



**THE COTTON CORPORATION OF INDIA LTD.**  
(A Government of India Undertaking, Ministry of Textiles)  
KAPAS BHAVAN, Plot No.3 A, Sector-10, CBD Belapur,  
**NAVI MUMBAI- 400 614**

Advt No.DR-2/CCI/2020/

08/12/ 2020

**RECRUITMENT AGAINST VARIOUS POSTS ON DIRECT RECRUITMENT BASIS**

THE COTTON CORPORATION OF INDIA LTD is a public sector undertaking under Ministry of Textile, Government of India extending necessary marketing support to the cotton growers in selling their kapas produce at most competitive prices in the various market yards in all cotton growing States through timely intervention – beginning from day one of the kapas arrivals till the end of season, procurement operations spread over in 19 Branches and over more than 400 market yards in the country and having its head quarter at CBD Belapur, Navi Mumbai. For further strengthening its core competencies, CCI invites applications on direct recruitment basis from dynamic, proficient and motivated candidates looking for exciting career opportunities and want to be a part of our growth journey. Interested and eligible candidates can apply for the vacancies ONLINE, through our website.

1. Candidates to ensure their eligibility for the Posts:

Before applying, candidates should ensure that they fulfill the eligibility criteria for the advertised posts. The CCI would admit to the Examinations all the candidates applying for the post with the requisite fee/intimation charges (wherever applicable) on the basis of the information furnished in the ONLINE application and shall determine their eligibility only at the final stage i.e. document verification. If at that stage, it is found that any information furnished in the ONLINE application is false/ incorrect or if according to the Corporation, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature will be cancelled and he/she will not be allowed to appear for document verification and can be removed from service without notice, if he/she has already joined the Corporation.

2. Mode of Application

Candidates are required to apply online through the Company's website [www.cotcorp.org.in](http://www.cotcorp.org.in). No other mode for submission of application is available.

3. Important Dates

Events	Important Dates
Opening date of online registration form	09.12.2020
Closing date of online registration form(Last day of Fee payment)	07.01.2021

\*\* The Corporation reserves the right to make any changes in these dates

4. Help Facility – In case of any problem in filling up the form, application fee payment/intimation charges or in downloading of e- admit card, queries may be

made through email at [cotcorphelpdesk@gmail.com](mailto:cotcorphelpdesk@gmail.com) and phone number 022-61306219 from 10 am to 5 pm on working days

5. Use of Mobile Phones and other electronic devices banned

- a) The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.
- b) Candidates are advised in their own interest not to bring any of the banned items including mobile phone/pagers to the venue of the examination, as arrangement of safe-keeping cannot be assured.
- c) Candidates are advised not to bring any valuable items to the examination halls, as safe keeping of the same cannot be assured. The CCI will not be responsible for any loss in this regard.

6. Addendum/Corrigendum: Please note that Addendum/corrigendum, if any, issued on the above advertisement, will be published only on the Corporation's website [www.cotcorp.org.in](http://www.cotcorp.org.in).

**A. DETAILS OF POSTS:**

1. The Corporation having its Head Office in Navi Mumbai and branch offices all over India invites application for filling up the following post, the details of which are as under:-

Sl No.	Post Code	Name of the post	No of Posts	Upper Age limit as On 01.11.2020	Qualification	Experience
1	101	Management Trainee (Mktg)	5 (1-SC, 1-OBC, 1-EWS, 2-UR)	30	MBA in Agri Business Management/ Agriculture related MBA.	
2	102	Management Trainee (Accounts)	6 (1-OBC, EWS-1, UR-4)	30	CA/CMA/MBA (Fin) / MMS/M.Com. or any equivalent Post Graduate Degree in Commerce discipline	
3	103	Junior Commercial Executive	50 (8-SC, 4-ST, OBC-14, EWS-5, UR-19) Out of total post, post is reserved for 3 PH and 10 Ex-Servicemen)	30	B.Sc Agriculture from any recognized University with an aggregate of 50% marks, 45% marks in case of SC/ST/PH candidates.	Criteria in case of employees of Cotton Corporation of India Ltd. (CCI) is: Qualification –Any Graduate (10+2+3) Age –The age relaxation is only to the extent of number of years they put in service in CCI, provided they fulfill all other criteria for direct recruitment
4	104	Junior	20 (4-SC,	30	B.Sc Agriculture	

		Assistant (General)	1-ST, 5-OBC, 2-EWS, 8-UR) Out of total post, 1 post is reserved for 1 PH and 5 Ex-Servicemen)		from any recognized University with an aggregate of 50% marks, 45% marks in case of SC/ST/PH candidates.	
5	105	Junior Assistant (Accounts)	14 (2-SC, 1-ST, 4-OBC, 1-EWS, 6-UR) Out of total post, 1 post is reserved for 1 PH and 4 Ex-Servicemen)	30	B.Com from any recognized University with an aggregate of 50% marks, 45% marks in case of SC/ST/PH candidates.	

**ABBREVIATION:**

UR – Unreserved; SC – Scheduled Caste; ST – Scheduled Tribe; OBC – Other Backward Class; EWS – Economically Weaker Sections. PH-Physically Handicapped.

**IMPORTANT NOTE FOR EWS (ECONOMICALLY WEAKER SECTIONS):**

1. 10% of Vacancies are reserved for the EWS as per the directions of Government of India instructions issued vide DoPT OM No. 36039/1/2019-Estt (Res) dated 19<sup>th</sup> January, 2019
2. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8.00 lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
  - i. 5 acres of Agricultural Land and above;
  - ii. Residential flat of 1000 sq. ft. and above;
  - iii. Residential plot of 100 sq. yards and above in notified municipalities;
  - iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
3. The income and assets of the families as mentioned in para 2 ~~would need to be~~ certified by an officer not below the rank of Tehsildar in the States/UTs. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification.
4. The instructions issued by the Government of India in this regard from time to time shall be adhered to.

**POST IDENTIFIED SUITABLE FOR PERSON WITH BENCHMARK DISABILITY (PwBD)**

Name of Post	Post identified suitable for PwBD	Physical requirements
Junior Commercial Executive	a)Locomotor disability (OA,OL,BL,OAL) including cerebral palsy, leprosy cured, dwarfism, Acid attack victims, muscular, dystrophy b) Blindness and low vision (B,LV) c) Deaf (D) and Hard of Hearing (HH)  Multiple disabilities from amongst the person under clause (a) to (d) above except deaf-blindness	S,ST,W,MF,SE,RW,H,C
Junior Assistant (Gen)/ Junior Assistant (A/c)	a)Locomotor disability (OA,OL,BL,OAL) including cerebral palsy, leprosy cured, dwarfism, Acid attack victims, muscular, dystrophy b) Blindness and low vision (B,LV) c) Deaf (D) and Hard of Hearing (HH) d)Specific learning disability  Multiple disabilities from amongst the person under clause (a) to (d) above except deaf-blindness	S,ST,W,SE, RW, H,C
ABBREVIATION USED - S=SITTING, BN-BENDING, RW-READING AND WRITING,C=COMMUNICATION,MF=MANIPULATION WITH FINGERS, PP=PULLIN AND PUSHING,L=LIFTING, KC=KNEELING AND CROUCHING,ST=STANDING, W=WALKING, BLA=BOTH LEGS AND ARMS, BA= BOTH ARMS, OL=ONE LEG, BL=BOTH LEG, OA=ONE ARM, , OAL=ONE ARM AND ONE LEG. B=BLIND, LV=LOW VISION, H=HEARING, OH=ORTHOPAEDICALLY HANDICAPPED, CP CEREBRAL PALSY, LC=LEPROSY CURED, VH=VISUALLY HANDICAPPED, HH HEARING HANDICAPPED		

DEFINITION OF PERSONS WITH BENCHMARK DISABILITIES (PwBD)

Under Section 33 of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/state Govt. Further, one percent reservation in addition to existing 3% reservation (total 4%) for the person with benchmark disabilities shall be allowed in view of the enactment of "The Rights of Persons with Disabilities Rules 2017" dated 15<sup>th</sup> June 2017 and DoPT OM no36035/02/2017-Estt (Res) dated 15.01.2018. The definition of the PwBD shall be as per RPWD Act 2016.

Accordingly candidates with the disabilities identified above are eligible to apply (as per GOI guideline issued from time to time. Candidates claiming such benefits should produce certificate in original (by the competent Authority issued on or before the last date of online submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of document verification at any stage of the process if considered for selection to the particular post. Person with disabilities will have to work in field/branch offices / Head Office as identified by CCI.

Note for PWBD:

- 1) PwBD candidates may belong to any category (i.e. General/SC/ST/OBC/EWS), Reservation for PwBD is horizontal and within the overall vacancies for the post subject to the posts having been identified suitable for such disabilities.
- 2) PwBD candidates should possess a valid disability certificate issued by the Competent Authority as prescribed by The Rights of Person with Disability Act, 2016 (RPwD Act, 2016). Such a certificate shall be subject to verification/re-verification as may be decided by the Competent Authority.
- 3) Suitable provisions for providing information regarding use of scribes by the blind candidates and candidates with locomotor disability and cerebral Palsy where dominant(writing) extremity is affected to the extent of slowing the performance of function (minimum 40% impairment) have been made in the online application at the time of the initial online application itself.
- 4) Suitable information should be provided at the time of initially applying for the post regarding availing of compensatory time by the blind candidates and candidates with locomotor disability and Cerebral Palsy where dominant(writing) extremity is affected to the extent of slowing the performance of writing function (minimum 40% impairment) requiring the facility of scribe.
- 5) Guidelines for Person with Disabilities using a Scribe
  - i. The visually handicapped candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In such cases where a scribe is used, the following rules will apply (as per instruction of Department of Empowerment of Person with Disabilities OM No34-02/2015-DD-III dated 23<sup>rd</sup> August, 2018)
    - In case of person with benchmark disabilities in the category of blindness, locomotor disability (both arms affected –BA) and cerebral palsy, the facility of scribe shall be given, if so desired by the candidate.
    - In case of other category of person with benchmark disability, the provision of scribe can be allowed on production of certificate to the extent that the candidate concerned has physical limitation to write and scribe is essential on their behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government healthcare institution as per the proforma. Appropriate options in the online application form shall have to be selected during the filing of the online application and the filled proforma shall be submitted by the candidate at the test center.
    - The candidate has the discretion of opting their own scribe or request CCI for the same. If the scribe is arranged by the Corporation, the candidate shall be allowed to meet the scribe two days before the examination.
    - In case the candidate brings their own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The person with benchmark disabilities opting for own scribe should submit details of their own scribe in the online application form and bring the certificate at the time of document verification as per Proforma Both the candidate as well as scribe will have to give a suitable undertaking that the scribe fulfills all the stipulated eligibility criteria for scribe mentioned above. Further in case if later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the results of the online application.
    - Those candidate who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.

- The same scribe cannot be used by more than one candidate. In addition, the scribe arranged by the candidate should not be a candidate for current online recruitment for any post in CCI. If violation of the above is detected at any stage of the process, candidature for online examination of both the candidate and the scribe will be cancelled. Candidates eligible for, and wish to use the services of a scribe in the examination, should invariably and carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- ii. Guidelines for candidates with Benchmark disabilities compensatory time of minimum of one hour for examination of three hours duration or as otherwise advised shall be permitted for all the candidates with benchmark disabilities not availing the facility of scribe. The compensatory time shall be on pro-rata basis (not less than 5 minutes and in multiple of 5).
- iii. Guidelines for Visually impaired candidates
  - Visually impaired candidates (who suffer from not less than 40% of disability) may opt to view the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes or otherwise advised for every hour of examination.
  - The facility of viewing the contents of the test in magnifying font will not be available to visually impaired candidates who use the services of a scribe for the examination.

These guidelines are subject to change in terms of GOI guidelines /clarifications, if any, from time to time

## 2. SERVICE CONDITIONS:

### i) Scale of Pay: (as on date)

Management Trainee (Mktg) – Rs 30,000 – 1,20,000 (IDA)  
 Management Trainee (Accounts) - Rs 30,000 – 1,20,000 (IDA)  
 Junior Commercial Executive - Rs 22000-90000 (IDA)  
 Junior Assistant (Accounts) - Rs 22000-90000 (IDA)  
 Junior Assistant (General) - Rs 22000-90000 (IDA)

### (b) Probation Period:

The selected candidate will be on a probation for a period of 12 months (1 year) of active service in Corporation from the his /her date of Joining. However mere completion of 12 months service in this Corporation from the date of joining shall not confer any right for the candidate for permanency. An employee is confirmed in service only when Management informs him/her in writing.

### (c) Service Bond:

There is a mandatory provision of executing a Service Bond as under:  
 "Serve a minimum period of 3 year in the Corporation after joining services or in lieu thereof 3 months basic pay (basic pay as on the date of separation)"

## B. ELIGIBLE CONDITIONS

a) Nationality: A candidate must be a citizen of India.

(i) Minimum age criteria: The minimum age of the candidate applying for any post must be 18 years or above as on 01/11/2020.

(ii) Maximum age criteria:

- (a) For the post of Junior Commercial Executive/Junior Assistant (General/Accounts)- Age not more than 30 years as on 1<sup>st</sup> November 2020, relaxation of 5 years for SC/ ST and 3 years for OBC (excluding creamy layer). With respect to Person with Disabilities (PwDs) upper age limit is relaxable by 10 years, which will be over and above the relaxation admissible for candidates belonging to SC/ ST/ OBC (Non-creamy layer)
- (b) For the post of Management Trainee (Accounts) & (Mktg) - Age not more than 30 years as on 1<sup>st</sup> November 2020, relaxation of 5 years for SC/ ST and 3 years for OBC (excluding creamy layer) and for persons with disabilities shall be relaxable by 10 years (15 years for SC/ ST and 13 years for OBC) which will be over and above the relaxation admissible for candidates belonging to SC/ ST/ OBC (Non-creamy layer)

(iii) RELAXATION IN MAXIMUM AGE LIMIT

In addition to the maximum age prescribed for a post; following categories of candidates shall also be entitled for age relaxation as prescribed:-

Sl. No.	Category	Age Relaxation
1.	Scheduled Caste/Scheduled Tribe	5 years
2.	Other Backward Class (Non-Creamy Layer)	3 years
3.	Persons with Disability (PWD)	10 years
4.	Ex-Servicemen	3 Years (after deducting no. of years of military service)
5.**	Persons ordinarily domiciled in the State of Jammu and Kashmir during the period 1.1.1980 to 31.12.1989)**	5 years

**Note:** Departmental candidates (Regular employees of CCI ) applying under direct recruitment will be entitled only for age relaxation subject to the condition that they should be presently working in one scale/post lower than the post applied for with minimum one year experience on lower post/scale

**\*\*** - Any applicant intending to avail the relaxation under this category shall have to submit a certificate from the District Magistrate within whose jurisdiction she/he had ordinarily resided or any other authority designated in this behalf by the Govt. of Jammu & Kashmir to the effect that she/he had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 – 31.12.1989

In all cases of age relaxation, maximum age limit taking into benefit of cumulative age relaxation shall not exceed 47 years as on 01.11.2020

\* For Ex- Serviceman the Upper Age limit shall be relaxed as on 01.11.2020 by allowing the deduction of length of actual Military Service from his actual age and the resultant age should not exceed the maximum age limit prescribed for the Post by more than 3 years (8 years in case of SC/ST; 6 years in case of OBC Candidates).

- i) The upper age limit specified in (A)- "Detail of post" above is applicable to General Category candidates
- ii) The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above from (iv) 3 to iv (5)

- iii) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Document Verification and at any subsequent stage of the recruitment process as required by CCI
- iv) Age concession is not admissible to sons, daughters and dependents of ex-servicemen.
- v) Candidates belonging to OBC category but coming under Creamy layer are not entitled to the benefits of OBC reservation. They should indicate their category as "General (Unreserved)" while filling online application. OBC certificate should be issued on or after 01/01/2020 with suitable mention about creamy layer / Non – Creamy layer status.
- vi) If there are no posts reserved for reserved category candidate belonging to SC/ST/OBC/EWS category; these candidates can apply against unreserved posts; provided they meet all the norms prescribed for unreserved candidates. The SC/ST/OBC/EWS candidates will not be considered for any relaxation in age and relaxation in qualifying marks in Online Test or at any stage in the entire recruitment process if they apply for unreserved posts.
- vii) Age concession to PWD candidates shall be admissible provided the post is identified suitable for the relevant category of disability.
- viii) The above guidelines are subject to change in view of any Government of India guideline/clarification from time to time.

**C. APPLICATION FEE AND INTIMATION CHARGES**

Sl No	Category	Application Fee	Intimation Charges	Total
1	GEN/EWS/OBC	Rs 1000/-	Rs 500/-	Rs 1500
2	SC/ST/Ex-Servicemen/PWD	NIL	Rs 500/-	Rs 500
*Bank/Transaction charges are to borne by the candidate				

Note:

1. If application is submitted without the prescribed fee/ intimation charges shall be summarily rejected.
2. Fee once paid shall not be refunded under any circumstances nor can the fee be held reserve for any other examination or selection

**D. Mode of payment**

- Candidates have to make payment through ONLINE MODE only, once the payment is done, the confirmation mail will be forwarded subsequently after checking payment details. There will not be any other mode of payment of application fee.
- The payment can be made using only Debit cards (RuPay/ Visa/ Master card/ Maestro), Credit cards or internet banking by providing information as asked on the screen.
- After submission of forms the candidates will be redirected to SBI Payment gateway wherein they can make payment online. (Only candidates who belong to Gen/ OBC/OBC Non-Creamy Layer will be redirected). The payment can be made using only debit cards, credit cards and net banking.



- The candidature of applicants submitting fee of lesser amount, other than prescribed will be rejected. Application fee once paid will not be refunded under any circumstances. Application once submitted cannot be withdrawn and application fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process
- Candidates are required to take print-out of the SBI e-receipt and online registration slip and keep for future references.
- Candidates will be solely responsible for filling up the online application correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application fee will be entertained by the Corporation.
- Without e-admit card & valid Govt. photo ID proof, the candidate will not be allowed to appear for computer based test, verification of documents or any other stage of recruitment process. Candidates are therefore advised to keep photocopies of the same for future use.

**E. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT /USE OF UNFAIR MEANS**

A candidate who is or has been declared by the Corporation to be guilty of

- i. Obtaining support for his/her candidature by the following means, namely: -
  - a. Offering illegal gratification to, or
  - b. Applying pressure on, or
  - c. Blackmailing, or threatening to blackmail any person connected with the conduct of the examination,

Or
- ii. Impersonating, or
- iii. Procuring impersonation by any person, or
- iv. Submitting document which is fabricated or tampered with, or
- v. Making statements which are incorrect or false suppressing material information, or
- vi. Resorting to the following means in connection with his/her candidature for the examination, namely
  - A. Obtaining copy of question paper through improper means
  - B. Finding out particulars of the person connected with secret work relating to the examination
  - C. Influencing the examiner, or
- vii. Using unfair means during the examination or
- viii. Writing obscene matter or drawing obscene sketches in the scripts or
- ix. Misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly behavior and the like , or
- x. Using a scribe/availing compensatory time in examination despite being ineligible, or
- xi. Harassing or doing bodily harm to the staff employed by the Corporation for the conduct of their examination,
- xii. Being in possession or using mobile phone , pager, or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
- xiii. Violating any of the instruction issued to candidates along with their admission certificates permitting them to take the examination or

xiv. Attempting to commit or as the case may be abetting the commission of all or any of the acts specified in the foregoing clauses ; may in addition to rendering himself /herself liable to criminal prosecution, be liable to be disqualified by the Corporation from the examination for which he/she is a candidate and /or to be debarred either permanently or for a specified period (i) by the Corporation from any examination or selection held by them; (ii) by the Corporation from any employment under them; (iii) dismissal from the service by the Corporation if he/she is already in Corporation's employment; and (iv) if he/she already in some other service, the authority writing to his/her employer for taking disciplinary action. Provided that no penalty shall be imposed except after (i) giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and (ii) taking the representation, if any, submitted by the candidate within the period allowed to him /her into consideration.

#### **F. How to apply:**

- Interested persons fulfilling the criteria mentioned above can submit the application online by logging on to The Cotton Corporation of India website [www.cotcorp.org.in](http://www.cotcorp.org.in) followed by visiting "**Recruitment**" link. Applications will not be accepted through any other mode. The online registration will be open from 9.12.2020 and closes on 7.01.2021, after which the web-link will be disabled. Candidates are advised to apply online well before the closing date and not to wait till the last day for filling up the application to avoid the possibility of inability/ failure to log on to the website on account of site congestion, heavy load on the internet. Corporation does not assume any responsibility for the candidates not being able to submit their applications within the last day on account of aforesaid reasons or any other reason. Read the advertisement details carefully & verify your eligibility for the said post and click on "Enter" and fill up the online application form with your details.
- Candidates should possess a valid e-mail id/mobile number. Candidates are advised to keep the e-mail id/ mobile number (to be entered compulsorily in the application form) active for at least one year. No change in e-mail id/ mobile number will be allowed once entered. Corporation will not be responsible for any loss of e-mail/SMS sent, bouncing of e-mail/SMS due to invalid/ wrong email ID/ mobile number provided by the candidate or due to any other reasons.
- Online application once submitted cannot be altered under any circumstances.
- The name of the candidate and that of his /her father/husband/spouse name etc should be spelt correctly in the application exactly as it appears in the Certificates / mark sheets. Any change /alteration found may disqualify the candidature.
- An Email/sms intimation with the Registration number and password generated on successful registration of the application will be sent to the candidates E-mail ID /Mobile number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and sms intimation at the email ID/ mobile number provided by them, they may consider that their online application has not been successfully registered. For any queries or clarification, the candidates are requested to contact 022-61306219 (Helpdesk number).

- If any information furnished by the candidate in any part of online application is found to be false or incomplete or is not found to be in conformity with eligibility criteria mentioned in the advertisement including the previous experience, the candidature/ appointment will be considered as revoked/ terminated at any stage of recruitment process or after recruitment or joining, without any reference given to the candidate.

**G. CALL LETTER FOR WRITTEN TEST FOR THE POST OF MANAGEMENT TRAINEES (MARKETING/ACCOUNTS), JUNIOR COMMERCIAL EXECUTIVE, JUNIOR ASSISTANT (GENERAL/ACCOUNT)**

1. The centre, venue address, post applied for, date and time for examination shall be intimated to eligible candidate and the candidate will be required to download the admit card from the website. Please note no hardcopy of the admit card will be provided through post or any other means.
2. Short listed candidates list will also be put on Corporation website hence candidates are requested to check the website from time to time. Intimation will also be sent on email id /SMS provided by the candidate in online application form. Corporation will not be responsible for any loss of email/SMS sent, bouncing of e-mail/SMS due to invalid/ wrong email ID/ mobile number provided by the candidate or due to any other reasons.
3. Necessary information regarding the written test etc. will be hosted on Corporation website. Candidates are requested to visit the website from time to time to check the same. Any modification/ amendments in the advertisement will be given in the Corporation website i.e. [www.cotcorp.org.in](http://www.cotcorp.org.in). Any request for change of centre, venue, date and time of examination will not be entertained.

**H. EXAMINATION CITIES:**

SI No	City	SI No	City
1	Mumbai/Navi Mumbai	7	Kolkata
2	Hyderabad	8	Bengaluru
3	New Delhi	9	Ahmedabad
4	Chennai	10	Patna
5	Lucknow	11	Jaipur
6	Chandigarh		

**General Conditions:**

1. Candidates intending to apply for the said post should ensure that they fulfill the minimum eligibility criteria specified :

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, age, educational qualification etc in original with a photocopy thereof in support of their identity and eligibility as indicated in the online application form at the time of verification of documents. Please note that no change of category will be permitted at any stage after registration of online application. Merely applying for the said post does not imply that a candidate will necessarily offered employment.

2. All educational qualifications mentioned above should be from recognized university/ Institute/ Board recognized by Government of India and results should have been declared on or before 01.11.2020.
3. Candidate should indicate the aggregate percentage (%) obtained in the online application. No rounding off of decimals should be done and it should be represented in the online application upto two decimal places. The total maximum marks and total marks obtained for all semesters/ years will be summed up to arrive at the aggregate percentage. No weightage will be given to any particular semester/ year for calculating aggregate percentage.
4. Where CGPA/ OGPA/ Grade is awarded the same should be converted into percentage (No rounding off of decimals should be done and it should be represented in the online application upto two decimal places). Candidates will be required to submit a certificate to this effect from the University/ Institute at the time of verification of documents.
5. ***Candidate can apply only for one post. Multiple applications will be summarily rejected.***
6. Age, qualification and experience stipulated above should be as on 01.11.2020. The month of declaration of results indicated in the mark sheet of the Final year/ semester will be considered as the date of acquisition of Educational Qualification.
7. Category (SC/ ST/ OBC/ PH) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on. The Corporation reserves the right to fill/ not to fill all or any of the post herein advertised without assigning any reason and without issuing any further notice. Number of vacancies can be increased/ decreased, at the discretion of the Management, without assigning any reason and without issuing any further notice. The Corporation reserves the right to cancel this advertisement either partially/ wholly at any time, at its discretion without assigning any reason and without issuing any further notice. Management reserves the right to reject the application of any candidate without assigning any reason. Any legal proceeding arising out of this advertisement shall be subject to the jurisdiction of the courts in Mumbai.
8. Candidates will have to appear on their own for written test/ verification of documents and no TA /DA will be given.
9. Candidates already working with Government/ Semi-Government/ PSU will have to produce a "No objection certificate" from their employer at the time of verification of documents. Without NOC his/her candidature will not be considered.
10. In all matters regarding eligibility, assessment, the Corporation decision will be final and binding on the candidates and no correspondence will be entertained in this regard.
11. Work experience certificate which has to be submitted by the candidate at the time of verification of documents) should be on the letter head of the Company. The letter head of the Company should have details of the Company. If the candidate is presently employed then copy of appointment letter and copy of latest pay slip in proof of job experience has to be submitted. Only those job experiences will be counted where the salary payment is through cheque/

NEFT. Job experience where salary is paid in cash will not be counted. The proof regarding salary payment (i.e bank passbook) needs to be shown at the time of verification of documents. Other statutory deductions like PF should also be there.

12. The minimum qualifying percentage prescribed for Computer Based Test for different categories are as under :

Category	Minimum qualifying percentage
UR/EWS/OBC	40%
SC/ST/PWD/Ex-Servicemen	35%

13. The Corporation reserves the right to shortlist candidates for verification of documents. No correspondence will be entertained with the candidates who are not shortlisted. Mere fulfillment of qualification will not entitle the person to be called for verification of documents. Management reserves the right to raise the Standard of Specifications to restrict the number of candidates to be called for verification of documents. Canvassing in any form and /or bringing in any influence will be treated as disqualification.
14. Candidates should possess a valid e-mail id. Candidates are advised to keep the e-mail id (to be entered compulsorily in the application form) active for at least one year. No change in e-mail id will be allowed once entered.
15. Candidates need not submit/ send at any address, application printouts or any certificates or copies thereof at the time of ONLINE application (No OFFLINE/ hard copy of application will be accepted). Their candidature will be considered on the basis of the information furnished in the ONLINE application. If at any stage, it is found that any information furnished in the ONLINE application is false/ incorrect or if according to the Management/ Selection committee, the candidate does not satisfy the eligibility criteria, his/ her candidature/ appointment will be cancelled/ terminated at any stage of recruitment process or after recruitment and joining, without any explanation given to the candidate.
16. Candidates should understand thoroughly their eligibility for the post applied for.
17. Proof of date of birth:  
At the time of verification of documents, regarding proof of date of birth the candidate will be required to give Birth certificate issued by a Municipal Authority or any office authorized to issue Birth & Death Certificate by the Registrar of Births & Deaths **OR** School leaving certificate / Secondary School leaving certificate/ Certificate of Recognized Boards from the school last attended by the applicant or any other recognized educational institution.
18. Regarding caste certificate to be produced at the time of verification of documents:
- i. The caste certificate of SC/ST must be issued by any of the following empowered authority:
- a. Dist. Magistrate/Addl. Dist.Magistrate/ Collector/ Dy.Commissioner/ Addl. Dy. Commissioner/ Dy.Collector/ 1st Class Stipendiary Magistrate/Sub Divisional Magistrate/ Taluka Magistrate/ Exec.Magistrate/ Extra Asst. Commissioner.

- b. Chief Presidency Magistrate/ Addl. Chief Presidency magistrate/  
Presidency Magistrate
  - c. Revenue Officer not below the rank of Tehsildar.
  - d. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
  - ii. OBC candidates have to submit caste certificate issued by the Competent Authority in the prescribed form his/her OBC status as well as exclusion from "Creamy layer" at the time of verification of Documents. OBC Non-creamy layer should be valid as on the date of advertisement **OR** should have been recently obtained (not older than one year as on the date of this advertisement).
  - iii. EWS candidate have to submit certificate issued by the Competent Authority as specified by Government of India
  - iv. The Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The disability certificate is to be produced at the time of verification of documents. At the time of verification of documents certificate for physically handicapped to be produced by the candidate should be in the prescribed format stating that person is suffering from not less than 40 % of relevant disability.
19. Candidates should submit the declaration stating the number and name of the relatives working in the Cotton Corporation of India Ltd, if any at the time of verification
20. Appointment of selected candidates will be subject to their being found medically fit.
21. In case of candidates who have changed their name, they have to produce original gazette notification/ their original marriage certificate/ affidavit in original, mentioning the changed name.
22. Change in Job-Profile and Posting:
- The selected candidates will be posted in different cotton growing areas across India. In case of Junior Commercial Executive, posting will be in rural and remote areas. The candidate can be posted in any of the offices in India. The Management also reserves its right to change the job-profile of the candidate at its discretion at any time.
23. Reservation for PH/ Ex-Servicemen is horizontal and within the overall vacancies for the post.
24. Candidates who were dismissed/terminated/removed by any PSU/Bank/Government Organization will not be eligible.

## ANNEXURE –I

### POST : MANAGEMENT TRAINEE (MARKETING)

The paper would be in 5 parts with 120 Objective MCQ type to be attempted in 120 minutes. 1 mark would be given for each correct answer and 0.25(1/4) marks deducted for each wrong answer.

Note: The level of the paper will be consistent with the educational qualification prescribed for each post

<b>Section name (Nature of Questions)</b>	<b>Marks per item</b>	<b>No. of Items</b>
<b>Unit-I:</b> General English- Articles, Prepositions, vocabulary, Reading and Comprehension, synonym, jumbled sentences etc.	01 Mark	15 Ques.
<b>Unit-II:</b> Reasoning - Syllogism, coded inequalities, direction and distance, ordering and ranking, blood relation, Data interpretation, coding and decoding, deductive logic, data sufficiency, series compilation, puzzles, pattern completion etc.	01 Mark	15 Ques.
<b>Unit-III:</b> Quantitative Aptitude - Ratio and proportion, Time and work, speed and distance, percentages and averages, profit, loss and discount, probability, Simple and Compound Interest, etc.	01 Mark	15 Ques.
<b>Unit-IV:</b> General Knowledge - Indian geography, Indian trade & Economy, current affairs- World & India, scientific research, awards, sports , World geography etc.	01 Mark	15 Ques.
<b>Unit-V:</b> Subject Knowledge – Indicative syllabus	01 Mark	60 Ques.
<ul style="list-style-type: none"><li>• Agricultural &amp; Food Policy</li><li>• Agricultural Finance</li><li>• Marketing of Agricultural Inputs</li><li>• Strategic Food Marketing</li><li>• Management for Agribusiness Projects</li><li>• Market Research and Information Systems</li><li>• International Agri-Food Trade</li><li>• Value Chain Management – Applications in Agribusiness</li><li>• CINE: Understanding Creativity, Innovation, Knowledge, Networks And Entrepreneurship</li><li>• Food and Agri-business International Strategies and Organizations</li><li>• Micro Finance Management</li><li>• Food Supply Chain Management</li><li>• Analyzing and Building Competencies</li><li>• Carbon Finance</li><li>• Public Policy</li><li>• Social Entrepreneurship: Innovating Social Change</li></ul>		

- Sales and Distribution Management For Agriculture
- Agribusiness Entrepreneurship
- Agribusiness Leadership
- Agricultural Futures and Option Markets
- Agricultural Markets and Pricing
- Economics of Food Quality
- Applied Agricultural Trade and Policy Analysis
- Managing Sustainability
- Managing Energy Businesses
- Agricultural marketing, Trade & Practices
- Farm Power and Machinery
- Agricultural Entomology
- Crop Pest and their Management
- Agricultural Microbiology
- Soil Microbiology
- Principles of Agricultural Agronomy
- Field crops
- Weed Management
- Organic Farming
- Dimension of Agricultural Farming
- Cotton procurement, cotton area, production, yield and cotton scenario both domestic and international cotton.



**POST: MANAGEMENT TRAINEE (ACCOUNTS)**

The paper would be in 5 parts with 120 Objective MCQ type to be attempted in 120 minutes. 1 mark would be given for each correct answer and 0.25(1/4) marks deducted for each wrong answer.

Note: The level of the paper will be consistent with the educational qualification prescribed for each post

Section name (Nature of Questions)	Marks per item	No. of Items
<b>Unit-I:</b> General English- Articles, Prepositions, vocabulary, Reading and Comprehension, synonym, jumbled sentences etc.	01 Mark	15 Ques.
<b>Unit-II:</b> Reasoning - Syllogism, coded inequalities, direction and distance, ordering and ranking, blood relation, Data interpretation, coding and decoding, deductive logic, data sufficiency, series compilation, puzzles, pattern completion etc.	01 Mark	15 Ques.
<b>Unit-III:</b> Quantitative Aptitude - Ratio and proportion, Time and work, speed and distance, percentages and averages, profit, loss and discount, probability, Simple and Compound Interest etc.	01 Mark	15 Ques.
<b>Unit-IV:</b> General Knowledge - Indian geography, Indian trade & Economy, current affairs- World & India, scientific research, awards, sports , World geography etc.	01 Mark	15 Ques.

<b>Unit-V:</b> Subject Knowledge – Indicative syllabus	01 Mark	60 Ques.
<p><b>Accounting</b></p> <p>Accounting Standards, Introduction to Accounting Standards, Overview of Accounting</p> <p>Standard AS 1: Disclosure of Accounting Policies, AS 2: Valuation of Inventories</p> <p>AS 3: Cash Flow Statements, AS 6: Depreciation Accounting, AS 7: Construction Contracts, AS 9: Revenue Recognition, AS 10: Accounting for Fixed Assets, AS 13: Accounting for Investments, AS 14: Accounting for Amalgamation - Financial statements of Company- Preparation of financial statements- Cash flow Statement (Profit and Loss Account, Balance Sheet and Cash Flow Statement)-Profit/Loss prior to incorporation- Accounting for Bonus Issue, Amalgamation and Reconstruction, Average Due Date and Account Current, Self-Balancing Ledgers, Financial Statements of Not-for-Profit Organizations, Accounts from Incomplete Records, Accounting for Special Transactions</p> <p>(a) Hire purchase and installment sale transactions</p> <p>(b) Investment accounts</p> <p>(c) Insurance claims for loss of stock and loss of profit. Issues in Partnership Accounts</p> <p>Accounting in Computerized Environment.</p>		

**Business Laws**

The Indian Contract Act, 1872, the Negotiable Instruments Act, 1881, The Payment of Bonus Act, 1965, The Employees' Provident Fund and Miscellaneous Provisions Act, 1952, The Payment of Gratuity Act, 1972.

**Company law**

The Companies Act, 2013, Preliminary, Prospectus, Share and Share capital.

**Cost Accounting**

Introduction to Cost Accounting, Materials, Labor, Overheads, Non-Integrated Accounts, Methods, Job and Batch, Contract, Operating, Process and Operation, Standard Costing, Marginal Costing, Budgets and Budgetary Control

**Financial Management**

Scope and Objectives of Financial Management, Time Value of Money, Financial Analysis and Planning, Financing Decisions, Types of Financing, Investment Decisions, Management of working capital.

**Tax**

The Income-tax Act, 1961, Basic concepts, Residential status and scope of total income, Incomes which do not form part of total income ( Sec 10), 5 Heads of income, Provisions of Clubbing, Set-off and carry forward of losses, Deductions from gross total income, Computation of total income and tax payable. Provisions concerning Advance tax and TDS, Provisions for filing of return of income highlights of Goods and Services Tax Act (GST).

**Advanced Accounting**

Conceptual Framework for Preparation and Presentation of Financial Statements

Accounting Standards

AS 4: Contingencies and Events occurring after the Balance Sheet Date

AS 5: Net Profit or Loss for the Period, Prior Period Items and Changes in Accounting

Policies

AS 11: The Effects of Changes in Foreign Exchange Rates

AS 12: Accounting for Government Grants

AS 16: Borrowing Costs

AS 19: Leases

AS 20: Earnings per Share

AS 26: Intangible Assets

AS 29: Provisions, Contingent Liabilities and Contingent Assets

Advanced Issues in Partnership Accounts, Company Accounts, Employee stock option plan and Buy back of securities, Amalgamation and Reconstruction, Underwriting of shares and debentures, Redemption of debentures, Accounting for Special Transactions, Insurance Companies, Banking Companies, Electricity Companies, Departmental accounts, Branch accounts including foreign branches.

**Auditing and Assurance**

Auditing Concepts, Auditing and Assurance Standards, Preparation for an Audit, Internal Control, Vouching, Verification of Assets and Liabilities, Company Audit, Audit Report, Special Audit.

## **POST: JUNIOR COMMERCIAL EXECUTIVE**

The paper would be in 5 parts with 120 Objective MCQ type to be attempted in 120 minutes. 1 mark would be given for each correct answer and 0.25(1/4) marks deducted for each wrong answer.

Note: The level of the paper will be consistent with the educational qualification prescribed for each post

<b>Section name (Nature of Questions)</b>	<b>Marks per item</b>	<b>No. of Items</b>
<b>Unit-I:</b> General English- Articles, Prepositions, vocabulary, Reading and Comprehension, synonym, jumbled sentences etc.	01 Mark	15 Ques.
<b>Unit-II:</b> Reasoning, Syllogism, coded inequalities, direction and distance, ordering and ranking, blood relation, Data interpretation, coding and decoding, deductive logic, data sufficiency, series compilation, puzzles, pattern completion etc.	01 Mark	15 Ques.
<b>Unit-III:</b> Quantitative Aptitude - : Ratio and proportion, Time and work, speed and distance, percentages and averages, profit, loss and discount, probability, Simple and Compound Interest, etc.	01 Mark	15 Ques.
<b>Unit-IV:</b> General Knowledge - Indian geography, Indian trade & Economy, current affairs- World & India, scientific research, awards, sports , World geography etc.	01 Mark	15 Ques.

<b>Unit-V:</b> Subject Knowledge – Indicative syllabus	01 Mark	60 Ques.
<ul style="list-style-type: none"><li>• Agricultural marketing, Trade &amp; Practices</li><li>• Farm Power and Machinery</li><li>• Agricultural Entomology</li><li>• Crop Pest and their Management</li><li>• Agricultural Microbiology</li><li>• Soil Microbiology</li><li>• Principles of Agricultural Agronomy</li><li>• Field crops</li><li>• Weed Management</li><li>• Organic Farming</li><li>• Dimension of Agricultural Farming</li><li>• Cotton procurement, cotton area, production, yield and cotton scenario both domestic and international cotton.</li></ul>		

## **POST: JUNIOR ASSISTANT (GENERAL)**

The paper would be in 5 parts with 120 Objective MCQ type to be attempted in 120 minutes. 1 mark would be given for each correct answer and 0.25(1/4) marks deducted for each wrong answer.

Note: The level of the paper will be consistent with the educational qualification prescribed for each post

<b>Section name (Nature of Questions)</b>	<b>Marks per item</b>	<b>No. of Items</b>
<b>Unit-I:</b> General English- Articles, Prepositions, vocabulary, Reading and Comprehension, synonym, jumbled sentences etc.	01 Mark	15 Ques.
<b>Unit-II:</b> Reasoning - Syllogism, coded inequalities, direction and distance, ordering and ranking, blood relation, Data interpretation, coding and decoding, deductive logic, data sufficiency, series compilation, puzzles, pattern completion etc.	01 Mark	15 Ques.
<b>Unit-III:</b> Quantitative Aptitude - Ratio and proportion, Time and work, speed and distance, percentages and averages, profit, loss and discount, probability, Simple and Compound Interest, etc.	01 Mark	15 Ques.
<b>Unit-IV:</b> General Knowledge - Indian geography, Indian trade & Economy, current affairs- World & India, scientific research, awards, sports , World geography etc.	01 Mark	15 Ques.

<b>Unit-V:</b> Subject Knowledge – Indicative syllabus	01 Mark	60 Ques.
<ul style="list-style-type: none"><li>• Agricultural marketing, Trade &amp; Practices</li><li>• Farm Power and Machinery</li><li>• Agricultural Entomology</li><li>• Crop Pest and their Management</li><li>• Agricultural Microbiology</li><li>• Soil Microbiology</li><li>• Principles of Agricultural Agronomy</li><li>• Field crops</li><li>• Weed Management</li><li>• Organic Farming</li><li>• Dimension of Agricultural Farming</li><li>• Cotton procurement, cotton area, production, yield and cotton scenario both domestic and international cotton.</li></ul>		

- General Administration

**POST: JUNIOR ASSISTANT (ACCOUNTS)**

The paper would be in 5 parts with 120 Objective MCQ type to be attempted in 120 minutes. 1 mark would be given for each correct answer and 0.25(1/4) marks deducted for each wrong answer.

Note: The level of the paper will be consistent with the educational qualification prescribed for each post

Section name (Nature of Questions)	Marks per item	No. of Items
<b>Unit-I:</b> General English- Articles, Prepositions, vocabulary, Reading and Comprehension, synonym, jumbled sentences etc.	01 Mark	15 Ques.
<b>Unit-II:</b> Reasoning - Syllogism, coded inequalities, direction and distance, ordering and ranking, blood relation, Data interpretation, coding and decoding, deductive logic, data sufficiency, series compilation, puzzles, pattern completion etc.	01 Mark	15 Ques.
<b>Unit-III:</b> Quantitative Aptitude - Ratio and proportion, Time and work, speed and distance, percentages and averages, profit, loss and discount, probability, Simple and Compound Interest, etc.	01 Mark	15 Ques.
<b>Unit-IV:</b> General Knowledge - Indian geography, Indian trade & Economy, current affairs- World & India, scientific research, awards, sports , World geography etc.	01 Mark	15 Ques.

<b>Unit-V: Subject Knowledge – Indicative syllabus</b>	01 Mark	60 Ques.
<p><b>Financial Accounting</b> Accounting as a Financial Information System; Impact of Behavioral Sciences. Accounting Standards e.g., Accounting for Depreciation, Inventories, Research and Development Costs, Long-term Construction Contracts, Revenue Recognition, Fixed Assets, Contingencies, Foreign Exchange Transactions, Investments and Government Grants, Cash Flow Statement, Earnings Per Share. Accounting for Share Capital Transactions including Bonus Shares, Right Shares, Employees Stock Option and Buy-Back of Securities. Preparation and Presentation of Company Final Accounts. Amalgamation, Absorption and Reconstruction of Companies.</p> <p><b>Cost Accounting</b> Nature and Functions of Cost Accounting. Installation of Cost Accounting System. Cost Concepts related to Income Measurement, Profit Planning, Cost Control and Decision Making. Methods of Costing: Job Costing, Process Costing, Activity Based Costing. Volume – cost – Profit Relationship as a tool of Profit Planning. Incremental Analysis/ Differential Costing as a Tool of Pricing Decisions, Product Decisions, Make or Buy Decisions, ShutDown Decisions etc. Techniques of Cost Control and Cost Reduction: Budgeting as a Tool of Planning and Control. Standard Costing and Variance Analysis. Responsibility Accounting and Divisional Performance Measurement.</p>		

**Taxation**

Income Tax: Definitions; Basis of Charge; Incomes which do not form Part of Total Income. Simple problems of Computation of Income (of Individuals only) under Various Heads, i.e., Salaries, Income from House Property, Profits and Gains from Business or Profession, Capital Gains, Income from other sources, Income of other Persons included in Assessee's Total Income. Set - Off and Carry Forward of Loss. Deductions from Gross Total Income. Salient Features/Provisions Related to VAT and Services Tax.

**Business Law**

The Indian Contract Act, 1872, The Negotiable Instruments Act, 1881, The Payment of Bonus Act, 1965, The Employees' Provident Fund and Miscellaneous Provisions Act, 1952, The Payment of Gratuity Act, 1972.

**Auditing**

Company Audit: Audit related to Divisible Profits, Dividends, Special investigations, Tax audit. Audit of Banking, Insurance, Non-Profit Organizations and Charitable Societies/ Trusts/Organizations.

**Financial Management**

Finance Function: Nature, Scope and Objectives of Financial Management: Risk and Return Relationship.

Tools of Financial Analysis: Ratio Analysis, Funds-Flow and Cash-Flow Statement. Capital Budgeting

Decisions: Process, Procedures and Appraisal Methods. Risk and Uncertainty Analysis and Methods.

Cost of capital: Concept, Computation of Specific Costs and Weighted Average Cost of Capital. CAPM as a Tool of Determining Cost of Equity Capital.

Financing Decisions: Theories of Capital Structure - Net Income (NI) Approach, Net Operating Income (NOI) Approach, MM Approach and Traditional Approach. Designing of Capital structure: Types of Leverages (Operating, Financial and Combined) EBIT- EPS Analysis, and other Factors

Dividend Decisions and Valuation of Firm: Walter's Model, MM Thesis, Gordon's Model, Lintner's Model. Factors Affecting Dividend Policy.

Working Capital Management: Planning of Working Capital. Determinants of Working Capital. Components of Working Capital - Cash, Inventory and Receivables. Corporate Restructuring with focus on Mergers and Acquisitions (Financial aspects only)

**Financial Markets and Institutions**

Indian Financial System: An overview Money.

Markets: Participants, Structure and Instruments.

Commercial Banks. Reforms in Banking sector. Monetary and Credit Policy of RBI. RBI as a Regulator.

Capital Market: Primary and Secondary Market. Financial Market Instruments and Innovative Debt Instruments; SEBI as a Regulator.

Financial Services: Mutual Funds, Venture Capital, Credit Rating Agencies, Insurance and IRDA.

**Organizational Theory**

Nature and Concept of Organization; External Environment of Organizations -

Technological, Social, Political, Economical and Legal; Organizational Goals - Primary and Secondary goals, Single and Multiple Goals; Management by Objectives.

Evolution of Organization Theory: Classical, Neo-classical and Systems Approach. Modern Concepts of Organization Theory, Organizational Design, Organizational Structure and Organizational Culture.

Organizational Design–Basic Challenges; Differentiation and Integration Process; Centralization and Decentralization Process; Standardization / Formalization and Mutual Adjustment. Coordinating Formal and Informal Organizations. Mechanistic and Organic Structures.

Designing Organizational structures–Authority and Control; Line and Staff Functions, Specialization and Coordination. Types of Organization Structure –Functional. Matrix Structure, Project Structure. Nature and Basis of Power, Sources of Power, Power Structure and Politics. Impact of Information Technology on Organizational Design and Structure. Managing Organizational Culture.

### **Organizational Behavior**

Meaning and Concept; Individual in organizations: Personality, Theories, and Determinants.

Perception - Meaning and Process.

Motivation: Concepts, Theories and Applications.

Leadership-Theories and Styles.

Quality of Work Life (QWL): Meaning and its impact on Performance, Ways of its Enhancement.

Quality Circles (QC)– Meaning and their Importance.

Management of Conflicts in Organizations. Transactional Analysis, Organizational Effectiveness, Management of Change.

### **Human Resources Management(HRM)**

Meaning, Nature and Scope of HRM, Human Resource Planning, Job Analysis, Job Description, Job Specification, Recruitment Process, Selection Process, Orientation and Placement, Training and Development Process, Performance Appraisal and 360° Feed Back, Salary and Wage Administration, Job Evaluation, Employee Welfare, Promotions, Transfers and Separations.

**FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in the \_\_\_\_\_ State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_\*. Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993\*\*.

Date \_\_\_\_\_

District Magistrate/Deputy Commissioner etc.

**Seal of Office**

*-	The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC
**-	As amended from time to time
Note:	The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.
List of authorities empowered to issue Caste/Tribe Certificate Certificates:	
I.	District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate.
II.	Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
III.	Revenue Officers not below the rank of Tehsildar
IV.	Sub-Divisional Officers of the area where the applicant and or his family normally resides.

**NOTE-I :** a. The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

b. The authorities competent to issue Caste Certificate are indicated below:-

- I. District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
- II. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
- III. Revenue Officer not below the rank of Tehsildar
- IV. Sub-Divisional Officer of the area where the candidate and/or his family resides

**NOTE-II:** The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

**NOTE-III:** The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per prescribed proforma issued by the competent authority on or before the Closing Date as stipulated in this Notice.



**PROFORMA-I-A**

**FORM OF DECLARATION TO BE SUBMITTED BY THE OBC CANDIDATE (IN ADDITION TO THE COMMUNITY CERTIFICATE)**

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 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 200, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27th May, 2013.

Signature:.....

Full Name:.....

Address.....

**DECLARATION TO BE SUBMITTED BY EX-SERVICEMEN CANDIDATES REGARDING CIVIL EMPLOYMENT BY AVAILING EX-SERVICEMEN QUOTA.**

I understand that I shall not be eligible to be appointed to a vacancy reserved for Ex- Servicemen in regard to the recruitment covered by this notice, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

**I also hereby declare the following facts:**

a) I have not secured any civil employment by availing Ex- Servicemen quota, before attending for document verification for the posts of this notice.

b) I have availed Ex-Servicemen quota for securing civil employment and I have given self- declaration/undertaking to my employer about the details of application(s) for various vacancies notified in this notice for which I have applied for, before joining the civil employment. Certificate for submission of self-declaration/undertaking from the present Employer is enclosed.

(Strikeout whichever is not applicable)

Place:

Signature:

Date: Roll

Name:

No:



**FORM-VII  
CERTIFICATE OF  
(IN CASES OTHER THAN THOSE MENTIONED IN FORMS V AND VI)  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Certificate No.:..... Date:.....

1. This is to certify that we have carefully examined Shri/Smt./Kum  
..... son/wife/daughter of Shri.....

Date of Birth..... (DD/MM/YYYY)

Recent PP Size Attested Photograph (Showing face only) of the Person with disability
--

Age ..... years, Male/Female..... Registration No. .... Permanent Resident of House No. .... Ward/Village/Street ..... whose photograph is affixed above and I am satisfied that He/She is a case of

..... **Disability.** His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1	Locomotor Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	£		
8	Hard of Hearing	£		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental-illness			
14	Chronic Neurological Conditions			
15	Multiple Sclerosis			
16	Parkinson's Disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: .....percent In words: .....percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

i) Not necessary, Or

ii) is recommended/after .....Year .....months, and therefore this certificate shall be valid till

..... (DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £ e.g. Left/Right/both ears

4. The applicant has submitted the following documents as proof of residence

Nature of Document	Date of issue	Details of authority issuing signature

<i>Countersigned[(Countersignature and seal of the CMO/Medical Supdt.)Superintendent/Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal)]</i>	<i>(Authorised Signatory of notified Medical Authority) (Name and Seal)</i>
--	---

Signature/Thumb impression of the person in whose favour disability certificate is issued

**Note:** In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.



**FORM-V**

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Attested Photograph (Showing only) Person disability	PP Size face of the with
---	---

Certificate No.: ..... Date: .....

**This is to certify that I have carefully examined**

Shri/Smt/Kum.....  
 .....son/ wife/ daughter of Shri .....  
 Date of Birth ..... Age..... Years, Male/Female.....  
 (DD/MM/YYYY)

Registration No. .... Permanent Resident of House No.  
 ..... Ward/Village/Street.....Post  
 Office..... District..... State....., whose  
 photograph is affixed above, and am satisfied that:

- (A) He/she is a case of:  
 \*Locomotor Disability  
 \*Dwarfism  
 \*Blindness  
 (Please tick as applicable)

(B) The diagnosis in his/her case is.....

(1) He/She has .....% (in figure)..... percent (in words)  
 permanent locomotor disability/dwarfism/blindness in relation to his/  
 her.....(part of body) as per guidelines (to be specified).

(2) The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing signature

Signature/Thumb impression of the person in whose favour disability certificate is issued
---

Signature and Seal of Authorized Signatory of notified Medical Authority)

**FORM-VII  
CERTIFICATE OF DISABILITY  
(IN CASES OF MULTIPLE DISABILITIES)  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Certificate No.: ..... Date: .....

1. This is to certify that we have carefully examined Shri/Smt./Kum  
..... son/wife/daughter of  
Shri..... Date of Birth..... (DD/MM/YYYY)

Recent PP Size Attested Photograph (Showing face only) of the Person with disability
--

Age .....years, Male/Female.....Registration No. .... Permanent Resident of House No. .... Ward/Village/Street .....whose photograph is affixed above and are satisfied that:

(A) He/She is a case of **Multiple Disability**. His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1.	Locomotors Disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low Vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental-illness			
16.	Chronic Neurological			
17.	Multiple Sclerosis			
18.	Parkinson's Disease			
19.	Hemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: .....percent In words: .....percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

i) Not necessary, Or

ii) is recommended/after .....Year .....months, and therefore this certificate shall be valid till

..... (DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £ e.g. Left/Right/both ears



**4. The applicant has submitted the following documents as proof of residence**

Nature of Document	Date of issue	Details of authority issuing signature

**5. Signature and seal of the Medical Authority**

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued

**CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE**

This is to certify that, I have examined Mr/Ms/Mrs ..... (name of the candidate with disability), a person with ..... (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o ..... a resident of ..... (Village /District/State) and to state that he / she has physical limitation which hampers his/her writing capabilities owing to his / her disability.

Signature

Chief Medical Officer / Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name & Designation

Name of Government Hospital / health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream / disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist / PMR).



**LETTER OF UNDERTAKING FOR USING SCRIBE**

**NOTE:** Candidates Visually Impaired(VI)/candidates whose writing speed is affected by Cerebral Palsy /muscular dystrophy/ candidates with loco motor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe.

**PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE**

1. Name of the Candidate.....
2. Roll No.....
3. Name of Center.....
4. Qualification of Candidate .....
5. Disability Type .....
6. Name of the.....
7. Date of Birth of the Scribe .....
8. Father's Name of the Scribe.....
9. Address of the Scribe:  
 (a) Permanent Address .....
- .....  
 (b) Present Address.....
- .....
10. Educational Qualification of the Scribe .....
- .....
- .....
11. Relationship, if any, of the Scribe to the Candidate.....

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cmx 4.5cm (The colour photograph should not be more than 3 months old.

**12. DECLARATION:**

- i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the CBSE regarding conduct of the candidates assisted by Scribe/Scribes at this examination and here by undertake to abide by them.
- ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.
- iii) We declare that the Scribe herself / himself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- iv) We declare that the scribe has not acted/will not act as Scribe to any other candidate of this examination.

(Signature of the Candidate)

**Left thumb impression of the Candidate in the box given above**

(Signature of the Scribe)

**Left thumb impression of the Scribe in the box given above**

**Signature of the Invigilator**



**FORM OF CASTE CERTIFICATE FOR SC/ST**

This is to certify that Shri\*/ Srimati/ Kumari\* ..... son/daughter\* of  
..... Village/Town .....  
District/Division\* ..... of the ..... State/  
Union Territory\* belongs to the ..... Caste\*/Tribe which is recognised as a Scheduled  
Caste / Scheduled Tribe under: -

- \*The Constitution Scheduled Castes Order 1950.
- \*The Constitution Scheduled Tribes Order 1950.
- \*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;
- \*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;
- [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re- organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Reorganisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment)Act 1976]
- \*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956
- \*The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled \*Tribes Orders (Amendment) Act, 1976
- \*The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962.
- \*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962
- \*The Constitution (Pondicherry) Scheduled Castes Orders,1964
- \*The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967
- \*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- \*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- \*The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- \*The Constitution (Sikkim) Scheduled Castes Order, 1978
- \*The Constitution (Sikkim) Scheduled Tribes Order, 1978
- \*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- \*The Constitution (SC) Orders (Amendment) Act, 1990
- \*The Constitution (ST) Orders (Amendment) Ordinance Act,1991
- \*The Constitution (ST) Orders (Amendment) Ordinance Act,1996
- \*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002
- \*The Constitution (Scheduled Castes) Orders (Second Amendment) Act,2002.
- \*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act,2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri/Srimati\*..... father/mother\*of .....  
Shri/Srimati/Kumari..... of Village/ Town\* .....  
inDistrict/Division\*.....of the State/Union Territory\*.....who belongs to the.....Caste\*/Tribe which is recognised as a Scheduled Caste/ Scheduled Tribe in the Station/ Union Territory\* issued by the .....dated .....

3. Shri/Srimati/Kumari\* ..... and /or\* his/her\* family ordinarily resides inVillage/Town\* ..... District/ Division\* ..... of the State/ Union Territory\* of.....

Place..... Signature.....  
Date..... Designation.....  
(with seal of Office)

State/ Union Territory.....

\* Please delete the words which are not applicable.

@ Please quote the specific presidential order.

% Delete the Paragraph, which is not applicable

Note: (a) The term "ordinarily reside(s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates.

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and / or his / her family normally reside(s).
5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned.
6. Administrator/ Secretary to Administrator (Laccadive, Minicoy and Admin div islands).



**GOVERNMENT OF .....**  
**(NAME & ADDRESS OF THE AUTHORITY ISSUING THE CERTIFICATE)**

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date.....

**VALID FOR THE YEAR .....**

This is to certify that Shri/Smt./Kumari ..... Son/daughter/wife of ..... permanent resident of ..... Village/Street ..... Post Office ..... District ..... in the State/Union Territory ..... Pin Code ..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual Income\* of his/her 'family\*\*\*' is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year ..... His / her family does not own or possess any of the following assets\*\*\*;

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari ..... belongs to the ..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent Passport size  
Attested photograph of  
the applicant

Signature with seal of Office .....  
Name .....  
Designation .....

\*Note: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.

**FORM OF CERTIFICATE TO BE SUBMITTED BY EX-SERVICEMEN FOR SEEKING  
AGERELAXATION/APPOINTMENT AGAINST VACANCIES RESERVED FOR EX-  
SERVICEMAN**

**A. Form of Certificate applicable for Released/Retired Personnel**

It is certified that No..... Rank..... Name.....  
whose date of birth is..... has rendered service from..... to  
..... in Army/Navy/Air Force.

2. He has been released from military services:

a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

iv) he has not been transferred to the reserve pending such release

b) on account of physical disability attributable to Military Service.

c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place: .....

Date: .....

Signature, Name and Designation of the

Competent Authority\*\*

SEAL

Delete the paragraph which is not applicable.



B. Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. .... Rank ..... Name..... is serving in the Army/Navy/Air Force from .....

2. He is due for release retirement on completion of his specific period of assignment on .....

3. No disciplinary case is pending against him.

Place: .....

Date: .....

Signature, Name and Designation of the Competent Authority\*\*

SEAL

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place:

Date:

Signature and Name of Candidate

C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment

It is certified that No..... Rank..... Name .....  
whose date of birth is.....is serving in the Army/Navy/Air Force  
from.....

2. He has already completed his initial assignment of five years on..... and is on  
extended assignment till .....

3. There is no objection to his applying for civil employment and he will be released on  
three months notice on selection from the date of receipt of offer of appointment.

Place:

Date:

Signature, Name and Designation of the  
Competent Authority\*\*

SEAL

\*\*Authorities who are competent to issue certificate to Armed Forces Personnel for  
availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs. Army - Military Secretary  
Branch, Army Hqrs., New Delhi

Navy - Directorate of Personnel, Naval Hqrs., New Delhi

Air Force - Directorate of Personnel Officers, Air Hqrs., New Delhi

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force. Army - By various  
Regimental Record Offices

Navy - BABS, Mumbai

Air Force - Air Force Records, New Delhi

**PROFORMA-VIII**

Name of Organization

Address of the Organization

Dated.....

This is to certify that Shri/Ms.....S/o, D/o, W/o Shri..... was/is an employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:

Name of post held	From dd/mm/yy	To Dd/mm/yy	Total period dd/mm/yy	Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.	Department/Specially/Field of experience
(1)	(2)	(3)	(4)	(5)	(6)
Pay Scale and last salary drawn	Duties performed/experience gained in brief in each post (please give details, if need be, in attached sheet) (In case of Medical posts, please mention field of specialization)		Place of posting		Worked at Supervisory level/middle management level/head of branch
(7)	(8)		(9)		(10)

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature  
Name of competent authority  
Stamp of competent authority