



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/DR/2023-24

9th February 2024

ADVERTISEMENT NOTIFICATION

Sub : FILLING UP OF POST OF COMPANY SECRETARY (E-2 GRADE)
THROUGH DIRECT RECRUITMENT OF EXPERIENCED
PERSONNEL FROM PUBLIC SECTOR UNDERTAKING OR PRIVATE
SECTOR ORGANISATION OF REPUTE.

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 or Private Sector Organization of repute through Direct Recruitment entry for appointment in the post of Company Secretary under E-2 Grade. The detailed requirement is enclosed at Annexure –I.

The interested eligible candidate may send their application, complete in all respects latest on or before 01.03.2024, 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-2 (Deputy Manager)
Pay scale	Rs 50,000-160000 (Revised scale 2017)
No of Vacancies	One (1) - UR
Eligibility Criteria	<p><u>Qualification:</u> A Company Secretary (CS).</p> <p><u>Desirable:</u> Degree in law and/ or MBA qualification will be an added advantage.</p> <p><u>Experience:</u> The candidate should have minimum 2 years experiences as Company Secretary or equivalent post in public sector undertaking or private sector organization of repute.</p>
Age Limit	Not exceeding 35 years

II. GENERAL CONDITIONS

1. Only Indian Nationals need to apply. Mere submission of application will not entail right for claiming appointment.
2. The application fee i.e. Demand Draft (DD) to be attached with the application is “Non-Refundable”. Candidates should mention their name and post applied for on the reverse side of the DD.
3. IInd Class A.C. to and fro railway fare from shortest route will be reimbursed to the eligible candidates who will be attending the interview, on giving proof of journey.
4. The Corporation will not be responsible for any postal delays/ wrong delivery/ non-delivery of communication at any stage of the recruitment process.
5. Incomplete application will be rejected. Mere fulfilment of qualification will not entitle the person to be called for interview. Canvassing in any form and or bringing in any influence will be treated as disqualification.
6. The Corporation reserves the right to shortlist candidates for interview. Management reserves the right to raise the Standard of Specifications to restrict the number of candidates to be called for written test/ interview. In case the response is high, the Corporation may consider conducting written test.
7. 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. Number of vacancies can be increased or decreased, at the discretion of the management without assigning any reason and without issuing any further notice.
8. Age, Qualification & Experience stipulated above should be as on date of advertisement.
9. The decision of CCI about the mode of selection of eligible candidates for shortlisting of candidates for interview shall be final and binding. No correspondence will be

entertained with the candidates not short-listed. Management reserves the right to reject the application of any candidate without assigning any reason.

10. Category (SC/ ST/ OBC/ PH) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.
11. Candidate should ensure that the details filled in the application form should duly tally with the document enclosed. If any variation is observed in application form and document enclosed, the candidature of the candidate will be liable to be rejected. Documents attached with the application form, will be verified only for the candidates who get shortlisted for interview.
12. Any legal proceeding arising out of this advertisement shall be subject to the jurisdiction of the courts in Mumbai (Maharashtra).
13. Candidate should indicate the aggregate percentage (%) obtained calculated to the nearest two decimals in the online application. Where CGPA/ OGPA is awarded the same should be converted into percentage (%) and indicate the same in online application. A certificate of equivalent percentage of marks certified by the Institute/ University will have to be attached with the application **OR** copy of the “Conversion Formula” notified by the Board/ University for converting grades into percentage (%) has to be attached with the application form as enclosure.
14. 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.
15. Candidates will have to produce the original documents at the time of screening, if called.
16. Mere submission of application will not guarantee the adequacy of candidature for being considered for further selection process.
- 18 Reservation/ Relaxation and Concessions for candidates belonging to SC/ ST/ OBC/ EWS/PwBD/Ex-serviceman categories will be as per Government of India’s guidelines/directives.
 - Upper age limit is relaxable by 5 years in respect of SC/ ST candidate. Upper age limit is relaxable by 3 years in respect of OBC (Non-creamy layer) candidates. Non-Creamy layer certificate produced by the OBC candidate should be validity specific i.e. it should be valid on the date of advertisement **OR** it should be a recently obtained certificate (issued on or after 1.09.2023) of not belonging to the “Creamy Layer” in the format prescribed by the Government of India, from a Competent Authority.
 - In respect of Persons with Benchmark Disabilities (PwBDs), upper age limit is relaxable by 5 years, which will be over and above the relaxation admissible for candidates belonging to SC/ ST/ OBC (Non-creamy layer).
- 19 Relaxation for internal candidates: The internal candidates are eligible for age relaxation only, provided they fulfill all other criteria for direct recruitment. However,

they should be presently working in one scale/ post lower than the post applied for with minimum one year experience in lower scale/ post.

- 20 Change in Job-Profile and Posting: The candidate can be posted in any of the offices in India. The Management also reserves its right to change the job-profile of the candidate at its discretion at any time.
- 21 Interested candidates may send their application in the prescribed proforma which can be downloaded from our website <https://cotcorp.org.in/Recruitment.aspx>. The completed application form superscribing the name of the post applied for on the envelope along with DD of Rs 500/- for SC/ST/PH candidates (for administrative charges) Rs. 1500/- for UR/OBC/EWS (for administrative charge and application fee) payable to The Cotton Corporation of India Ltd payable at Navi Mumbai should reach at the following address on or before 01/03/2024:

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)

22. The candidate selected will be under probation period of one year.

III. HOW TO APPLY:

- a) Application should be submitted through offline mode only in the prescribed application form at Annexure –II.
- b) Applicants should have a valid E-mail ID and Mobile No. and it should be kept active during the entire recruitment process. Important communications will be sent on the registered E-mail ID only.
- c) Candidates employed in Central & State PSU should apply only through proper channel or they will be required to submit NOC at the time of their Interview failing which he/she will not be allowed to appear on the interview.

IV. DOCUMENTS TO BE ATTACHED ALONGWITH APPLICATION FORM:

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

- i. Copy of 10th Board Certificate for proof of date of birth
- ii. Identity card proof
 - a) Aadhar/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 certificate in respect of other organization in case worked in multiple organizations) in descending order.
- vi. In case of candidates of Central & State PSU, the Certificate of forwarding application has to be sent through proper channel/No Objection Certificate by the present employer in the prescribed proforma enclosed at Annexure - III
- vii. All above documents except clause vi & vii shall be self-certified.

V. APPLICATIONS LIABLE FOR REJECTION:

- a) Incomplete application not accompanied with the required certificates / documents/ unsigned are liable to be rejected.
- b) Applications not received within stipulated time limit by/through specified mode of application as above.
- c) A person against whom a disciplinary or criminal proceeding is pending.

**FORMAT OF APPLICATION FOR THE POST OF COMPANY SECRETARY
IN THE COTTON CORPORATION OF INDIA LIMITED THROUGH DIRECT RECRUITMENT**

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 date of advertisement)	
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)	Central PSU / State PSU /Private
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. Details of major/minor penalties if any in the service period.	
16. Have you ever been convicted, if yes, details	
17. Any criminal/ Vigilance/ disciplinary case pending against you, if yes, details.	

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.
- 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 my 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