

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: 23311964 Fax: 011-23328354  
Email Id – pers@cottageemporium.in

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One of the largest Public Sectors Undertaking engaged in the marketing of handicrafts and handlooms requires Marketing Executives on "fixed term contract" basis.

- 1) **Name of Position:** Marketing Executive
- 2) **Age Limit:** 27 years
- 3) **Qualification:** Should be 2nd Class Graduate from a recognized University and MBA(Marketing) or Equivalent
- 4) No. of positions: Two (UR) – one each in Delhi and Guwahati
- 5) Preference will be given to candidates having exposure in Design Development/ handicrafts/handlooms/ Retail Industry.

6) **Job-Profile:**

Incumbents would be required to

- Create desired temporary Infrastructure/facilities for smooth execution of various Projects/workshops/training programs in North Eastern states as assigned by the management.
  - Coordinate/liaison with different State/Central agencies for smooth implementation of assigned projects.
  - Assess the sales potential of North Eastern states handicrafts products in National and International markets and developing strategy thereon with measurable deliverables.
  - Intensive travelling to the interior parts of the North Eastern States regions and other places during the period of contract for implementation/monitoring of projects.
  - Must be capable of independently completing Project Reports, Market Survey, Market Analysis and other incidental documentations.
  - To undertake aggressive sales & marketing strategy of newly developed craft specific products and achievement of given sales targets.
  - Participate in various exhibitions, expos, fairs, B2B, B2C meets etc.as assigned by management.
- 7) **Remuneration:** The CTC of selected candidate will be Rs.6,00,000(all inclusive) per annum in the first year, Rs.6,60,000(all inclusive) per annum in the 2nd year and Rs.7,26,000 (all inclusive) per annum in 3rd year. (including employer's contribution to PF) .

- 8) **Tenure of Appointment** : The tenure of Marketing Executive would be 2 + 1 years and on completion of the said period, the contract will automatically come to an end.

For application format and other relevant instructions, please visit our website **[www.thecottage.in](http://www.thecottage.in)**

- 9) **Leave**: He/she shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, he/she shall not draw any remuneration in case of his/her absence beyond 8 days in a year(calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
- 10) **TA/DA**: No TA/DA shall be admissible or joining the assignment or on its completion.
- 11) **Other allowances**: No other facilities like DA, accommodation, telephone, conveyance/transport, LTC & medical expenses etc. would be admissible.
- 12) The appointment of Marketing Executives will be purely on temporary basis and can be terminated at any time without assigning any reason.
- 13) The services of Marketing Executive can be terminated by either party giving one month notice or salary in lieu thereof.

#### **14) Selection Criteria**

Based on shortlisting of candidates, the shortlisted candidates will be required to appear for Group discussion, if required two rounds.

CCIC reserves the right not to fill the above positions without assigning any reasons.
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#### **Instructions**

- 1) Applications giving full particulars along with self-attested copies of Certificates/testimonials and a recent passport size photograph (non-returnable) should reach Addl. General Manager(HR/Admn.), Central Cottage Industries Corporation of India Ltd., Jawahar Vyapar Bhawan, Janpath, New Delhi - 110 001 by ordinary post only by 05.01.2019. Please super scribe envelope with the post applied for.
- 2) Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle a candidate to be necessarily considered or called for the interview. More stringent criteria may be applied for short-listing the candidates to be called for interview.
- 3) Applications which do not meet the criteria given in this advertisement & / or incomplete application are liable to be summarily rejected.
- 4) No correspondence will be entertained with the candidates not short listed for interview.

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## APPLICATION FORMAT

Please paste  
self-attested  
recent  
passport size  
photograph

- 1) All columns should be filled in block letters
- 2) Incomplete applications/applications without enclosures will be rejected

1. POST APPLIED FOR : \_\_\_\_\_

2. FULL NAME(BLOCKLETTERS) : \_\_\_\_\_

3. FATHER'S/HUSBAND'S NAME : \_\_\_\_\_

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

(b) AGE : \_\_\_\_\_(YRS.)\_\_\_\_\_ (MTS)\_\_\_\_\_ (DS)  
(As on the last date of receipt of application)

5. RESIDENTIAL ADDRESS :

(a) CORRESPONDENCE:  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tele. No. \_\_\_\_\_ E-mail ID \_\_\_\_\_

(b) PERMANENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. SEX : Male  Female  Trans Gender

7. MARITAL STATUS : Married  Unmarried

8. RELIGION : \_\_\_\_\_

9. PRESENT OFFICE ADDRESS : \_\_\_\_\_  
(if any) \_\_\_\_\_  
\_\_\_\_\_

10. DETAILS OF SERVICE (if any)

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

11. EDUCATIONAL QUALIFICATION: (including professional qualifications, if any):

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

12. PROFICIENCY IN COMPUTER APPLICATIONS ( IF ANY) : \_\_\_\_\_

13. ANY OTHER RELEVANT INFORMATION : \_\_\_\_\_

**DECLARATION:**

I HEREBY DECLARE THAT THE ABOVE STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. IN THE EVENT ANY INFORMATION IS FOUND TO BE FALSE OR INCORRECT, MY CANDIDATURE MAY BE TERMINATED WITHOUT NOTICE.

PLACE : \_\_\_\_\_

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

DATE : \_\_\_\_\_