THE COTTON CORPORATION OF INDIA LTD.

(A Government of India Undertaking, Ministry of Textiles)

KAPAS BHAVAN, Plot No.3 A, Sector-10, CBD Belapur,

NAVI MUMBAI- 400 614

RECRUITMENT AGAINST VARIOUS POSTS ON DIRECT RECRUITMENT 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 400 market yards in the country and having its head quarter at CBD Belapur, Navi Mumbai. For further strengthening its core competencies, CCI invites applications on direct recruitment basis from dynamic, proficient and motivated candidates looking for exciting career opportunities and want to be a part of our growth journey. Interested and eligible candidates can apply for the vacancies ONLINE, through our website www.cotcorp.org.in.

1. Candidates to ensure their eligibility for the Posts:

   Before applying, candidates should ensure that they fulfill the eligibility criteria for the advertised posts. The CCI would admit to the Examinations all the candidates applying for the post with the requisite fee/intimation charges (wherever applicable) on the basis of the information furnished in the ONLINE application and shall determine their eligibility only at the final stage i.e. document verification. If at that stage, it is found that any information furnished in the ONLINE application is false/ incorrect or if according to the Corporation, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature will be cancelled and he/she will not be allowed to appear for document verification and can be removed from service without notice, if he/she has already joined the Corporation.

2. Mode of Application
   Candidates are required to apply online through the Company's website www.cotcorp.org.in. No other mode for submission of application is available.

3. Important Dates

Events	Important Dates
Opening date of online registration form	02.01.2020
Closing date of online registration form(Last day of Fee payment)	27.01.2020

** The Corporation reserves the right to make any changes in these dates

4. Help Facility – In case of any problem in filling up the form, application fee payment/intimation charges or in downloading of e- admit card, queries may be made through email at cotcorphelpdesk@gmail.com and phone number 022-61306219 from 10 am to 5 pm on working days

5. Use of Mobile Phones and other electronic devices banned

a) The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

b) Candidates are advised in their own interest not to bring any of the banned items including mobile phone/pagers to the venue of the examination, as arrangement of safe-keeping cannot be assured.

c) Candidates are advised not to bring any valuable items to the examination halls, as safe keeping of the same cannot be assured. The CCI will not be responsible for any loss in this regard.

6. Addendum/Corrigendum: Please note that Addendum/corrigendum, if any, issued on the above advertisement, will be published only on the Corporation's website www.cotcorp.org.in.

A. DETAILS OF POSTS:

1. The Corporation having its Head Office in Navi Mumbai and branch offices all over India invites application for filling up the following post, the details of which are as under:-

Sl No.	Post Code	Name of the post	No of Posts	Upper Age limit as On 01.10.2019	Qualification	Experience
1	11	Assistant Company Secretary -II	01 (UR)	32	A Company Secretary with Degree in law. MBA qualification will be added advantage.	Should have minimum of one (1) year experience as company secretary or equivalent post in a public sector undertaking or private sector organization of repute.
2	12	Assistant Manager (Civil)	01 (UR)	32	BE (Civil) from a recognized university with minimum 50% marks in aggregate.	Should have one (1) year experience in reputed public/private sector organization holding a responsible position in civil maintenance work.
3	13	Assistant Manager (Legal)	01 (UR)	32	Degree in law (3 years or 5 years integrated law course) with minimum 50% marks in aggregate.	Should have minimum one (1) year experience as practicing advocate or should have employees in a legal firm or any organization of repute. Should be well conversant with Contract Act and other service regulation in government services. MBA qualification will

						be added advantage
4	14	Assistant Manager (Official Language)	1 (UR)	32	Post graduate degree in Hindi with minimum 50% marks in aggregate. Should have studied English language upto graduation and should be well conversant in Hindi. Qualification in Hindi translation would be added advantage. Should be well conversant with the Government of India instructions in the matter of Hindi as official language in PSU/Central Govt Offices. MBA will be an added advantage.	Should have minimum of One (1) year experience in any organization of repute
5	15	Management Trainee (HR)	1 (UR)	30	MBA /PGDM with specialization in HR or post graduate in any discipline in Human Resource Management with Minimum 50% aggregate.	
6	16	Management Trainee (Mktg)	10 (1-SC, 3 OBC, 1-EWS, 5-UR)	30	MBA in Agri Business Management/ Agriculture related MBA.	
7	17	Management Trainee (Accounts)	10 (1-SC, 3 OBC, 1-EWS, 5-UR)	30	CA/CMA/MBA (Fin) / MMS/M.Com. or any equivalent Post Graduate Degree in Commerce discipline	
8	18	Junior Commercial Executive	20 (3-SC, 1-ST, 4 –OBC, 2-EWS, 11-UR)	27	B.Sc Agriculture from any recognized University with an aggregate of 50% marks, 45% marks in case of SC/ST/PH candidates.	Criteria in case of employees of Cotton Corporation of India Ltd. (CCI) is: Qualification –Any Graduate (10+2+3) Age –The age relaxation is only to the extent of number of years they put in service in CCI, provided they fulfill all other criteria for direct recruitment
9	19	Junior Assistant (General)	14 (1-SC, 1-ST, 3 OBC, 1-EWS, 08-UR)	27	B.Sc Agriculture from any recognized University with an aggregate of 50% marks, 45% marks in case of SC/ST/PH candidates.	
10	20	Junior Assistant (Accounts)	15 (2 -SC, 1-ST, 3 OBC, 1-	27	B.Com from any recognized University with an aggregate of 50%	

			EWS, 08-UR)		marks, 45% marks in case of SC/ST/PH candidates.	
11	21	Hindi translator	01 (UR)	27	Graduate in Hindi with English as one of the subjects. a) Desirable: Master's degree in Hindi, with English as a subject or in English with Hindi as a subject at Degree level. He /She should be well versed in translation work from English to Hindi and vice versa. Knowledge of Sanskrit and other Indian languages b) Journalistic experience /and aptitude in public relation work in journalism	

ABBREVIATION: UR – Unreserved; SC – Scheduled Caste; ST – Scheduled Tribe; OBC – Other Backward Class; EWS – Economically Weaker Sections.

IMPORTANT NOTE FOR EWS (ECONOMICALLY WEAKER SECTIONS):

1. 10% of Vacancies are reserved for the EWS as per the directions of Government of India instructions issued vide DoPT OM No. 36039/1/2019-Estt (Res) dated 19th January, 2019
2. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8.00 lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

i. 5 acres of Agricultural Land and above;
ii. Residential flat of 1000 sq. ft. and above;
iii. Residential plot of 100 sq. yards and above in notified municipalities;
iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

3. The income and assets of the families as mentioned in para 2 would need to be certified by an officer not below the rank of Tehsildar in the States/UTs. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification.
4. The instructions issued by the Government of India in this regard from time to time shall be adhered to.

POST INDENTIFIED SUITABLE FOR PERSON WITH BENCHMARK DISABILITY (PwBD)

Name of Post	Post identified suitable for PwBD	Physical requirements
Assistant Company Secretary II/ Assistant Manager (Civil)/ Assistant Manager (Legal)/ Assistant Manager (OL)/ Management Trainee (HR/FIN/Mktg)	a)Locomotor disability (OA,OL,BL,OAL) including cerebral palsy, leprosy cured, dwarfism, Acid attack victims, muscular, dystrophy b) Blindness and low vision (B,LV) c) Deaf (D) and Hard of Hearing (HH) Multiple disabilities from amongst the person under clause (a) to (c) above except deaf-blindness	S,ST,W,SE, RW, C, MF, BN, KC, L, H,PP
Junior Commercial Executive	a)Locomotor disability (OA,OL,BL,OAL) including cerebral palsy, leprosy cured, dwarfism, Acid attack victims, muscular, dystrophy b) Blindness and low vision (B,LV) c) Deaf (D) and Hard of Hearing (HH) Multiple disabilities from amongst the person under clause (a) to (d) above except deaf-blindness	S,ST,W,MF,SE,RW,H,C
Junior Assistant (Gen)/ Junior Assistant (A/c)	a)Locomotor disability (OA,OL,BL,OAL) including cerebral palsy, leprosy cured, dwarfism, Acid attack victims, muscular, dystrophy b) Blindness and low vision (B,LV) c) Deaf (D) and Hard of Hearing (HH) d)Specific learning disability Multiple disabilities from amongst the person under clause (a) to (d) above except deaf-blindness	S,ST,W,SE, RW, H,C
Hindi Translator	a)Locomotor disability (OA,OL,BL,OAL) including cerebral palsy, leprosy cured, dwarfism,Acid attack victims, muscular, dystrophy b) Blindness and low vision (B,LV) c) Deaf (D) and Hard of Hearing (HH) Mutiple disablities from amongst the person under clause (a) to (c) above except deaf-blindness	S,ST,W,SE, RW, C, MF, BN, KC, L, H,PP
ABBREVATION USED - S=SITTING, BN-BENDING, RW-READING AND WRITING,C=COMMUNICATION,MF=MANIPULATION WITH FINGERS, PP=PULLIN AND PUSHING,L=LIFTING, KC=KNEELING AND CROUCHING,ST=STANDING, W=WALKING, BLA=BOTH LEGS AND ARMS, BA= BOTH ARMS, OL=ONE LEG, BL=BOTH LEG, OA=ONE ARM, , OAL=ONE ARM AND ONE LEG. B=BLIND, LV=LOW VISION, H=HEARING, OH=ORTHOPAEDICALLY HANDICAPPED, CP CEREBRAL PALSY, LC=LEPROSY CURED, VH=VISUALLY HANDICAPPED, HH HEARING HANDICAPPED		

DEFINITION OF PERSONS WITH BENCHMARK DISABILITIES (PwBD)

Under Section 33 of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/state Govt. Further, one percent reservation in addition to existing 3% reservation (total 4%) for the person with benchmark disabilities shall be allowed in view of the enactment of "The Rights of Persons with Disabilities Rules 2017" dated 15th June 2017 and DoPT OM no36035/02/2017-Estt (Res) dated 15.01.2018. The definition of the PwBD shall be as per RPWD Act 2016.

Accordingly candidates with the disabilities identified above are eligible to apply (as per GOI guideline issued from time to time. Candidates claiming such benefits should produce certificate in original (by the competent Authority issued on or before the last date of online submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of document verification at any stage of the process if considered for selection to the particular post. Person with disabilities will have to work in field/branch offices / Head Office as identified by CCI.

Note for PWBD**:**

1) PwBD candidates may belong to any category (i.e. General/SC/ST/OBC/EWS), Reservation for PwBD is horizontal and within the overall vacancies for the post subject to the posts having been identified suitable for such disabilities.

2) PwBD candidates should posses a valid disability certificate issued by the Competent Authority as prescribed by The Rights of Person with Disability Act,2016 (RPwD Act, 2016). Such a certificate shall be subject to verification/re-verification as may be decided by the Competent Authority.

3) Suitable provisions for providing information regarding use of scribes by the blind candidates and candidates with locomotor disability and cerebral Palsy where dominant(writing) extremity is affected to the extent of slowing the performance of function (minimum 40% impairment) have been made in the online application at the time of the initial online application itself.

4) Suitable information should be provided at the time of initially applying for the post regarding availing of compensatory time by the blind candidates and candidates with locomotor disability and Cerebral Palsy where dominant(writing) extremity is affected to the extent of slowing the performance of writing function (minimum 40% impairment) requiring the facility of scribe.

5) Guidelines for Person with Disabilities using a Scribe
   i. The visually handicapped candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In such cases where a scribe is used, the following rules will apply (as per instruction of Department of Empowerment of Person with Disabilities OM No34-02/2015-DD-III dated 23rd August, 2018)

      In case of person with benchmark disabilities in the category of blindness, locomotor disability (both arms affected –BA) and cerebral palsy, the facility of scribe shall be given, if so desired by the candidate.
      In case of other category of person with benchmark disability, the provision of scribe can be allowed on production of certificate to the extent that the candidate concerned has physical limitation to write and scribe is essential on their behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government healthcare institution as per the proforma.

Appropriate options in the online application form shall have to be selected during the filing of the online application and the filled proforma shall be submitted by the candidate at the time of initially applying.

The candidate has the discretion of opting their own scribe or request CCI for the same. If the scribe is arranged by the Corporation, the candidate shall be allowed to meet the scribe two days before the examination.

In case the candidate brings their own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The person with benchmark disabilities opting for own scribe should submit details of their own scribe in the online application form and bring the certificate at the time of document verification as per Proforma Both the candidate as well as scribe will have to give a suitable undertaking that the scribe fulfills all the stipulated eligibility criteria for scribe mentioned above. Further in case if later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the results of the online application.

Those candidate who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.

The same scribe cannot be used by more than one candidate. In addition, the scribe arranged by the candidate should not be a candidate for current online recruitment for any post in CCI. If violation of the above is detected at any stage of the process, candidature for online examination of both the candidate and the scribe will be cancelled. Candidates eligible for, and wish to use the services of a scribe in the examination, should invariably and carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.

ii. Guidelines for candidates with Benchmark disabilities compensatory time of minimum of one hour for examination of three hours duration or as otherwise advised shall be permitted for all the candidates with benchmark disabilities not availing the facility of scribe. The compensatory time shall be on pro-rata basis (not less than 5 minutes and in multiple of 5).

iii. Guidelines for Visually impaired candidates

Visually impaired candidates (who suffer from not less than 40% of disability) may opt to view the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes or otherwise advised for every hour of examination.

The facility of viewing the contents of the test in magnifying font will not be available to visually impaired candidates who use the services of a scribe for the examination.

These guidelines are subject to change in terms of GOI guidelines /clarifications, if any, from time to time

2. SERVICE CONDITIONS:

i) Scale of Pay: (as on date)

Assistant Company Secretary II – Rs 40,000 – 1, 40,000 (IDA)
Assistant Manager (Civil) – Rs 40,000 – 1,40,000 (IDA)
Assistant Manager (Legal) – Rs 40,000 – 1,40,000 (IDA).
Assistant Manager (Official Language) – Rs 40,000 – 1,40,000 (IDA)
Management Trainee (HR) – Rs 30,000 – 1,20,000 (IDA)
Management Trainee (Mktg) –. Rs 30,000 – 1,20,000 (IDA)
Management Trainee (Accounts) - Rs 30,000 – 1,20,000 (IDA)
Junior Commercial Executive - Rs 22000-90000 (IDA)
Junior Assistant (Accounts) - Rs 22000-90000 (IDA)
Junior Assistant (General) - Rs 22000-90000 (IDA)
Hindi Translator -Rs 22000-90000 (IDA)

(b) Probation Period:
The selected candidate will be on a probation for a period of 12 months (1 year) of active service in Corporation from the his /her date of Joining. However mere completion of 12 months service in this Corporation from the date of joining shall not confer any right for the candidate for permanency. An employee is confirmed in service only when Management informs him/her in writing.

(c) Service Bond:
There is a mandatory provision of executing a Service Bond as under:
"Serve a minimum period of 3 year in the Corporation after joining services or in lieu thereof 3 months basic pay (basic pay as on the date of separation)"

B. ELIGIBLE CONDITIONS

a) Nationality : A candidate must be a citizen of India.

(i) Minimum age criteria: The minimum age of the candidate applying for any post must be 18 years or above as on 01/10/2019.

(ii) Maximum age criteria:

(a) For the post of Junior Commercial Executive/Junior Assistant (General/Accounts)/ Hindi Translator- Age not more than 27 years as on 01st October 2019, relaxation of 5 years for SC/ ST and 3 years for OBC (excluding creamy layer). With respect to Person with Disabilities (PwDs) upper age limit is relaxable by 10 years, which will be over and above the relaxation admissible for candidates belonging to SC/ ST/ OBC (Non-creamy layer)

(b) For the post of Management Trainee (Accounts) & (Mktg) & (HR)) - Age not more than 30 years as on 01s October 2019, relaxation of 5 years for SC/ ST and 3 years for OBC (excluding creamy layer) and for persons with disabilities shall be relaxable by 10 years (15 years for SC/ ST and 13 years for OBC) which will be over and above the relaxation admissible for candidates belonging to SC/ ST/ OBC (Non-creamy layer)

(c) For the post of Assistant Manager (Official Language)/Assistant Manager (Civil)/ Assistant Manager (Legal)/ Assistant Company Secretary -II- Age not more than 32 years as on 01st October 2019, relaxation of 5 years for SC/ ST and 3 years for OBC (excluding creamy layer) and for persons with disabilities shall be relaxable by 10 years (15 years for SC/ ST and 13 years for OBC). Which will be over and above the relaxation admissible for candidates belonging to SC/ ST/ OBC (Non-creamy layer)

(iii) RELAXATION IN MAXIMUM AGE LIMIT

In addition to the maximum age prescribed for a post; following categories of candidates shall also be entitled for age relaxation as prescribed:-

Sl. No.	**Category**	**Age Relaxation**
1.	Scheduled Caste/Scheduled Tribe	5 years
2.	Other Backward Class (Non-Creamy Layer)	3 years

3.	Persons with Disability (PWD)	10 years
4.	Ex-Servicemen	3 Years (after deducting no. of years of military service)
5.**	Persons ordinarily domiciled in the State of Jammu and Kashmir during the period 1.1.1980 to 31.12.1989)**	5 years
Note: Departmental candidates (Regular employees of CCI) applying under direct recruitment will be entitled only for age relaxation subject to the condition that they should be presently working in one scale/post lower than the post applied for with minimum one year experience on lower post/scale		

**** -** Any applicant intending to avail the relaxation under this category shall have to submit a certificate from the District Magistrate within whose jurisdiction she/he had ordinarily resided or any other authority designated in this behalf by the Govt. of Jammu & Kashmir to the effect that she/he had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 – 31.12.1989

In all cases of age relaxation, maximum age limit taking into benefit of cumulative age relaxation shall not exceed 47 years as on 01.10.2019

* For Ex- Serviceman the Upper Age limit shall be relaxed as on 01.10.2019 by allowing the deduction of length of actual Military Service from his actual age and the resultant age should not exceed the maximum age limit prescribed for the Post by more than 3 years (8 years in case of SC/ST; 6 years in case of OBC Candidates).

i) The upper age limit specified in (A)- "Detail of post" above is applicable to General Category candidates

ii) The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above from (iv) 3 to iv (5)

iii) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Document Verification and at any subsequent stage of the recruitment process as required by CCI

iv) Age concession is not admissible to sons, daughters and dependents of ex-servicemen.

v) Candidates belonging to OBC category but coming under Creamy layer are not entitled to the benefits of OBC reservation. They should indicate their category as "General (Unreserved)" while filling online application. OBC certificate should be issued on or after 01/01/2019 with suitable mention about creamy layer / Non – Creamy layer status.

vi) If there are no posts reserved for reserved category candidate belonging to SC/ST/OBC/EWS category; these candidates can apply against unreserved posts; provided they meet all the norms prescribed for unreserved candidates. The SC/ST/OBC/EWS candidates will not be considered for any relaxation in age and relaxation in qualifying marks in Online Test or at any stage in the entire recruitment process if they apply for unreserved posts.

vii) Age concession to PWD candidates shall be admissible irrespective of the fact whether the post is reserved for PWD or not, provided the post is identified suitable for the relevant category of disability.

viii) The above guidelines are subject to change in view of any Government of India guideline/clarification from time to time.

C. APPLICATION FEE AND INTIMATION CHARGES

Sl No	Category	Application Fee	Intimation Charges	Total
1	GEN/EWS/OBC	Rs 750/-	Rs 250/-	Rs 1000
2	SC/ST/Ex-Servicemen/PWD	NIL	Rs 250	Rs 250
*Bank/Transaction charges are to borne by the candidate				

Note:

1. If application is submitted without the prescribed fee/ intimation charges shall be summarily rejected.
2. Fee once paid shall not be refunded under any circumstances nor can the fee be held reserve for any other examination or selection

D. Mode of payment

- Candidates have to make payment through ONLINE MODE only, once the payment is done, the confirmation mail will be forwarded subsequently after checking payment details. There will not be any other mode of payment of application fee.
- The payment can be made using only Debit cards (RuPay/ Visa/ Master card/ Maestro), Credit cards or internet banking by providing information as asked on the screen.
- After submission of forms the candidates will be redirected to SBI Payment gateway wherein they can make payment online. (Only candidates who belong to Gen/ OBC/OBC Non-Creamy Layer will be redirected). The payment can be made using only debit cards, credit cards and net banking.
- The candidature of applicants submitting fee of lesser amount, other than prescribed will be rejected. Application fee once paid will not be refunded under any circumstances. Application once submitted cannot be withdrawn and application fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process
- Candidates are required to take print-out of the SBI e-receipt and online registration slip and keep for future references.
- Candidates will be solely responsible for filling up the online application correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application fee will be entertained by the Corporation.
- Without e-admit card & valid Govt. photo ID proof, the candidate will not be allowed to appear for computer based test, verification of documents or any other stage of recruitment process. Candidates are therefore advised to keep photocopies of the same for future use.

E. ACTION AGAINST CANDIATES FOUND GUILTY OF MISCONDUCT /USE OF UNFAIR MEANS

A candidate who is or has been declared by the Corporation to be guilty of

i. Obtaining support for his/her candidature by the following means, namely: -
    a. Offering illegal gratification to, or
    b. Applying pressure on, or
    c. Blackmailing, or threatening to blackmail any person connected with the conduct of the examination,
    Or
ii. Impersonating, or
iii. Procuring impersonation by any person, or
iv. Submitting document which is fabricated or tampered with, or
v. Making statements which are incorrect or false suppressing material information, or
vi. Resorting to the following means in connection with his/her candidature for the examination, namely
    A. Obtaining copy of question paper through improper means
    B. Finding out particulars of the person connected with secret work relating to the examination
    C. Influencing the examiner, or
vii. Using unfair means during the examination or
viii. Writing obscene matter or drawing obscene sketches in the scripts or
ix. Misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly behavior and the like , or
x. Using a scribe/availing compensatory time in examination despite being ineligible, or
xi. Harassing or doing bodily harm to the staff employed by the Corporation for the conduct of their examination,
xii. Being in possession or using mobile phone , pager, or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
xiii. Violating any of the instruction issued to candidates along with their admission certificates permitting them to take the examination or
xiv. Attempting to commit or as the case may be abetting the commission of all or any of the acts specified in the foregoing clauses ; may in addition to rendering himself /herself liable to criminal prosecution, be liable to be disqualified by the Corporation from the examination for which he/she is a candidate and /or to be debarred either permanently or for a specified period (i) by the Corporation from any examination or selection held by them; (ii) by the Corporation from any employment under them; (iii) dismissal from the service by the Corporation if he/she is already in Corporation's employment; and (iv) if he/she already in some other service, the authority writing to his/her employer for taking disciplinary action. Provided that no penalty shall be imposed except after (i) giving the candidate an opportunity of making such representation, in writing as he/she may which to make in that behalf; and (ii) taking the representation, if any, submitted by the candidate within the period allowed to him /her into consideration.

F. How to apply:

Interested persons fulfilling the criteria mentioned above can submit the application online by logging on to The Cotton Corporation of India website ***www.cotcorp.org.in*** followed by visiting ***"Recruitment"*** link. Applications will not be accepted through any other mode. The online registration will be open from 11:00 hrs on 02.01.2020 and closes on 17:00 hrs on 27.01.2020, after which the web-link will be disabled. Candidates are advised to apply

online well before the closing date and not to wait till the last day for filling up the application to avoid the possibility of inability/ failure to log on to the website on account of site congestion, heavy load on the internet. Corporation does not assume any responsibility for the candidates not being able to submit their applications within the last day on account of aforesaid reasons or any other reason. Read the advertisement details carefully & verify your eligibility for the said post and click on "Enter" and fill up the online application form with your details.

Candidates should possess a valid e-mail id/mobile number. Candidates are advised to keep the e-mail id/ mobile number (to be entered compulsorily in the application form) active for at least one year. No change in e-mail id/ mobile number will be allowed once entered. Corporation will not be responsible for any loss of e-mail/SMS sent, bouncing of e-mail/SMS due to invalid/ wrong email ID/ mobile number provided by the candidate or due to any other reasons.

The online application has to be submitted with scanned photo, signature and documents related to qualification, experience, case etc (if applicable). Hence the candidates are advised to keep scan copy of all the details regarding their educational qualifications, Aadhaar card/ Aadhar enrolment slip, job experience, photo, signature, appointment letter (if applicable), last month salary slip(if applicable) ready with them before starting filling up the on-line application.

Online application once submitted cannot be altered under any circumstances.

The name of the candidate and that of his /her father/husband/spouse name etc should be spelt correctly in the application exactly as it appears in the certificates / mark sheets. Any change /alteration found may disqualify the candidature.

An Email/sms intimation with the Registration number and password generated on successful registration of the application will be sent to the candidates E-mail ID /Mobile number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and sms intimation at the email ID/ mobile number provided by them, they may consider that their online application has not been successfully registered. For any queries or clarification, the candidates are requested to contact 022-61306219 (Helpdesk number).

If any information furnished by the candidate in any part of online application is found to be false or incomplete or is not found to be in conformity with eligibility criteria mentioned in the advertisement including the previous experience, the candidature/ appointment will be considered as revoked/ terminated at any stage of recruitment process or after recruitment or joining, without any reference given to the candidate.

G. CALL LETTER FOR WRITTEN TEST FOR THE POST OF ASSISTANT MANAGER (CIVIL/OFFICIAL LANGUAGE/ ASSISTANT COMPANY SECRETARY-II/LEGAL) MANAGEMENT TRAINEES (MARKETING/ACCOUNTS/HR), JUNIOR COMMERCIAL EXECUTIVE, JUNIOR ASSISTANT (GENERAL/ACCOUNT/HINDI)

1. The centre, venue address, post applied for, date and time for examination shall be intimated to eligible candidate and the candidate will be required

to download the admit card from the website. Please note no hardcopy of the admit card will be provided through post or any other means.

2. Short listed candidates list will also be put on Corporation website hence candidates are requested to check the website from time to time. Intimation will also be sent on email id /SMS provided by the candidate in online application form. Corporation will not be responsible for any loss of email/SMS sent, bouncing of e-mail/SMS due to invalid/ wrong email ID/ mobile number provided by the candidate or due to any other reasons.

3. Necessary information regarding the written test etc. will be hosted on Corporation website. Candidates are requested to visit the website from time to time to check the same. Any modification/ amendments in the advertisement will be given in the Corporation website i.e.www.cotcorp.org.in. Any request for change of centre, venue, date and time of examination will not be entertained.

H. EXAMINATION CITIES:

Sl No	City	Sl No	City
1	Mumbai/Navi Mumbai	5	Kolkata
2	Hyderabad	6	Bengaluru
3	New Delhi	7	Ahmedabad
4	Chennai	8	Patna

General Conditions:

1. Candidates intending to apply for the said post should ensure that they fulfill the minimum eligibility criteria specified :

   Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, age, educational qualification etc in original with a photocopy thereof in support of their identity and eligibility as indicated in the online application form at the time of verification of documents. Please note that no change of category will be permitted at any stage after registration of online application. Merely applying for the said post does not imply that a candidate will necessarily offered employment.

2. All educational qualifications mentioned above should be from recognized university/ Institute/ Board recognized by Government of India and results should have been declared on or before 01.10.2019.

3. Candidate should indicate the aggregate percentage (%) obtained in the online application. No rounding off of decimals should be done and it should be represented in the online application upto two decimal places. The total maximum marks and total marks obtained for all semesters/ years will be summed up to arrive at the aggregate percentage. No weightage will be given to any particular semester/ year for calculating aggregate percentage.

4. Where CGPA/ OGPA/ Grade is awarded the same should be converted into percentage (No rounding off of decimals should be done and it should be represented in the online application upto two decimal places). Candidates

will be required to submit a certificate to this effect from the University/ Institute at the time of verification of documents.

5. ***Candidate can apply only for one post. Multiple applications will be summarily rejected.***

6. Age, qualification and experience stipulated above should be as on 01.10.2019. The month of declaration of results indicated in the mark sheet of the Final year/ semester will be considered as the date of acquisition of Educational Qualification.

7. 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. 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. Number of vacancies can be increased/ decreased, at the discretion of the Management, 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. Any legal proceeding arising out of this advertisement shall be subject to the jurisdiction of the courts in Mumbai.

8. Candidates will have to appear on their own for written test/ verification of documents and no TA /DA will be given.

9. Candidates already working with Government/ Semi-Government/ PSU will have to produce a “No objection certificate” from their employer at the time of verification of documents. Without NOC his/her candidature will not be considered.

10. In all matters regarding eligibility, assessment, the Corporation decision will be final and binding on the candidates and no correspondence will be entertained in this regard.

11. Work experience certificate which has to be submitted by the candidate at the time of verification of documents) should be on the letter head of the Company. The letter head of the Company should have details of the Company. If the candidate is presently employed then copy of appointment letter and copy of latest pay slip in proof of job experience has to be submitted. Only those job experiences will be counted where the salary payment is through cheque/ NEFT. Job experience where salary is paid in cash will not be counted. The proof regarding salary payment (i.e bank passbook) needs to be shown at the time of verification of documents. Other statutory deductions like PF should also be there.

12. The Corporation reserves the right to shortlist candidates for verification of documents. No correspondence will be entertained with the candidates who are not shortlisted. Mere fulfillment of qualification will not entitle the person to be called for verification of documents. Management reserves the right to raise the Standard of Specifications to restrict the number of candidates to be called for verification of documents. Canvassing in any form and /or bringing in any influence will be treated as disqualification.

13. Candidates should possess a valid e-mail id. Candidates are advised to keep the e-mail id (to be entered compulsorily in the application form) active for at least one year. No change in e-mail id will be allowed once entered.

14. Candidates need not submit/ send at any address, application printouts or any certificates or copies thereof at the time of ONLINE application (No OFFLINE/ hard copy of application will be accepted). Their candidature will be considered on the basis of the information furnished in the ONLINE application. If at any stage, it is found that any information furnished in the ONLINE application is false/ incorrect or if according to the Management/ Selection committee, the candidate does not satisfy the eligibility criteria, his/ her candidature/ appointment will be cancelled/ terminated at any stage of recruitment process or after recruitment and joining, without any explanation given to the candidate.

15. Candidates should understand thoroughly their eligibility for the post applied for.

16. Proof of date of birth: At the time of verification of documents, regarding proof of date of birth the candidate will be required to give Birth certificate issued by a Municipal Authority or any office authorized to issue Birth & Death Certificate by the Registrar of Births & Deaths **OR** School leaving certificate / Secondary School leaving certificate/ Certificate of Recognized Boards from the school last attended by the applicant or any other recognized educational institution.

17. Regarding caste certificate to be produced at the time of verification of documents:

i. The caste certificate of SC/ST must be issued by any of the following empowered authority:
   a. 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.
   b. Chief Presidency Magistrate/ Addl. Chief Presidency magistrate/ Presidency Magistrate
   c. Revenue Officer not below the rank of Tehsildar.
   d. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

ii. OBC candidates have to submit caste certificate issued by the Competent Authority in the prescribed form his/her OBC status as well as exclusion from "Creamy layer" at the time of verification of Documents. OBC Non-creamy layer should be valid as on the date of advertisement **OR** should have been recently obtained (not older than one year as on the date of this advertisement).

iii. EWS candidate have to submit certificate issued by the Competent Authority as specified by Government of India

iv. The Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The disability certificate is to be produced at the time of verification of documents. At the time of verification of documents certificate for physically handicapped to be produced by the candidate should be in the prescribed format stating that person is suffering from not less than 40 % of relevant disability.