



THE COTTON CORPORATION OF INDIA LTD

(A Government of India Undertaking)

'BhavanarayanNilyam, Near JyotiMahal Hotel, Convent Road,
Rayagada: 765001, Tel No: 06856-224616, E-Mail: rayagada@cotcorp.com

Recruitment of Office Clerk(Accounts/General) on Temporary Basis

The Cotton Corporation of India Ltd., A Government of India Undertaking, Branch Office at Rayagada, Odisha is looking for qualified Graduates in Science/Commerce/Arts for the post ofOffice Clerk (Accounts/General)purely on "**Temporary Basis**" on a consolidated salary of Rs.12, 000/- p.m.subject to statutory deductions. The last date of receipt of hard copy of application at CCI, Branch Office Rayagada is 10/07/2014. The details along with the Application Form can be obtained from our website www.cotcorp.gov.in.

BRANCH MANAGER



THE COTTON CORPORATION OF INDIA LTD

(A Government of India Undertaking)

'BhavanarayanNilyam, Near JyotiMahal Hotel, Convent Road,
Rayagada: 765001, Tel No: 06856-224616, Fax No: 06856 – 226103
E-Mail: rayagada@cotcorp.com

RECRUITMENT OF OFFICE CLERK (ON TEMPORARY BASIS)

1.	Name of the Post	:	Temporary Clerk (for Branch Office)
2.	Number of Vacancies	:	1. Temporary Clerk (for A/c's):2 2. Temporary Clerk (for Gen) : 1 ----- Total :Three (03)
3.	Eligibility Qualification	:	1. <u>For Temporary Clerk (A/c's):</u> B.Com from a recognized university with fair knowledge of Computers. 2. <u>For Temporary Clerk (General):</u> The candidate should be a Science/Commerce/Arts graduate from a recognized university with fair knowledge of Computers.
4.	Maximum Age	:	45years as on 10/07/2014 (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.
6.	Work Experience	:	Minimum of 5 yrs in any Organization/Firm. Experience of candidates having served CCI can also be considered

The Cotton Corporation of India Ltd., Branch Office Rayagada, invites application from Science/Commerce/Arts Graduates for the posts of Temporary Clerk. The selected candidates will be on a consolidated wages of **Rs.12000/- p.m** all inclusive and subject to statutory deductions. The selected candidates can be posted anywhere in India. **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 send their application in the required format which can be obtained by sending self-addressed stamped envelope at the following address or can be downloaded from our website www.cotcorp.gov.in or from the website www.ministryoftextile.gov.in 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). The complete Application Form clearly superscribing the Name of the

post applied for on the envelope should reach at the following address on or before **10/07/2014**:

**Branch Manager,
The Cotton Corporation of India Ltd.,
Branch Office: Rayagada-765001, Odisha**

Candidates 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.

- (i) Reservation: For SC/ ST/ OBC/ PH will be as per Government of India's guidelines/directives.
- (ii) Change in Job-Profile and Posting: The candidate can be posted anywhere in India. The Management also reserves its right to change the job-profile of the candidate at its discretion at any time.
- (iii) **The Corporation shall not be responsible for any postal delays/ wrong delivery/ non-delivery of communication at any stage of the recruitment process.** Incomplete application can be summarily rejected. The Corporation reserves the right to shortlist candidates for interview. No correspondence will be entertained with the candidates not shortlisted. Mere fulfillment of qualification will not entitle the person to be called for interview. Number of vacancies can be increased/ decreased, at the discretion of the Management, without assigning any reason and without issuing any further notice. Management reserves the right to raise the Standard of Specifications to restrict the number of candidates to be called for interview. Canvassing in any form and /or bringing in any influence will be treated as disqualification. **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 1.04.2014).** 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. Management reserves the right to reject the application of any candidate without assigning any reason. **The candidate will have to attend interview at their own expenses and Corporation will not bear any expenses in this regard.** Any legal proceeding arising out of this advertisement shall be subject to the jurisdiction of the courts in Rayagda, Odisha.

APPLICATION FORM

Affix recent
Passport size
colour photo

APPLICATION FOR THE POST OF: _____															
1.	Name in full (In capital letters):														
		(Surname first)													
2.	Father name:														
3.	Permanent Address (The address must contain name of the state) :														
		Police Station: _____													
		District: _____													
		State: _____ PIN: _____													
	Tel. _____ No:- _____ Mobile _____														
	No: _____														
	E-Mail I.D.: _____														
4	Address for correspondence if different than (3) above (The address must contain name of the state) :														
		Police Station: _____													
		District: _____													
		State: _____ PIN: _____													
5	Category (Please specify) (Please tick mark the column applicable)														
	<table border="1" style="margin: auto; border-collapse: collapse;"><tr><td style="padding: 2px;">General</td><td style="width: 40px; height: 20px;"></td><td style="padding: 2px;">SC</td><td style="width: 40px; height: 20px;"></td></tr><tr><td style="padding: 2px;">ST</td><td style="width: 40px; height: 20px;"></td><td style="padding: 2px;">OBC</td><td style="width: 40px; height: 20px;"></td></tr><tr><td style="padding: 2px;">Physically Handicapped (VH/HH/OH):</td><td style="width: 40px; height: 20px;"></td><td style="width: 40px; height: 20px;"></td><td style="width: 40px; height: 20px;"></td></tr></table>			General		SC		ST		OBC		Physically Handicapped (VH/HH/OH):			
General		SC													
ST		OBC													
Physically Handicapped (VH/HH/OH):															
6.	Whether you belong to Minority Community. If yes, please specify whether you are Muslim/ Christian/ Sikh/ Buddhists/ Zoroastrians (Parsis):- _____														

7.	Date of Birth with Age in completed years (as on _____): Date of birth (dd/mm/yyyy): _____ Age (as on 10/07/2014): _____ years _____ months				
8.	Qualifications:				
		Name of the Board/ Institution/University	Exam passed	Month & Year of passing	Aggregate % of marks
	10 th				
	12 th				
	Graduation (Mention below name of the degree acquired): _____				
	Other if any				

9.		
	Specific answers to each of the question should be given by striking out 'Yes' or 'No' as the case may be:	
	a)	Have you ever been arrested? Yes/No
	b)	Have you ever been prosecuted? Yes/No
	c)	Have you ever been kept under detention? Yes/No
	d)	Have you ever been bound down? Yes/No
	e)	Have you ever been fined by a Court of Law? Yes/No
	f)	Have you ever been convicted by a Court of Law for any offence? Yes/No
	g)	Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution? Yes/No
	h)	Have you ever been debarred/disqualified by any Public Service Commission from appearing at its examination /selection? Yes/No
	i)	Is any case pending against you in any Court of Law at the time of filling up this form? Yes/No
	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

	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.
10.	<u>List of enclosures:</u> 1. Certified copy of proof of date of birth (SSC/HSC Certificate) 2. Copies of mark sheet as well as Degree Certificate (SSC/HSC/Graduation). 3. Copy of Caste Certificate issued by Empowered Authority 4. Disability Certificate in the prescribed form stating that persons suffering from not less than 40% of the relevant disability. 5. Wherever grade points are awarded, a certificate of equivalent percentage of marks certified by the Institute/ University. <u>Declaration</u> 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. (Signature of candidate) Name of candidate : _____ Date: _____ Place: _____

NB:-

1. The caste certificate of SC/ST must be issued by any of the following empowered authority 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.Chief Presidency Magistrate/ Addl.Chief Presidency magistrate/ Presidency Magistrate Revenue Officer

not below the rank of Tehsildar. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

2. 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. 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.

(Name of the Candidate)
Signature of the Candidate

Place:
Date:

Declaration/undertaking not signed by Candidate are will be rejected