

Central Cottage Industries Corporation of India Ltd.

(A Govt. Of India Undertaking)
Jawahar Vyapar Bhawan, Janpath,
New Delhi – 110 001.

Tel:011-2332 6790 / 2332 1909 / 2332 1546
Fax: 011-23328354

MANAGEMENT TRAINEE (RETAILING /MARKETING / MERCHANDISING / PUBLICITY / PR /HR) IN CCIC

Central Cottage Industries Corporation of India Ltd. is a Govt. of India Undertaking Ministry of Textiles. The corporation is a retail trading organization and is engaged in marketing of Handicrafts and Handlooms product through its five retail outlets in major cities – Delhi, Mumbai, Kolkata, Bengaluru, and Chennai.

CCIC proposes to engage a few suitable Management Trainees (Marketing & Sales / HR / Merchandising / Design & Development/ Market Research & Analysis / Publicity & PR) IN CCIC as per details given below:

1) Management Trainee	Institutional Sales/Marketing	5 (One each for Delhi, Mumbai, Kolkata, Bengaluru and Chennai)
2) Management Trainee	Exports/Marketing	1 (Delhi)
3) Management Trainee	Commercial/Marketing	1 (Delhi)
4) Management Trainee	Visual Merchandising	1 (Delhi)
5) Management Trainee	Design & Product Development	1 (Delhi)
6) Management Trainee	HR	1 (Delhi)
7) Management Trainee	Publicity & PR	1 (Delhi)
8) Management Trainee	Market Research & Analysis	1 (Delhi)
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TOTAL		<u>12</u>

Educational Qualification

Graduate in Textiles / Handlooms / Fashion Designing with at least 60% marks in aggregate from a UGC Recognized University/ Institute of repute.

OR

MBA or PG Diploma equivalent to MBA in Retailing / Marketing / Merchandising / Publicity & PR / Human Resources with at least 60% marks in aggregate from a UGC Recognized University/ Institute of repute.

AGE

Maximum 28 years as on 1/1/2011.

Additional Qualification

Project work/Summer Internship/ Work Experience related to Handloom, Handicrafts, Garments, Jewellery, Carpet, Leather etc. will be an additional Qualification, which shall be given preference.

Consolidated Payment

Rs.18,000/- per month for First Year + TA/DA as per CCIC rules

Rs.20,000/- per month for Second Year + TA/DA as per CCIC rules

Note:

1. In case the Institute awards Grades, it must be converted to equivalent percentage as per the formula applicable e.g. 6.1 C.G.P.A in a10 point scale is 61% age
2. Students appearing in Final year /semester of their respective exam may also apply. They will have to make themselves available after their final year exam. However, the continuation of their engagement with CCIC will be subject to successful completion of Degree / Diploma with requisite 60% marks in aggregate.
3. On successful completion of training period on the basis of performance appraisal, the suitable candidates may be absorbed at entry level of Managerial Cadre i.e. Assistant Manager as per rules & regulations of the Corporation after fulfilling eligibility criteria for the same. However, the trainees shall not have any legal claim for absorption.

General Conditions :

- i) Corporation has its presence across the country and incumbent on selection may be posted /transferred any wherein in India.
- ii) A non refundable "Account Payee" demand draft of Rs.200/- drawn in favor of "Central Cottage Industries Corporation Of India Ltd." on any Nationalized Bank payable at New Delhi is to be enclosed along with the prescribed application form. No other mode of payment is acceptable is acceptable. Candidate should mention his name and address on reverse side of the demand draft.
- iii) A non refundable "Account Payee" demand draft of Rs.100/- is payable by SC/ST/OBC candidates.
- iv) Incomplete/ unsigned applications and applications received without photographs, fee, attested copies (attested by a Gazetted Officer) of required certificates are liable to be rejected. No Original certificates are to be annexed with the application form.
- v) Reservation and age relaxation for SC/ST/OBC/Minority shall be as per Govt. directives and such candidates are required to enclose copy of the certificate issued by the competent authority to that effect.
- vi) Candidates belonging to OBC Category are required to produce the recently obtained OBC Certificate (Non Creamy Layer, not older than 6 months as on date of Advertisement) in the format prescribed by the Govt. of India, issued by competent authority.
- vii) The appointment of selected candidates will be subject to their medical fitness based on Medical examination as per directives of the company.
- viii) Mere eligibility will not vest any right on any candidate for being called for interview. The Management's decision in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview/ test.
- ix) Canvassing in any manner would entail disqualification of candidature.
- x) Management will not be responsible for delayed receipt/ non receipt of the applications.
- xi) Candidates called for interview are required to bring original testimonials, one passport size photograph, last pay certificate and experience certificates with them.
- xii) In case the candidates wishes to apply for more than one post, separate applications along with requisite DD must be sent

APPLICATION FORMAT

1. POST APPLIED FOR : _____
2. NAME (BLOCK LETTERS) : _____
3. FATHER'S NAME/HUSBAND'S NAME : _____
4. RESIDENTIAL ADDRESS :
(a) PRESENT :

Photo duly
attested by
Gazetted
officer

Telephone No. _____
Land Line _____
Mobile No. _____
E mail ID _____

- (b) PERMANENT :

Telephone No. _____
Land Line _____
Mobile No. _____

5. (a) DATE OF BIRTH : _____
- (b) AGE AS ON 01.01.2011: _____ (YRS.) _____ (MTS) _____ (DS)
(Maximum Age 28 years)
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./ Board/ 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 : _____

Name (in Block Letters): _____

Signature of the candidate : _____

Place :

Date :

INSTRUCTIONS

Applications giving full particulars along with attested copies of Certificates/ testimonials and a recent passport size photograph should reach Shri R. K. Singh, Sr. General Manager, Central Cottage Industries Corporation of India Ltd., A – 36 to 39, Sector-2, Noida – 201 301 (UP) within 21 days of publication of this advertisement. Please super scribe the envelope with the Post applied for _____.

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Check-List

Sl. No	Documents Attached	Please mark tick in relevant column.		
		Yes	No.	N.A.
1.	Demand Draft for the prescribed amount			
2.	Proof of date of birth(SSLC/ Matriculation Marks Sheet)			
3.	Reservation Certificates: 3.1 Proof of Caste – SC/ST in the prescribed format 3.2 Latest OBC Certificate(Non Creamy Layer in the format are prescribed by the Govt. and issued by the Competent Authority)			
4.	Qualification Certificates: 1.1 SSLC/ Matriculation Certificate 1.2 Inter/ Diploma Marks - Sheet/ Certificate 1.3 Degree Marks Sheet/ Certificate 1.4 PG Diploma Marks- Sheet / Certificate 1.5 Other qualification, if any(Pl. Specify)			
5.	Post Qualification Experience Certificate(s)			

Note :

The attested copies (attested by a Gazetted Officer) of the documents should be attached to this form in the order as mentioned herein.