office of Deputy 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)

   c) Candidates employed Public Sector Undertaking or listed Public Sector Undertaking or other listed companies should only apply and candidates employed in Central PSUs and State PSUs are advised to submit application through proper channel or they will be required to submit NOC at the time of their Personal Interview.

9. The duly signed application form as enclosed should be accompanied with following documents in the order given below:

   i. Copy of 10th Board Certificate for proof of date of birth

   ii. Identity card proof

      a) Aadhar/PAN/Election card/Driving license/passport (Any one of them)
      b) Copy of Identity card issued by the Employer

   iii. Copy of Educational Qualification Identity Proof

      a) Graduation (Semester-wise mark sheet and Final Degree certificate)
      b) Post-Graduation (Semester-wise mark sheet and Final Degree certificate)
      c) Professional courses/examination Certificate

   iv. Caste certificate, if applicable.

   v. Copy of Experience Certificate

      a) Copy of valid documents providing details of Present Post/Grade & Scale of pay with other details.

b) Copy of experience certificates in respect of other organizations (in case worked in multiple organizations) in descending order.

10. Application liable for rejection:

a) Incomplete application.

b) Application not accompanied with the required certificates / documents/ unsigned.

c) Applications not received within stipulated time limit by/through specified mode of application as above.

11. Candidates will have to produce the original documents at the time of personal interview.

12. The Corporation will not be responsible for any post delays /wrong delivery/non-delivery of communication at any stage of recruitment process.

13. Mere submission of application will not guarantee the adequacy of candidature for being considered for further selection process.

14. The last date of submission is 14/08/2023.

15. 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.

****

FORMAT OF APPLICATION FOR THE POST OF COMPANY SECRETARY IN THE COTTON CORPORATION OF INDIA ON CONTRACT BASIS

Affix recent passport size Photograph

1	Name of Applicant (in Block Letter)	
2	Fathers Name	
3	Date of Birth of Applicant (DD/MM/YYYY)	
4	Age in Years, month and days (as on 01/07/2023	
5	Gender	
6	Marital Status	
7	Whether SC/ST/OBC/EWS/General/ Minority (Enclose Caste Certificate)	
8	Aadhar No	
9	Pan No	
10	UAN No issued by EPFO	
11	Contact details	
	a) Communication Address (In detail with pincode)	
	b) Permanent Address (In detail with pincode)	
	c) Mobile no	
	d) Email Address	
12	a) Present Employer name and Address with contact details	
	b) Employer type (tick mark appropriately)	PSU/State PSUs/other Listed Companies/Others
13	Present Employment Details	
	a) Designation	
	b) Scale of Pay (with date of entry in the scale of pay)	
	c) Grade and date of entry in the Grade.if any	
	d) Place of posting (Date since when)	
14	Whether any relative is working in CCI, If yes, Pls provide details	No

15 . Whether the eligible criteria prescribed for the post are satisfied | Y/N |

16. Educational Qualifications (attach separate sheet if required)

Sl No	Qualification	Year	Percentage of Marks	Institution/University

Note : Enclose self-attested copy of Mark statement and certificate

17. Experience Details (attach separate sheet if required)

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

Note: Enclose self-attested copy of experience certificate

18. Declaration (Tick Mark)

☐ I hereby solemnly affirm that the statement made and information furnished by me in the above proforma is true and correct.

☐ I have not concealed any information.

☐ However, if any information furnished is found to be fraudulent, incorrect and untrue before or after the interview or after joining CCI, I understand that I am liable to criminal prosecution and I also agree to forgo my appointment if made and may candidature will stand automatically cancelled

(Name & Signature of the Applicant)

Place:
Date: