भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम/ A Government of India Undertaking)

(वस्त्र मंत्रालय/MINISTRY OF TEXTILES)

CIN: U51490MH1970GOI014733

''कपास भवन'', एस.सी.ओ. 7-11, न्यू हाउसिंग बोर्ड, बरनाला रोड, सिरसा – 125055 (हरियाणा)

"Kapas Bhawan", S.C.O. 7-11, New Housing Board, Barnala Road SIRSA-125055 (Haryana)

दूरभाष:01666-248601, 218459, 298601, ई-मेल: sirsa@cotcorp.com

वाक इन इंटरव्यू / Walk - in - Interview

पूर्णतः अस्थाई आधार पर अस्थाई फील्ड/कार्यालय कर्मचारी की आवश्यकता
Requirement of Temporary Field/ Office staff on purely temporary basis

भारतीय कपास निगम लिमिटेड, (भारत सरकार का उपक्रम), शाखा कार्यालय - सिरसा को **85 दिनों के लिए** अधिसूचना में दर्शाये गए समेकित वेतन पर **अस्थाई आधार पर** स्नातक (बी.एससी. कृषि / बी.कॉम / किसी भी स्ट्रीम में कोई अन्य स्नातक) की आवश्यकता है। इच्छुक उम्मीदवार निर्धारित आवेदन प्रारूप और सभी मूल प्रमाण-पत्रों के साथ अधिसूचना में निर्दिष्ट अनुसूची के अनुसार उपरोक्त पते पर दिनांक 17.09.2025 व् 18.09.2025 को उपस्थित हों। विस्तृत जानकारी और आवेदन पत्र के लिए उम्मीदवार वेबसाइट www.cotcorp.org.in देख सकते हैं।

The Cotton Corporation of India Ltd., (A Government of India Undertaking) Branch Office - Sirsa is looking for Graduates (B.Sc. Agriculture / B.Com / any other Graduate in any stream) for 85 days purely on temporary basis on consolidated wages as specified in the Notification. Interested candidates should appear at the above mentioned address on 17.09.2025 & 18.09.2025 as per schedule specified in the notification along with prescribed application format and all original certificates. For detailed information and Application Form, candidate may check website www.cotcorp.org.in.

उप महाप्रबंधक / Dy. General Manager

Date: 28.08.2025

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"Kapas Bhawan", S.C.O. 7-11, New Housing Board, Barnala Road, SIRSA-125055 (Haryana)

दूरभाष:01666-248601, 218459, 298601, ई-मेल: sirsa@cotcorp.com

संख्या:भाकनि/सिरसा/मासंवि/अस्थाई.कर्म./2025/ Date: 28.08.2025

Requirement of Temporary Field/ Office staff
(ON PURELY TEMPORARY BASIS)

1)	Name of the Post	:	1. **Temporary Field Staff** 2. **Temporary Office Staff (A/c)** 3. **Temporary Office Staff (General)**
2)	Number of vacancies	:	Based on requirement
3)	Eligibility Qualification	:	**a). For Temporary Field Staff :** **i) Essential Qualification**- B.Sc (Agriculture) 50% in aggregate for Gen/OBC and 45% in aggregate for SC/ST/PH **ii) Desirable Qualification:** Basic Computer proficiency, including working knowledge of MS-office applications (Excel,Word,Power Point etc.)
		:	**b) For Temporary Office Staff (A/c):** **i) Essential Qualification:** B.Com 50% in aggregate for Gen/OBC and 45% in aggregate for SC/ST/PH **ii) Desirable Qualification:** Basic Computer proficiency, including working knowledge of MS-office applications (Excel,Word,Power Point etc.)
		:	**c). For Temporary Office Staff (General):** **i) Essential Qualification:** Graduate in any stream 50% in aggregate for Gen/OBC and 45% in aggregate for SC/ST/PH **ii) Desirable Qualification:** Basic Computer proficiency, including working knowledge of MS-office applications (Excel,Word,Power Point etc.)
4)	Maximum Age	:	35 years as on 01.10.2025, 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.

Post-wise Wages & Schedule of Interview:

Name of Post	Consolidated Salary Per Month (Rs.) all inclusive (subject to all statutory deductions)	Date of Interview & Time
Temporary Office Staff (A/c)	25,500/-	17.09.25 **(10:30 A.M. to 4.00PM)**
Temporary Office Staff (General)	25,500/-	
Temporary Field Staff	37,000/-	18.09.2025* **(10:30 A.M. to 4.00 PM)**

***Those candidates who shall report upto 4:00 PM on dt. 17.09.25 shall be interviewed on the same day. However, in case interviews of some candidates could not be completed on 17.09.25, in such cases, their interview will be done on next day i.e. 18.09.25.**

The Cotton Corporation of India Ltd., Branch Office Sirsa invites application from graduates (B.Sc. Agriculture / B.Com / any other Graduate in any stream), for the posts of Temporary Field Staff, Temporary Office Staff (A/c), Temporary Office Staff (General). The selected candidates will be on consolidated wages as mentioned above. The selected candidates can be posted anywhere in Haryana. **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 may downloaded the application form from our website www.cotcorp.org.in. Applicant should bring all original certificates and 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). Applicant should reach at the following address as per the specified schedule mentioned above for Walk-in-Interview along with completed Application Form and required documents:

The Cotton Corporation of India Ltd.
Branch Office: Sirsa
Kapas Bhawan", SCO 7-11, New Housing Board, Barnala Road,
Sirsa – 125055 (Haryana)

Others Details:

1. Reservation: For SC/ ST/ OBC/ PH will be as per Government of India's guidelines/directives.
2. Change in Job-Profile and Posting: The candidate can be posted anywhere in Haryana. The Management also reserves its right to change the job-profile of the candidate at its discretion at any time.
3. The Corporation shall not be responsible for any postal delays/wrong delivery/non-delivery of communication at any stage of the recruitment process. Selected candidate will be intimated through e-mail mentioned in their application. No other mode of correspondence will be done.
4. Incomplete application can be summarily rejected.
5. Mere fulfillment of qualification will not entitle the person to be appointed.
6. Number of vacancies can be increased/ decreased, at the discretion of the Management, without assigning any reason and without issuing any further notice.
7. Management reserves the right to raise the Standard of Specifications.
8. Appointment shall be subject to police verification.
9. The selected candidate will not be eligible for any permanent recruitment. This post is on purely temporary basis for maximum 85 days. The services can be terminated any time before 85 days also without any prior notice or assigning any reason thereof. Also, the services of selected candidate can be extended or re-engaged at the discretion of the Corporation.
10. Canvassing in any form and /or bringing in any influence will be treated as disqualification.
11. **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 01.04.2025).**
12. 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.
13. **The candidate will have to attend interview at their own expenses and Corporation will not bear any expenses in this regard.**
14. Any legal proceeding arising out of this advertisement shall be subject to the jurisdiction of the courts in Sirsa (Haryana).

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 नााम Father name	
3	स्थायी पता Permanent Address (The address must contain name of the state)	
4	दूरभाष नं /Mobile. No.	
5	ईमेल आय डी नं. / E-Mail I.D.	
6	पत्राचार के लिए पता यदि उपरोक्त (3) से अलग हो (पते में राज्य का नाम अवश्य होना चाहिए) : Address for correspondence if different than (3) above (The address must contain name of the state) :	
7	Aadhar Card no. (enclose a copy)	
8	Universal Account No. (PF No.)	
9	श्रेणी (लागू कॉलम में निशान लगाएं) Category (Please specify) (Please tick mark the column applicable) सामान्य / General ☐ अनु.जा./ SC ☐ अनु.ज.जा./ ST ☐ अ.पि.जा. ./ OBC ☐ शारीरिक विकलांग (वीएच/एचएच/ओएच) : ☐ Physically Handicapped (VH/HH/OH):	
10	Whether you belong to Minority Community. If yes, please specify whether you are Muslim/ Christian/ Sikh/ Buddhists/ Zoroastrians (Parsis):- _____	
11	जन्म तारीख तथा पूर्ण वर्षों में आयु (_____ को): Date of Birth with Age in completed years (as on _____): जन्म तारीख (दिनांक/महीना/वर्ष):_____ Date of birth (dd/mm/yyyy): _____ आयु (as on _____): _____ वर्ष _____ माह Age (as on _____): _____years_____months	
12	Any relative working in CCI – Yes / No	

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

14	प्रत्येक प्रश्न का निर्दिष्ट उत्तर हाँ या नहीं काटते हुए जैसी भी स्थिति हो, दिजीए				
	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 रहे ?			हाँ/नहीं
	d)	Have you ever been bound down?			Yes/No
		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
		क्या आपको कभी किसी अपराध के लिए विधि न्यायालय द्वारा किसी दोषी सिद्ध किया गया ?			हाँ/नहीं
	f)	Have you ever been convicted by a Court of Law for any offence?			Yes/No
		क्या आपको कभी किसी परीक्षा से रोका गया अथवा विश्वविद्यालय या किसी अन्य शैक्षणिक प्राधिकारी /संस्थान द्वारा निकाला गया ?			हाँ/नहीं
	g)	Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution?			Yes/No
		क्या आपको कभी किसी संघ लोक सेवा आयोग द्वारा इसकी परीक्षा/चयन में प्रवेश से रोका गया या अयोग्य 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
		क्या इस फॉर्म को भरते समय विधि न्यायालय में आपके विरुद्ध कोई मामला लंबित है?			हाँ/नहीं
	i)	Is any case pending against you in any Court of Law at the time of filling up this form?			Yes/No
		क्या इस फॉर्म को भरते समय किसी विश्वविद्यालय या शैक्षणिक प्राधिकारी /संस्थान द्वारा आपके विरुद्ध कोई मामला लंबित 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 उपर उल्लिखित प्रश्नों में से किसी का उत्तर 'हां' है तो मामले/गिरफ्तारी/कारावास/जुर्माना/दोषविद्धि/दंड इत्यादि तथा/या न्यायालय/ विश्वविद्यालय / शैक्षणिक प्राधिकारी आदि के पूर्ण विवरण इस फॉर्म को भरते समय दें।
	k)	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.
15	अनुलग्नक की सूची / **List of enclosures:**	
	1 जन्म तारीख के प्रुफ की साक्षंकित प्रति (एसएससी/एचएससी प्रमाणपत्र)	
	Certified copy of proof of date of birth (SSC/HSC Certificate)	
	2 मार्कशीट प्रतियां त्था स्नातक प्रमाणपत्र (एसएससी/एचएससी/स्नातक प्रमाणपत्र)	
	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 फॉर्म में विकलांग प्रमाणपत्र व्यक्ति की संबंधित विकलांगता 40% से कम ना होना बतानेवाला विकलांगता प्रमाणपत्र	
	Disability Certificate in the prescribed form stating that persons suffering from not less than 40% of the relevant disability	
	5 जहां ग्रेड पॉईंटस दिए जाते हैं, संस्था/विश्वविद्यालय द्वारा मार्कस के समकक्ष प्रतिशत का संस्था/विश्वविद्यालय द्वारा सांक्षांकित प्रमाण पत्र।	
	Wherever grade points are awarded, a certificate of equivalent percentage of marks certified by the Institute/ University.	
	घोषणा पत्र / Declaration	
	मैं एतद्द्वारा घोषणा करता हूं कि मेरे द्वारा आवेदन पत्र में दिए गए सभी विवरण जानकारी अनुसार संपूर्ण तथा सही हैं। साक्षात्कार से 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 का हस्ताक्षरü)	
	(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 दंडाधिकारी /अतिरिक्त दंडाधिकारी /जिलाधिश /उपायुक्त/ अतिरिक्त उपआयुक्त / उप जिलाधिश /प्रथम श्रेणी वेतनभोगी दंडाधिकारी /उपविभागीय दंडाधिकारी /तालुका दंडाधिकारी /कार्यपालक दंडाधिकारी / 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 दंडाधिकारी / अतिरिक्त मुख्य महाप्रांत दंडाधिकारी / महाप्रांत दंडाधिकारी
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, जहां 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 "क्रीमीलेयर" से 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 अनुलंग्नक-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. केंद्रीय या राज्य सरकार द्वारा गठित चिकित्सा बोर्ड के सक्षम प्राधिकारी द्वारा जारी असमर्थता प्रमाणपत्र प्रस्तुत 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-।

केवल अन्य पिछड़ी जाति के उम्मीदवारों के लिए घोषणा/प्रतिज्ञा

मैं,_____ श्री._____ का पुत्र/पुत्री जो गांव /शहर_____ जिला_____राज्य_____ का रहनेवाला/वाली हूँ, एतद्द्वारा घोषित करता/ करती हूं कि मैं _____समाज से हूँ, जो कार्मिक तथा प्रशिक्षण विभाग के कार्यालय ज्ञापांक 36012/22/93-स्था. (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 घोषित की जाती है कि मैं उपर संदर्भित कार्यालय ज्ञापन, दिनांक 8/9/1993 की अनुसूची के कॉलम 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।