



# भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LTD.

(A Govt. of India Undertaking - Ministry of Textiles)

(भारत सरकार का उपक्रम – वस्त्र मंत्रालय के अंतर्गत) रूडा बिल्डिंग, पाँच वी मंजिल, जामनगर रोड, राजकोट-360001

Ruda Building 5<sup>th</sup> Floor, Jamnagar Road, RAJKOT-360001

Telephone No 2441629. Fax No. 0281-2458621

E-mail: [rajkot@cotcorp.com](mailto:rajkot@cotcorp.com) Web site: <http://www.cotcorp.org.in>, [www.ministryoftextiles.gov.in](http://www.ministryoftextiles.gov.in)



NO.CCI/RJT/HRD/2018-2019/

DATE : 31.08.2018

## Walk –in-Interview

### Recruitment of Office Assistant & Field Assistants on Temporary Basis.

The Cotton Corporation of India Ltd., (A Government of India Undertaking), Branch Office Rajkot is looking for Graduates B.Sc. Agriculture/B.Sc. or any other equivalent degree for the post of Field Assistant and B.Com. for the post of Office Assistant(A/c) & B.A, BBA any other equivalent degree for the Office Assistant (General) purely on temporary basis on a consolidated wages of Rs.14000/- p.m. all inclusive with applicable deductions with preferred knowledge of ERP & computer (Government approved course) for each post.

Walk-in-Interview is schedule on 15/09/2018 from 11.00am onwards on above address. For details, the interested candidates may see our website [www.cotcorp.org.in](http://www.cotcorp.org.in)

**Branch Manager**

पंजीकृत कार्यालय : कपास भवन, प्लॉट नं. 3A, सेक्टर नं. 10, CBD - बेलापुर, नवी मुंबई - 400 614

REGISTERED OFFICE : KAPAS BHAVAN, PLOT NO. 3A, SECTOR NO. 10, CBD - BELAPUR NAVI MUMBAI - 400 614

दूरभाष / PHONE : 022-2757 9217, फैक्स / FAX 022-2757 6030 (ई-मेल : [headoffice@cotcorp.com](mailto:headoffice@cotcorp.com) Website : <http://www.cotcorp.org.in>)

(कॉर्पोरेट पहचान सं. /CIN : U51490MH1970GOI014733)



## THE COTTON CORPORATION OF INDIA LTD.

(A Government of India Undertaking)  
**Branch Office: RAJKOT (GUJARAT)**

RECRUITMENT OF B. Sc. Agriculture/B. Sc., B. Com,  
B.A. & equivalent (ON TEMPORARY BASIS)

|    |                           |   |  |  |  |
|----|---------------------------|---|--|--|--|
| 1) | Name of the Post          | : | <b>Temporary Field Assistant, Temporary Office Assistant (A/C) Temporary Office Assistant (General)</b>  |  |  |
| 2) | Number of vacancies       | : | <b>As per requirement.</b>   |  |  |
| 3) | Eligibility Qualification | : | <b>a). For Temporary Field Assistant :</b> Science Graduate or any other equivalent degree (science background upto HSC level is must) from any recognized University with knowledge of computer is mandatory.<br><b>b). For Temporary Office Assistant (A/c):</b> B.Com from a recognized university with knowledge of computer is mandatory. ERP knowledge will given preference.<br><b>c). For Temporary Office Assistant (General):</b> The candidate should be a graduate from a recognized university with knowledge of computer is mandatory. ERP knowledge will given preference |  |  |
| 4) | Maximum Age               | : | 27 years as on <b>01.10.2018</b> (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.   |  |  |

The Cotton Corporation of India Ltd., Branch Office RAJKOT, invites application from candidates having above mentioned qualification for the posts of Field Assistant, Office Assistant (A/c.) & Office Assistant (Gen.) on temporary basis. The Temporary Field Assistant/Office Assistant (A/c.) / Office Assistant (General.) will be on a consolidated wages of Rs.14000/- p.m. for all inclusive. Necessary statutory deduction will be made. The selected candidates can be posted anywhere in Gujarat. 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 shall have to bring their application in the required format which can be downloaded from our website [www.cotcorp.org.in](http://www.cotcorp.org.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). Completed Application Form alongwith original certificates for verification should be brought at the time of Walk-in-Interview at following address.

Branch Manager,  
The Cotton Corporation of India Ltd.,  
5<sup>th</sup> Floor, Ruda Building, Jamnagar Road,  
Rajkot – 360001

(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 **Gujarat**. The Management also reserves its right to change the job-profile of the candidate at its discretion at any time.

(iii). Number of vacancies can be increased/ decreased, at the discretion of the Management, without assigning any reason and without issuing any further notice. 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 01.04.2018).** 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 RAJKOT.

**आवेदन प्रोफॉर्मा/Application Form**

पासपोर्ट आकार  
का फोटो लगाए  
Affix Passport  
size फोटो

|                                     |   |
|-------------------------------------|---|
| पद के लिए आवेदन : _____             |   |
| APPLICATION FOR THE POST OF : _____ |   |
| 01                                  | पूरा नाम (बड़े अक्षरों में)<br>Full Name (In Capital letters)<br><br>सर नेम प्रथम/(Surname First)   |
| 02                                  | पिता का नाम (Father Name)   |
| 03                                  | स्थायी पता (Permanent Address (The Address must contain name of the State))   |
|                                     | दूरभाष नं./Tel. No.<br>ई-मेल आय.डी./E-Mail ID   |
| 04                                  | पत्राचार के लिए पता यदि उपर्युक्त (03) से अलग हो<br>Address for correspondence if different than (03) above (The address must contain name of the state) :  |
| 05                                  | श्रेणी (लागू कॉलम में ✓ में निशान लगाए)<br>Category (Please specify) (Please tick ✓ mark the column applicable)<br>सामान्य/General <input type="checkbox"/> अनु. जा./SC <input type="checkbox"/><br>अनु. ज. जा./ST <input type="checkbox"/> अ.पि.जा./OBC <input type="checkbox"/><br>शारीरिक विकलांग(वीएच/एचएच/ओएच)<br>Physically Handicapped (VH/HH/OH) <input type="checkbox"/> |
| 06                                  | Whether you belong to Minority Community, If yes, Please specify whether you are Muslim/Christian/Sikh/Buddhists/Zoroastrians (Parsis) :- _____   |
| 07                                  | जन्म तारीख तथा पूर्ण वर्ष में आयु (01.10.2018 को)<br>Date of Birth with Age in Completed years (As on 01.10.2018)<br>जन्म तारीख(ता/माह/वर्ष) : _____<br>Date of Birth (dd/mm/yyyy) : _____<br>आयु ( _____ को) : _____ वर्ष _____ माह<br>Age (As on _____) : _____ Years _____ Months  |

|    |   |   |  |   |  |
|----|---|---|--|---|--|
| 08 | अर्हता/Qualifications :   |   |  |   |  |
|    |   | बोर्ड/संस्था/विश्वविद्यालय<br>का नाम/Name of the<br>Board/ Institution<br>/University | उत्तीर्ण<br>परीक्षा/<br>Exam<br>Passed | उत्तीर्ण माह एवं<br>वर्ष/ Month &<br>Year of<br>Passing | कुल प्राप्त<br>मार्क्स का<br>प्रतिशत/<br>Aggregate<br>% of marks |
|    | 10वीं/10 <sup>th</sup>  |   |  |   |  |
|    | 12वीं/12 <sup>th</sup>  |   |  |   |  |
|    | Graduation (Mention<br>below name of the degree<br>acquired) _____  |   |  |   |  |
|    | अन्य यदि कोई है/Other if any  |   |  |   |  |
|    |   |   |  |   |  |
| 09 | प्रत्येक प्रश्न का निर्दिष्ट उत्तर हाँ या नहीं काटते हुए जैसी भी स्थित हो दीजिए<br>Specific answers to each of the question should be given by striking out Yes or No as<br>the case may be :   |   |  |   |  |
|    | क) क्या आपको कभी गिरफ्तार किया गया ?<br>a) Have you ever been arrested?   |   |  |   | हाँ/नहीं<br>Yes/No   |
|    | ख) क्या आप पर कभी अभियोग चलाया गया ?<br>b) Have you ever been prosecuted?   |   |  |   | हाँ/नहीं<br>Yes/No   |
|    | ग) क्या आपको कभी कारागृह में रखा गया ?<br>c) Have you ever been kept under detention?   |   |  |   | हाँ/नहीं<br>Yes/No   |
|    | घ) क्या आप कभी आवद्ध रहें ?<br>d) Have you ever been bound down?  |   |  |   | हाँ/नहीं<br>Yes/No   |
|    | ड) क्या आप पर कभी विधि न्यायालय द्वारा जुर्माना लगाया गया ?<br>e) Have you ever been fined by court of law?   |   |  |   | हाँ/नहीं<br>Yes/No   |
|    | च) क्या आपको कभी किसी अपराध के लिए विधि न्यायालय द्वारा दोषी सिद्ध किया गया ?<br>f) Have you ever been convicted by a court of law for any offence?   |   |  |   | हाँ/नहीं<br>Yes/No   |
|    | छ) क्या आपको कभी किसी परीक्षा से रोका गया अथवा किसी विश्वविद्यालय या किसी अन्य<br>शैक्षणिक प्राधिकारी/संस्थान द्वारा निकाला गया ?<br>g) Have you ever been debarred from any examination or rusticated by any<br>University or any other educational authority/Institution? |   |  |   | हाँ/नहीं<br>Yes/No   |
|    | ज) क्या आपको कभी किसी संघ लोक सेवा आयोग द्वारा इसकी परीक्षा/चयन में प्रवेश से रोका  |   |  |   | हाँ/नहीं   |

|  |  |                               |
|--|--|-------------------------------|
|  | <p>गया या आयोग्य घोषित किया गया ?</p> <p>h) Have you ever been debarred/disqualified by any Public Service Commission from appearing at its examination/selection?</p>   | <p>Yes/No</p>                 |
|  | <p>झ) क्या इस फॉर्म को भरते समय विधि न्यायालय मे आपके विरुद्ध कोई मामला लंबित है?</p> <p>i) Is any case pending against you in any court of law at the time of filling up this form?</p>   | <p>हाँ/नहीं</p> <p>Yes/No</p> |
|  | <p>ट) क्या इस फॉर्म को भरते समय किसी विश्वविद्यालय या शैक्षणिक प्राधिकारी/संस्थान द्वारा आपके विरुद्ध कोई मामला लंबित है ?</p> <p>j) Is any case pending against you by any University or any other educational Authority/Institution at the time of filling up this form?</p> | <p>हाँ/नहीं</p> <p>Yes/No</p> |
| <p>यदि ऊपर उल्लिखित प्रश्नों में से किसी का उत्तर “हाँ” है तो मामले, गिरफ्तारी/कारावास/जुर्माना/दोषविद्धि/ दंड इत्यादि तथा/या न्यायालय/विश्वविद्यालय/शैक्षणिक प्राधिकारी आदि के पूर्ण विवरण इस फॉर्म को भरते समय दे।</p> <p>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.</p> |  |                               |

10 अनुलग्नक की सूची/List of enclosures :

- 01) जन्म तारीख के प्रूफ की साक्ष्यांकित प्रतिलिपि (एचएससी/एसएससी प्रमाणपत्र)  
Certified copy of proof of date of birth (SSC/HSC Certificate)
- 02) गुणपत्रक प्रतियाँ तथा स्नातक प्रमाणपत्र (एसएससी/एचएससी/ स्नातक प्रमाणपत्र)  
Copies of Mark Sheet as well as Degree Certificate (SSC/HSC/Graduation)
- 03) आधारकार्ड की प्रतिलिपि  
Copy of Aadhar Card.
- 04) अधिकृत प्राधिकारी द्वारा जारी जाति प्रमाणपत्र की प्रतिलिपि  
Copy of caste certificate issued by Empowered Authority
- 05) निर्धारित फॉर्म में विकलांग प्रमाणपत्र व्यक्ति की संबंधित विकलांगता 40% से कम ना होना बताने वाला विकलांगता प्रमाणपत्र  
Disability Certificate in the prescribed form stating that persons suffering from not less than 40% of the relevant disability
- 06) जहाँ ग्रेड पॉइंट्स दिए जाते हैं, संस्था/विश्वविद्यालय द्वारा मार्क्स के समकक्ष प्रतिशत का संस्था/विश्वविद्यालय द्वारा साक्ष्यांकित प्रमाणपत्र  
Wherever grade points are awarded, a certificate of equivalent percentage of marks certified by the institute/University.

### घोषणापत्र/Declaration

मैं एतद्वारा घोषणा करता हूँ कि, मेरे द्वारा आवेदन पत्र में दिए गए सभी विवरण मेरी जानकारी के अनुसार सम्पूर्ण तथा सही हैं। साक्षात्कार के 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 के हस्ताक्षर)  
Signature of candidate

उम्मीदवार का नाम : \_\_\_\_\_

Name of Candidate : \_\_\_\_\_

दिनांक / Date : \_\_\_\_\_

स्थान/Place : \_\_\_\_\_

नोट/NB :-

01. अनु. जाति या अनु. जनजाति के जाती का प्रमाणपत्र निम्नलिखित किसी 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/जिलाधीश/उप आयुक्त/अतिरिक्त उप आयुक्त/उप जिलाधीश/प्रथम श्रेणी वेतनभोगी दंडाधिकारी/उप विभागीय दंडाधिकारी/तालुका दंडाधिकारी/कार्यकारी 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 श्रिन के नीचे के स्तर के नीचे न हो।

Revenue Officer not below the rank of Tehsildar.

घ) क्षेत्र उप विभागीय अधिकारी, जहां उम्मीदवार और/या उनका परिवार रहता हो।

Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

02. अन्य पिछड़े वर्ग के उम्मीदवारों को निर्धारित प्रोफॉर्मा में सक्षम प्राधिकारी द्वारा जारी उनके अन्य पिछड़ी जाती का तथा उनके "क्रिमिलेयर" के बाहर होने का प्रमाणपत्र प्रस्तुत करना होगा। अन्य पिछड़े वर्ग की श्रेणी में आरक्षण प्राप्त करने वाले उम्मीदवारों को सक्षम प्राधिकारी द्वारा जाति प्रमाणपत्र के अलावा नीचे दिए गए अनुलग्नक – 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.

03. 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 – 1

### केवल अन्य पिछड़ी जाति के उम्मीदवारों के लिए घोषणा/प्रतिज्ञा

मैं \_\_\_\_\_ श्री \_\_\_\_\_ का पुत्र/पुत्री, जो  
गाँव/शहर \_\_\_\_\_ जिला \_\_\_\_\_ राज्य \_\_\_\_\_ का  
रहने वाला/वाली हूँ, एतदद्वारा घोषित करता/करती हूँ कि मैं \_\_\_\_\_ समाज से हूँ, जो कार्मिक  
तथा प्रशिक्षण विभाग के कार्यालय ज्ञापन संख्या : 36012/22/93- स्थापना (एससीटी) दिनांक 08.09.1993 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 घोषणा की जाती है कि मैं ऊपर संदर्भित कार्यालय ज्ञापन दिनांक 08.09.1993 की अनुसूची के  
कॉलम -3 में उल्लिखित व्यक्तियों/अनुभागों (क्रिमिलेयर) से संबन्धित नहीं हूँ।

आवेदन कर्ता के हस्ताक्षर

स्थान :

दिनांक :

उम्मीदवार द्वारा घोषणा / प्रतिज्ञा पर हस्ताक्षर न करने पर अस्वीकार किया जाएगा।

## **DECLARATION**

I \_\_\_\_\_ (Name of the Candidate) appearing for interview for the post of \_\_\_\_\_ hereby declare that the Educational Certificates, Experience Certificates and other testimonials submitted by me for employment in the Cotton Corporation of India Limited is genuine.

\* I also hereby declare that to the best of my knowledge, none of my relatives is employed in the Cotton Corporation of India Limited.

\* I hereby declare that Shri \_\_\_\_\_ (name of the person) who employed in the Cotton Corporation of India Limited as \_\_\_\_\_/ who was employed as \_\_\_\_\_ previously in the Cotton Corporation of India Limited is related to me as \_\_\_\_\_ (Please indicate the relationship)

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Candidate

(\* please fill up whichever is applicable)