

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: 23326790, 23321909 Fax: 011-23328354

One of the reputed Public Sector Undertaking engaged in the marketing of handicrafts and handlooms invites applications for the following positions on Fixed Term contract basis (extendable subject to performance) for its Head Office at Delhi

Sl. No	Name of posts	Qualification	Experience	Fixed pay	Age limit
1	Manager(Finance), Delhi	CA/ICWA/MBA in Finance	Minimum 8 years experience in the relevant field. Experience of Corporate Finance and working in computerized environment essential. Knowledge of GST, Income Tax preferable	Rs.72,000/- per month(consolidated)	40 years
2	Manager(Sales), Delhi	Graduate with MBA Programme/Post Graduation Diploma from a recognized Institute with preferred specialization in Marketing /International Business /Trade /relevant field	Minimum 8 years experience in the relevant field. Knowledge of Inventory Management and preparation of Sales Reports. Experience of	Rs.72,000/- per month(consolidated)	40 years

		viz. Sales.	working in ERP driven environment in Retail Industry preferred		
3	Dy. Manager(Interior Designing services), Delhi	B.Arch./B.Voc. /M.Voc. in Interior Design or equivalent degree in related field from a Govt. recognized Institute OR Three year Post Graduation diploma in Interior Design	Minimum 8 years experience in the relevant field. Exposure to working on 2D/3D Auto Cad, Revit, 3D Max and/or other equivalent software. <u>Desirable</u> Experience in interior work of Corporate Office buildings, Govt. office complex, hotels etc. and other interior work Preparation of Tenders/Work Orders, Bill of Quantities(BOQ) and Art installations on turnkey project basis.	Rs.60,000/- per month (Consolidated)	35 years

Job profile

Manager(Finance), Delhi

- 1) Experience in Handling/Maintenance of books of accounts in computerized environment.
- 2) Preparation of final accounts as per accounting standards
- 3) Handling Internal, Statutory audit
- 4) Preparation of Income tax/GST returns and getting assessment thereof
- 5) Statutory and all tax compliances including GST, Income tax, PF, Gratuity etc.
- 6) Any other work assigned by the Company

Manager(Sales), Delhi

- 1) Ensure proper deployment of staff and monitoring their function.
- 2) Ensure timely replenishment of stocks,
- 3) Ensure courteous and efficient customer service
- 4) Ensure proper discipline and management in the Showroom,
- 5) Ensure proper display, upkeep & cleanliness of the showroom.
- 6) To provide feedback regarding merchandise to buyers regarding tastes and preferences of customers
- 7) Marketing effort to get corporate orders
- 8) Organise exhibitions and promotions
- 9) Make proposals for administrative work
- 10) Any other work assigned by the Company

Dy. Manager(Interior Decoration Services), Delhi

- 1) To provide administrative and technical support to the Manager and team for business generation and execution of Interior Decoration projects undertaken by CCIC from time to time.
- 2) To create business proposals for clients
- 3) To execute overall design of Interior Decoration Projects and take charge independently.
- 4) Interaction with clients to better understanding their requirements and follow up.
- 5) To ensure that projects adhere to a set time line and budget
- 6) Liaise closely with all buyers and sales department to fully understanding design and product requirements of projects
- 7) Responds to requests for quotation in coordination and with inputs from sales team
- 8) Any other work assigned by the Company

Selection Process

- 1) The selection process shall consist of first scrutiny of applications received
- 2) The criteria of selection for the above posts is by way of personal interview.
- 3) Management reserves the right to devise its criteria (including to raise the minimum eligibility standards/criteria) to restrict the number of candidates to be

called for personal interview.

- 4) In the event of non-availability of suitable candidates for advertised post, the position can be filled up by giving relaxation in eligibility criteria.
- 5) The decision of Management regarding eligibility, interview and selection will be final and binding on the candidates and no correspondence whatsoever will be entertained in this regard.

Compensation package

Selected candidates will be paid consolidated salary of Rs.72,000/- (Managers) and Rs.60,000/-(Dy. Manager) per month and 3% annual increment as applicable to regular employees of CCIC, in second/third year, if the terms is extended beyond one year.

TERMS & CONDITIONS OF ENGAGEMENT OF CONTRACTUAL EMPLOYEE

- 1) Only Indian nationals are eligible to apply.
- 2) Selected candidate will obey such rules, regulations, orders and directions issued by the Corporation from time to time and will be governed by the conditions of services in force at present or amended from time to time.
- 3) Engagement of selected candidate will be governed by the Conditions of Service Rules, Conduct, Discipline and Appeal Rules, 2014 of the Corporation as amended from time to time.
- 4) The maximum continuous tenure of selected candidate would be 2 years + 1 year (subject to performance of the professional being found to be useful).
- 5) Selected candidate shall be eligible for 12 days' Casual leave in a leave year on pro-rata basis. Therefore, He/she shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on pro-rata basis). Also un-availed leave in a leave year will not be carried forward to next leave year. He/she will also be eligible for 15 days Sick Leave (Half pay) in a Leave year on Pro-rata basis. Un-availed sick leave will be carried forward to next year. No leave will be encashed.
- 6) No TA/DA shall be admissible for joining the assignment or on its completion. However, in the course of performing professional duties, if he/she is deputed to outstation units, the admissible TA/DA will be at par with Dy. Manager in CCIC.
- 7) No other facilities like DA, accommodation, telephone, conveyance / transport, LTC, Medical facilities etc. would be admissible.

- 8) The engagement will purely be of temporary nature and can be terminated at any time by CCIC without assigning any reason by giving notice of 30 days. Selected candidate can also leave the organization by giving 30 days' notice.

In case he/she is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.
- 9) The selected candidate will not be entitled to any claim or right for regular appointment in CCIC.
- 10) He/she will be eligible for 12% PF on Rs.15,000/- as being paid to contractual employees i.e. Rs.1,800/- pm.
- 11) He/she will perform the duties as fixed by the Management from time to time. Besides he/she will perform such other duties as are assigned to him/her from time to time.
- 12) He/she will be required to observe working hours fixed for the H.O and Branches from time to time.
- 13) He/she could be called for services on Saturdays/Sundays/other Gazetted holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending Office on such days, he/she may be given compensatory off.
- 14) He/she will not be allowed to take any other assignment during the period of contractual engagement.
- 15) CCIC shall not be responsible for any loss, accident, damage, injury suffered by the selected candidate whatsoever arising in or out of the execution of his/her work including travel.
- 16) In all such matters where CCIC's services regulations / Conduct Discipline and Appeal rules are silent, He/she will be governed by DPE / DOPT guidelines.
- 17) Management reserves the right to call for any additional documentary evidence in support of eligibility criteria, if need be.
- 18) Candidates should not change their Mobile number & e mail address at least till the recruitment process is over. In case of any such change, the same may be informed to HR Department.
- 19) Legal jurisdiction will be NCT of Delhi, in case of any cause/dispute.

Submission of application

- 1) The aspiring applicants satisfying the eligibility criteria in all respect, can forward their applications **along with documents relating to their qualification and experience etc.** by post addressing the same to AGM(HR/Admn.), Central Cottage Industries Corporation of India Ltd., Jawahar Vyapar Bhawan, Janpath, New Delhi-110 001. The last date of receipt of applications by post is 28/7/2023 by 6.00 PM.
- 2) The applicants applying in response to these advertisements should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling all the eligibility criteria as on the closing date of applications, failing which their applications will be rejected.
- 3) Applications received after stipulated date and time will not be considered and no correspondence in this regard shall be entertained.

Instructions

- 1) 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.
- 2) Applicants which do not meet the criteria given in this advertisement &/or incomplete applications are liable to be summarily rejected.

CCIC of India Ltd.

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(BLOCK LETTERS) : _____

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 _____

Telephone No. _____

(b) PERMANENT ADDRESS: _____

Telephone No. _____

E mail ID _____

6. SEX : Male Female Trans Gender

7. MARITAL STATUS : Married Unmarried

8. RELIGION : _____

9. PRESENT OFFICE ADDRESS : _____

 Telephone No. _____

10. CATEGORY (SC/ST/OBC/GEN/PWD/OTHER) : _____
 (In case PWD, please mention the percentage & category of disability)

11. (a) PRESENT POST HELD: _____
 (b) DATE FROM WHICH HELD: _____
 (c) NAME OF ORGANISATION: _____
 (d) SCALE OF PAY: _____
 (e) PRESENT BASIC PAY : _____
 (f) TOTAL EMOLUMENTS : _____

12. DETAILS OF SERVICE

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

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

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

14. PROFICIENCY IN COMPUTER APPLICATIONS (IF ANY) : _____

15. 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 : _____

DATE : _____

SIGNATURE OF THE CANDIDATE
