

Central Cottage Industries Corporation of India Ltd.  
(A Govt. of India Undertaking under Ministry of Textiles)  
Jawahar Vyapar Bhawan, Janpath, New Delhi-110 001  
Tel: 011-23701168 Fax: 011-23328354

One of the Mega Public Sectors Undertaking engaged  
in the marketing of handicrafts and handlooms

**REQUIRES**  
the following personnel

- 1) Post : **Manager (Mumbai Branch) – on Direct Recruitment Basis / Deputation Basis**
- 2) Scale of pay : 24900-50500
- 3) Age : Upto 40 years (on the date of advertisement)
- 4) Place of posting : Mumbai
- 5) Educational Qualification : 2<sup>nd</sup> class graduate and  
MBA/Post Graduate diploma equivalent to MBA with specialization in sales & marketing from an institute of repute.  
(However those who have done MBA/PGDM by distance learning may not apply.)

Preference will be given to candidates who have secured more than 60% marks in MBA/PGDM.)

- 6) Experience : At least 5 years post qualification experience in sales/Marketing/Handicrafts/Handlooms with at least 3 years in immediately lower scale in the case of candidates from a Public Sector Undertaking/Govt.

In case of candidates from Non-Govt./Non PSU Sectors, should have independently handled multi unit retails operations, preferably in handicrafts & handlooms sector, for a period of at least 5 years, post qualification. Those having exposure to supply chain management & visual merchandising shall be preferred.

Experience of working in computerized environment essential.

- 1) Post : **Dy. Manager(Finance) (03) – on Direct Recruitment Basis / Deputation Basis**
- 2) Scale of pay : 20600-46500
- 3) Age : Upto 35 years (On the date of advertisement)
- 4) Place of posting/location : one each at its Mumbai, Bengaluru, Chennai Office
- 5) Educational Qualification : CA/MBA/PGDM (equivalent to MBA) with specialization in Finance from an institute of repute.  
(However, those who have done MBA/PGDM by distance learning may not apply).
- Preference will be given to candidates who have secured more than 60% marks in MBA/PGDM.
- 6) Experience : At least 3 years post qualification experience in handling Finance & Accounts, Excise duty/VAT/TDS/Service Tax matters, finalization of Accounts, Audit etc. Experience of working in computerized environment essential
- Those working in Govt./PSU sector, should have, on the date of application, worked for at least 1 year in the above areas in the immediately lower scale.

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Those working in Govt./PSU should apply through proper channel & produce NOC at the time of interview. However they may send an advance copy to reach before due date.

Rs.200/- DD in favour of CCIC of India Ltd. to be enclosed with application.

For SC/ST/OBC Candidates, DD of Rs.100/- to be enclosed with application.

**Benefits:**

Gratuity, Provident Fund, Medical, LTC, Leave Encashment etc. are available as per rules of the Corporation. Preference will be given to SC/ST/OBC candidates. Upper age limit for SC/ST/OBC candidates as per Government Rules.

**APPLICATION FORMAT**

Photo duly  
attested by  
Gazetted  
officer

1. POST APPLIED FOR : \_\_\_\_\_
2. NAME (BLOCK LETTERS) : \_\_\_\_\_
3. FATHER'S NAME/HUSBAND'S NAME : \_\_\_\_\_

4. RESIDENTIAL ADDRESS :  
(a) PRESENT : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

- (b) PERMANENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

5. (a) DATE OF BIRTH : \_\_\_\_\_

(b) AGE AS ON 01.01.2011: \_\_\_\_\_(YRS.) \_\_\_\_\_(MTS) \_\_\_\_\_(DS)

6. CATEGORY(SC/ST/OBC/GEN/PH) : \_\_\_\_\_

7. EDUCATIONAL QUALIFICATION :  
(including professional qualifications, if any): please enclose copies of certificates  
duly attested by Gazetted officer.

SL. NO.	EXAM. PASSED	INSTT./ UNIVERSITY	SUBJECTS STUDIED	YEAR OF PASSING	% AGE OF MARKS	DIVISION OBTAINED

8. EXPERIENCE (if any): copies of Experience certificates, duly attested by Gazetted Officer, must be enclosed.

SL. NO.	NAME OF THE ORGANISATION & Address	POST HELD	SERVED		LENGTH OF SERVICE	WHETHER REGULAR OR NOT	NATURE OF DUTIES PERFORMED
			FROM	TO			

9. PROFICIENCY IN COMPUTER APPLICATIONS ( IF ANY ) :

10. ANY OTHER RELEVANT INFORMATION :

\_\_\_\_\_  
SIGNATURE OF THE CANDIDATE

PLACE : .....

DATE : .....

## INSTRUCTIONS

Applications giving full particulars along with attested copies of Certificates/ testimonials and a recent passport size photograph (non-returnable) should reach General Manager, Central Cottage Industries Corporation of India Ltd., Jawahar Vyapar Bhawan, Janpath, New Delhi-110001 within 21 days of publication of this advertisement. Please superscribe envelope with the post applied for. Candidates employed in Government / Semi Govt. / Public Undertaking should apply through proper channel.

Mere eligibility will not vest any right in any candidate being called for interview and the Corporation's decision in this regard shall be final and no correspondence will be entertained in this regard. CCIC reserves the right to call only the requisite number of candidates for interview after preliminary screening/short listing with reference to the candidate's qualification, suitability etc.

Reservation and relaxation of age in respect of reserved categories, i.e. SC/ST/OBC will be as per Govt. of India guidelines.

**CERTIFICATE TO BE GIVEN BY THE HEAD OF OFFICE OF THE APPLICANT**

1. It is certified that the particulars furnished by the applicant are correct.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
3. His/her integrity is certified.
4. It is certified that no major penalties have been imposed on the applicant in the last ten years.

**SIGNATURE OF THE FORWARDING AUTHORITY  
(With stamp)**