

**THE COTTON CORPORATION OF INDIA LTD.**

(A Government of India Undertaking)

Branch Office : Guntur

**Recruitment of B.Sc (Agriculture), B.Sc, B. Com & BA graduates on Temporary Basis.**

The Cotton Corporation of India Ltd., A Government of India Undertaking, Branch Office, Guntur is looking for B.Sc (Agriculture) / B.Sc graduates to work as Field Assistant on a consolidated wages of Rs.9000/- p.m. and B.Com & BA graduates for Document Assistant & Office staff(General) on consolidated wages of Rs.9000/- p.m. all inclusive on **purely temporary / seasonal basis**. There would be reservations and relaxation in age for SC/CT/OBC & Physically Handicapped candidates as per Government Rules and guidelines. Last date of receipt of application is 18.11.2013. For details and Application Form, the interested candidates may see our website [www.cotcorp.gov.in](http://www.cotcorp.gov.in).

*(Dr. S.K. Chaturvedi)*  
*Dy. General Manager*



**THE COTTON CORPORATION OF INDIA LTD.**

(A Government of India Undertaking)

**Branch Office: Guntur**

**RECRUITMENT OF B.SC(AGRICULTURE), B.COM & OTHER GRADUATES (ON TEMPORARY BASIS)**

1)	Name of the Post	:	Field Assistant / Document Assistant
2)	Number of vacancies	:	Based on requirement
3)	Eligibility Qualification	:	<b>a). For Field Assistant:</b> The Candidate should be a graduate from a recognized University with knowledge of computer. However the candidates possessing B.Sc (Agri.)/ B.Sc graduates will be given preference. <b>b). For Document Assistant/ Office Staff (A/c):</b> B.Com from a recognized university with knowledge of computer. <b>c). For Office Staff (General):</b> The candidate should be a graduate from a recognized university with knowledge of computer.
4)	Maximum Age	:	27 years as on 31.10.2013(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, Guntur invites application for the posts of Field Assistant, Document Assistant / Office Staff(A/c) & Office Staff(General). The Field Assistant will be on a consolidated wages of Rs.9000/- p.m all inclusive and Document Assistant / Office Staff(A/c) & Office Staff(General) will be on consolidated wages of Rs.9000/-p.m. all inclusive and the same is subject to statutory deduction. 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](http://www.cotcorp.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). Completed Application Form superscribing the name of the post applied for on the envelope should reach at the following address on or before **18.11.2013:**

Dy. General Manager,  
The Cotton Corporation of India Ltd.,  
Branch Office: 4/2 Ashok Nagar, Guntur-522002

- (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. 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.** The Corporation reserves the right to fill/ not to fill all or any of the post herein advertised. The Corporation reserves the right to cancel this advertisement either partially/ wholly at any time, at its discretion 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 **Guntur**.

## आवेदन प्रोफार्मा / Application Form

पासपोर्ट आकार का  
फोटो लगाएं  
**Affix Passport  
size photo**

<b>पद के लिए आवेदन : _____</b>	
<b>APPLICATION FOR THE POST OF : _____</b>	
1.	पूरा नाम (बड़े अक्षरों में) Name in full (In capital letters)  ( सरनेम प्रथम /Surname first)
2.	पिता का नाम Father name
3.	स्थायी पता Permanent Address (The address must contain name of the state) :
	दूरभाष नं./ Tel. No. ई-मेल आय.डी. / E-Mail I.D.:
4	पत्राचार के लिए पता यदि उपर्युक्त (3) से अलग हो Address for correspondence if different than (3) above (The address must contain name of the state) :
5	श्रेणी (लागू कॉलम में निशान लगाए) Category (Please specify) (Please tick mark the column applicable) सामान्य/ General <input type="checkbox"/> अनु.जा./ SC <input type="checkbox"/> अनु.ज.जा./ ST <input type="checkbox"/> अ.पि.जा./ OBC <input type="checkbox"/> शारीरिक विकलांग (वीएच/एचएच/ओएच) <input type="checkbox"/> 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.	जन्म तारीख तथा पूर्ण वर्ष में आयु ( _____ को) Date of Birth with Age in completed years (as on _____): जन्म तारीख (ता./माह/वर्ष): _____ Date of birth (dd/mm/yyyy): _____ आयु (as on _____ ): _____ वर्ष _____ माह Age (as on _____): _____ years _____ months				
8.	अर्हता/ Qualifications:				
		बोर्ड / संस्था / विश्वविद्यालय का नाम Name of the Board/ Institution/University	उत्तीर्ण परीक्षा Exam passed	उत्तीर्ण माह एवं वर्ष Month & Year of passing	कुल मार्क्स का प्रतिशत Aggregate % of marks
	10वीं/ 10 <sup>th</sup>				
	12वीं /12 <sup>th</sup>				
	Graduation (Mention below name of the degree acquired): _____				
	अन्य यदि कोई है Other if any				

9.	प्रत्येक प्रश्न का निर्दिष्ट उत्तर हाँ या नहीं काटते हुए जैसी भी स्थिति हो, दीजिए : Specific answers to each of the question should be given by striking out Yes or No as the case may be:	
	क) क्या आपको कभी गिरफ्तार किया गया? a) Have you ever been arrested?	हाँ/नहीं Yes/No
	ख) क्या आप पर कभी अभियोग चलाया गया? b) Have you ever been prosecuted?	हाँ/नहीं Yes/No
	ग) क्या आपको कभी कारागृह में रखा गया? c) Have you ever been kept under detention?	हाँ/नहीं Yes/No
	घ) क्या आप कभी आवद्ध रहें? d) Have you ever been bound down?	हाँ/नहीं Yes/No
	ड) क्या आप पर कभी विधि न्यायालय द्वारा जुर्माना लगाया गया? e) Have you ever been fined by a Court of Law?	हाँ/नहीं Yes/No

च) क्या आपको कभी किसी अपराध के लिए विधि न्यायालय द्वारा दोषी सिद्ध किया गया? f) Have you ever been convicted by a Court of Law for any offence?	हाँ/नहीं Yes/No
छ) क्या आपको कभी किसी परीक्षा से रोका गया अथवा किसी विश्वविद्यालय या किसी अन्य शैक्षणिक प्राधिकारी/संस्थान द्वारा निकाला गया? g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution?	हाँ/नहीं Yes/No
ज) क्या आपको कभी किसी संघ लोक सेवा आयोग द्वारा इसकी परीक्षा/चयन में प्रवेश से रोका गया या आयोज्य घोषित किया गया? h) Have you ever been debarred/disqualified by any Public Service Commission from appearing at its examination /selection?	हाँ/नहीं Yes/No
झ) क्या इस फार्म को भरते समय विधि न्यायालय में आपके विरुद्ध कोई मामला लम्बित है? i) Is any case pending against you in any Court of Law at the time of filling up this form?	हाँ/नहीं Yes/No
ट) क्या इस फार्म को भरते समय किसी विश्वविद्यालय या शैक्षणिक प्राधिकारी/संस्थान द्वारा आपके विरुद्ध कोई मामला लम्बित है? j) Is any case pending against you by any University or any other educational Authority/Institution at the time of filling up this form? यदि ऊपर उल्लिखित प्रश्नों में से किसी का उत्तर च्हाँछ है, तो मामले, गिरफ्तारी/ कारावास/ जुर्माना/ दोषविद्धि/ दंड इत्यादि तथा/ या न्यायालय/ विश्वविद्यालय/ शैक्षणिक प्राधिकारी आदि के पूर्ण विवरण इस फार्म को भरते समय दें. If the answer to any of the above mentioned question is चYes, 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.	हाँ/नहीं Yes/No

10. **अनुलग्नक की सूची / List of enclosures:**

- 1) जन्म तारीख के प्रुफ की साक्ष्यांकित प्रतिलिपि (एचएससी/एसएससी प्रमाण पत्र )  
Certified copy of proof of date of birth (SSC/HSC Certificate)
- 2) मार्कशीट प्रतियां तथा स्नातक प्रमाण पत्र (एसएससी/ एचएससी /स्नातक प्रमाण पत्र)  
Copies of mark sheet as well as Degree Certificate (SSC/HSC/Graduation).
- 3) अधिकृत प्राधिकारी द्वारा जारी जाति प्रमाण पत्र की प्रतिलिपि  
Copy of Caste Certificate issued by Empowered Authority
- 4) निर्धारित फॉर्म में विकलांग प्रमाण-पत्र व्यक्ति की संबंधित विकलांगता 40% से कम ना होना बताने वाला विकलांगता प्रमाण-पत्र  
Disability Certificate in the prescribed form stating that persons suffering from not less than 40% of the relevant disability
- 5) जहां ग्रेड पॉइंट्स दिए जाते है, संस्था /विश्वविद्यालय द्वारा मार्कस् के समकक्ष प्रतिशत का संस्था /विश्वविद्यालय द्वारा सांक्ष्यांकित प्रमाण पत्र  
Wherever grade points are awarded, a certificate of equivalent percentage of marks certified by the Institute/ University.

**घोषणा-पत्र/ Declaration**

मैं एतद्वारा घोषणा करता हूँ कि मेरे द्वारा आवेदन पत्र में दिए गए सभी विवरण मेरी जानकारी के अनुसार संपूर्ण तथा सही है । साक्षात्कार के पूर्व या साक्षात्कार के पश्चात् 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 का हस्ताक्षर)

Signature of candidate)

उम्मीदवार का नाम : \_\_\_\_\_

Name of candidate : \_\_\_\_\_

दिनांक / Date: \_\_\_\_\_

स्थान / Place: \_\_\_\_\_

नोट/ NB -

3. अनु.जाति या अनु.जनजाति के जाति का प्रमाण पत्र निम्नलिखित किसी एक 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 दण्डाधिकारी/अतिरिक्त दण्डाधिकारी/जिलाधीश/उप आयुक्त/अतिरिक्त उप आयुक्त/ उप जिलाधीश/प्रथम श्रेणी वेतनभोगी दण्डाधिकारी/उप विभागीय दण्डाधिकारी /तालुका दण्डाधिकारी/कार्यकारी दण्डाधिकारी /विशेष सहायक आयुक्त  
Dist.Magistrate/Addl. Dist.Magistrate/ Collector/Dy.Commissioner/ Addl. Dy. Commissioner/Dy.Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub Divisional Magistrate/ Taluka Magistrate/ Exec.Magistrate/ Extra Asst. Commissioner.
- ख) मुख्य महाप्रांत दण्डाधिकारी/अतिरिक्त मुख्य महाप्रांत दण्डाधिकारी/महाप्रांत दण्डाधिकारी  
Chief Presidency Magistrate/ Addl.Chief Presidency magistrate/ Presidency Magistrate
- ग) राजस्व अधिकारी जो तहसीलदार श्रेणी से नीचे के स्तर के न हो ।  
Revenue Officer not below the rank of Tehsildar.
- घ) क्षेत्र उप विभागीय अधिकारी,जहाँ उम्मीदवार और /या उनका परिवार रहता है।  
Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
2. अन्य पिछड़े वर्ग के उम्मीदवारों को निर्धारित प्रोफार्मा में सक्षम प्राधिकारी द्वारा जारी उनके अन्य पिछड़ी जाति का तथा उनके चक्रेमीलेयरछ के बाहर होने का प्रमाण-पत्र प्रस्तुत करना होगा ।  
अन्य पिछड़े वर्ग की श्रेणी में आरक्षण प्राप्त करने वाले उम्मीदवारों को सक्षम प्राधिकारी द्वारा जारी जाति प्रमाण पत्र 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.
3. केन्द्रीय या राज्य सरकार द्वारा गठित चिकित्सा बोर्ड के सक्षम प्राधिकारी द्वारा जारी असमर्थता प्रमाण पत्र 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 गांव/शहर ----- जिला ----- राज्य का रहने वाला/वाली हूँ,  
एतद्द्वारा घोषित करता/करती हूँ कि मैं ----- समाज से हूँ, जो कार्मिक  
तथा प्रशिक्षण विभाग के कार्यालय ज्ञापन संख्या: 36012/22/93- स्थापना (एससीटी) दिनांक  
8.9.1993 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 8.9.1993 की अनुसूची के कॉलम-3 में उल्लिखित व्यक्तियों/ अनुभागों (क्रिमीलेयर) से संबंधित नहीं हूँ ।

आवेदन कर्ता के हस्ताक्षर

स्थान :

दिनांक :

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