



भारतीय कपास निगम लिमिटेड THE COTTON CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम)

(A Government of India Undertaking)



प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन प्लॉट नं. 3/ए, सेक्टर 10, सीबीडी बेलापुर, नवी मुंबई - 400 614.

ADMN. & REGD. OFFICE : Kapas Bhavan, Plot No. 3/A, Sector 10, CBD Belapur, Navi Mumbai - 400 614.

दूरभाष/PHONE : 2757 9217 • ग्राम/GRAM : "COTCORPIND" • फैक्स/FAX : (022) 2757 6030 - 9219 - 6069

ई-मेल/E-mail : headoffice@cotcorp.com

CIN: U51490MH1971GOI014733

वेबसाइट: <http://www.cotcorp.gov.in>

मंत्रालय की वेबसाइट: <http://www.ministryoftextiles.gov.in>

No. भाकनि /मा.सं.वि /2022-23

8 फरवरी 2023

विज्ञापन अधिसूचना

विषय: सार्वजनिक क्षेत्र के उपक्रम से अनुभवी कर्मियों की लेटरल प्रविष्टि के माध्यम से कंपनी सचिव (ई-3 ग्रेड) पद के लिए भर्ती

भारतीय कपास निगम लिमिटेड, वस्त्र मंत्रालय, भारत सरकार के अंतर्गत एक सार्वजनिक क्षेत्र का उपक्रम है और इसका मुख्यालय सीबीडी बेलापुर, नवीमुंबई में स्थित है जो देश के 19 शाखाओं और 450 से अधिक मार्केट यार्डों में कपास की आवक के पहले दिन से लेकर सीजन के अंत तक खरीद परिचालन में ससमय हस्तक्षेप कर विभिन्न मार्केट यार्डों में सबसे अधिक प्रतिस्पर्धी कीमतों पर सभी कपास उत्पादक राज्यों में कपास उत्पादकों को अपने कपास उपज बेचने के लिए आवश्यक विपणन सहायता प्रदान करता है।

भारतीय कपास निगम लिमिटेड में ई-3 ग्रेड (प्रबंधक) के रूप में कंपनी सचिव के पद पर नियुक्ति के लिए लेटरल प्रविष्टि के माध्यम से केंद्रीय सार्वजनिक क्षेत्र के उपक्रमों / उद्यमों में स्थायी पद पर कार्यरत प्रतिबद्ध, परिणामोन्मुखी और अनुभवी पेशेवर की आवश्यकता है। तदनुसार, अनुरोध किया जाता है कि इस विज्ञापन को आपके संगठन में व्यापक रूप से परिचालित करें। विस्तृत विज्ञापन अनुबंध-1 पर संलग्न है।

इच्छुक पात्र उम्मीदवार अपना आवेदन केवल उचित माध्यम से निर्धारित प्रारूप में पूर्ण रूप से भरकर दिनांक 08/03/23 तक नीचे दिए गए पते पर भेज सकते हैं: -

उप महाप्रबंधक (मासंवि),
भारतीय कपास निगम लिमिटेड,
5वीं मंजिल, कपास भवन, प्लॉट नंबर 3 ए,
सेक्टर-10, सी.बी.डी बेलापुर,
नवी-मुंबई-400 614 (महाराष्ट्र)

कृपया अन्य विवरण और आवेदन प्रारूप के लिए हमारी वेबसाइट <https://cotcorp.org/in/> देखें।

उप महाप्रबंधक (मासंवि)



भा.क.नि.
भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम)
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No. CCI/HRD/2022-23

8th February 2023

Advertisement Notification

Sub : FILLING UP OF POST OF COMPANY SECRETARY (E-3 GRADE) 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 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 holding permanent post in Central Public Sector Undertaking/ Enterprises through lateral entry for appointment in the post of Company Secretary under E-3 Grade (Manager). 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 only through proper channel, complete in all respects latest by 08/03/23, 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 and application format please visit our website <https://cotcorp.org.in/>

Deputy General Manager (HRD)

I. Eligibility Criteria

Post Code	Company Secretary
Grade	E-3
Pay scale	Rs 60,000-180000 (Revised scale)
No of Vacancies	One (1)
Eligibility Criteria	<p><u>Qualification</u> The Candidate should be a qualified Company Secretary with degree in law. MBA qualification will be added advantage.</p> <p><u>Experience</u> He/She should have minimum 4 year's experience as Company Secretary or equivalent in any PSU/ organization of repute</p> <p>He/she should currently be working in a PSU in the same scale i.e. Rs 60,000- 1,80,000 (Pre-revised – Rs 24,900-50,500) or one scale below i.e. Rs 50,000/- to 1,60,000/- (Pre-revised scale Rs 20,600 – 46,500)</p> <p>However he/she should have minimum total experience of 4 years.</p>

II. Selection Criteria

Age Limit (as on last date of application i.e 08/03/2023)	The candidate should have at least 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 shortlisted based on the job specification given and the details of experience given by the candidate. There should not be any vigilance/disciplinary /criminal proceeding pending against candidate.

III. General Condition:

1. 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.
2. Application form is available in downloadable forms annexed with the advertisement on CCI website <https://cotcorp.org.in/Recruitment.aspx>.
3. 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.

4. 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 postcode, post, discipline 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 in PSU should only apply and are advised to submit application through proper channel or they will be required to submit NOC at the time of their Personal Interview (Screening).

5. 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 organisations) in descending order.
- vi. Copy of last three years ACR or APAR rating certified by Forwarding Officer of the Organization.

- vii. Certificate of forwarding application through proper channel/No Objection Certificate by the present employer in the prescribed proforma enclosed at Annexure -III
- viii. All above documents except clause vi & vii shall be self-certified.

6. 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.
 - d) A person against whom a disciplinary or criminal proceeding is pending.
7. Candidates will have to produce the original documents at the time of personal interview (screening).
8. The Corporation will not be responsible for any post delays /wrong delivery/non-delivery of communication at any stage of 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 of submission is 08/03/2023.
11. The candidate selected will be under probation period of 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 IInd Class AC train fare from shortest route will be reimbursed to the eligible candidates who will be attending the interview, on giving proof of journey.
14. The candidates shall have the option to opt out of the disclosure scheme under RTI.

**FORMAT OF APPLICATION FOR THE POST OF COMPANY SECRETARY
IN THE COTTON CORPORATION OF INDIA LIMITED THROUGH LATERAL ENTRY**

Select the suitable /appropriate option of mode of application

- Applying through proper channel
- Producing NOC at the time of Interview

Affix recent
passport size
Photograph

Post applied for	
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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 08/03/2023)	
5	Gender	
6	Marital Status	
7	Whether SC/ST/OBC/EWS/General/ Minority (Enclose Caste Certificate)	
8	Contact details	
	a) Communication Address (In detail with pincode)	
	b) Permanent Address (In detail with pincode)	
	c) Mobile no.	
	d) Email Address	

9	a) Present Employer name and Address with contact details	
	b) Employer type (tick mark appropriately)	Maharatna/Navratna/Miniratna Cat-I/ Miniratna Cat-II/ others
10	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	
	d) Place of posting (Date since when)	
11	Whether any relative is working in CCI, If yes, Pls provide details	

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

13. 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

14. 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

15. ACR/APAR Final rating for the past three years

Sl No	Appraisal Year	Final Rating	Remarks

Note: Enclose copy of last three ACR/APAR certified by forwarding officer of the Organisation

16. Details of major/minor penalties if any in the service period.	
17. Have you ever been convicted, if yes, details	
18. Any criminal/ Vigilance/ disciplinary case pending against you, if yes, details.	
19. Disclosure of information under RTI Act 2005 I hereby opt out the option of disclosure of information under Right to Information Act 2005 <input type="checkbox"/> Yes, Disclose <input type="checkbox"/> No Disclosure	

20. 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.
- I hereby solemnly affirm and declare that I am free from Disciplinary/vigilance angle and no proceeding have been contemplated or pending against me in the present organisation. In case an information comes to my notice. I will inform CCI of the same immediately.
- 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
- I agree to abide by the rules and regulation of CCIL

(Name & Signature of the Applicant)

Place:

Date:

CERTIFICATE OF FORWARDING THROUGH PROPER CHANNEL / NO OBJECTION
CERTIFICATE
(Certificate by the present employer)

1. Certified that the particulars furnished by Mr/Ms/Mrs _____, Designation _____, Scale of pay _____, (Grade _____) have been checked from available records and found correct. He/she possess the educational qualification and year of experience mentioned in the notification for lateral entry in the Cotton Corporation of India Limited.
2. This is also certified that his above mentioned scale of pay and grade is equivalent to DPE's scale of pay of Rs _____ and Grade _____ and his/her selection to the applied post shall not result in any grade jump (as per DPEs OM No W-02/0028/2017-DPE (WC)GL-XIII/ 17 dated 03.08.2017[in case of pre-revised scale of pay the relevant DPE OMs for pay revision])
3. Certified that no Criminal/Vigilance /disciplinary case is either pending/contemplated against the applicant.
4. It is certified that no major/minor penalties have been imposed on the applicant during the service period.

(Signature)

Name, Designation & contact no of the forwarding officer (Office stamp)

Date:

Place:

List of Enclosure: if any