

Central Cottage Industries Corporation of India Ltd.
(A Govt. of India Undertaking under Ministry of Textiles)
Jawahar Vyapar Bhawan, Janpath, New Delhi- 110001
Tel: 23326790, 23321909, 23311964 Fax: 011-23328354

One of the reputed Public Sector Undertaking engaged in the marketing of handicrafts and handlooms, invites applications for appointment of Dy. Managers on Fixed Term Contract basis for its Head Office at Delhi & Hyderabad as per details given below:

Sl.No	Name of posts	Qualification	Experience	Fixed pay	Age limit
1	Dy. Manager (Sales/Marketing)- for Hyderabad	Graduate with MBA Programme/Post Graduation Diploma from a recognized institute with preferred specialization in Marketing /International Business/Trade/relevant field viz. Supply Chain/Logistics	More than 5 years' experience in the relevant field. Knowledge of Inventory management and preparation of Sales Reports. Experience of working in ERP driven environment in Retail industry preferred.	Rs.60,000/- per month consolidated	35
2	Dy. Manager, Interior Decoration Services (IDS)- 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	8 years' experience in the relevant field. Exposure to working on 2D/3D Auto Cad, Revit, 3DMax and/or other equivalent software. Desirable: 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	Rs.60,000/- per month consolidated	35

			Art installations on turnkey project basis.		
3.	Dy. Manager (Finance)- Delhi	Should be CA/ICWA/MBA in Finance	More than 5 years' experience in the relevant field. Experience of Corporate Finance and working in computerized environment essential. Knowledge of GST, Income Tax preferable.	Rs.60,000/- per month consolidated	35

Job Profile

Dy. Manager (Sales/Marketing)

- Ensure proper deployment of staff and monitoring their function.
- Ensure timely replenishment of stocks,
- Ensure courteous and efficient customer service
- Ensure proper discipline and management in the Showroom,
- Ensure proper display, upkeep & cleanliness of the Showroom.
- To provide feedback regarding merchandise to Buyers regarding tastes and preferences of customers
- Marketing effort to get corporate orders.
- Organise exhibitions and promotions.
- Operate and supervise the billing/cash reconciliation etc. on the ERP.
- Make proposals for administrative work
- To take overall charge of the Showroom whenever required.
- Any other work allotted by the Company.

Dy. Manager (Finance)

- Experience in Handling/Maintenance of books of accounts in computerized environment,
- Preparation of Final accounts as per accounting standards,
- Handling Internal ,statutory audit,
- Preparation of Income tax/ GST returns and getting assessment thereof,
- Statutory and all Tax compliances including GST, Income tax, , PF, Gratuity Etc.
- Any other work assigned by the Company.

Dy. Manager, Interior Decoration Services (IDS)

- To provide administrative and technical support to the Manager & team for business generation and execution of Interior Decoration projects undertaken by CCIC from time to time.
- To create business proposals for clients.
- To operate design and rendering software and train staff assigned to the IDS Section.
- To executive overall design of Interior Decoration Projects and take charge independtly.
- Interaction with clients to better understanding their requirements and follow up.
- To ensure that projects adhere to a set time-line and budget.
- Liaise closely with all buyers and sales department to fully understanding design & product requirements of projects
- Responds to requests for quotation in coordination & with inputs from Sales team.
- Any other task assigned by the Company.

Selection Process

- 1) The selection process shall consist of firstly scrutiny of applications received
- 2) The criteria of selection for all the 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) 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.60,000/- (Dy. Managers) per month and 3% annual increment as applicable to regular employees of CCIC, in second/ third year, if the term is extended beyond one year.

Terms & Conditions of Engagement of Contractual employees

- 1) Only Indian nationals are eligible to apply.
- 2) They will obey such rules, regulations, orders and directions issued by the Corporation from time to time and they will be governed by the conditions of services in force at present or amended from time to time.
- 3) Engagement of selected candidates will be governed by the Conditions of Recruitment Rules, Service Rules, Conduct, Discipline and Appeal Rules, 2014 of the Corporation as amended from time to time.
- 4) The maximum continuous tenure of selected candidates would be 2 years + 1 year (subject to performance of the professional being found to be useful).

- 5) They shall be eligible for 12 days' Casual leave in a leave year on pro-rata basis. Therefore, they shall not draw any remuneration in case of their 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. They will also be eligible for 15 days Sick Leave (Half pay) in a Leave year on Pro-rata basis. They will not be eligible for encashing any leave.
- 6) No TA/DA shall be admissible for joining the assignment or on its completion. However, in the course of performing professional duties, if they are 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 candidates can also leave the organization by giving 30 days' notice.
- 9) In case they are found unfit on any account or if they are found guilty of any insubordination/misconduct, including indulgence in any political or union related activities, their services can be terminated immediately without any notice.
- 10) The selected candidate will not be entitled to any claim or right for regular appointment in CCIC.
- 11) They will be eligible for 12% PF on Rs.15,000/- as being paid to contractual employees i.e. Rs.1,800/- pm.
- 12) They will perform the duties as fixed by the Management from time to time. Besides they will perform such other duties as are assigned to them from time to time.
- 13) They will be required to observe working hours fixed for the H.O and Branches from time to time.
- 14) They 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, they may be given compensatory off.
- 15) They will not be allowed to take any other assignment during the period of contractual engagement.
- 16) CCIC shall not be responsible for any loss, accident, damage, injury suffered by the selected candidates whatsoever arising in or out of the execution of their work including travel.
- 17) Management reserves the right to call for any additional documentary evidence in support of eligibility criteria, if need be.

- 18) In all such matters where CCIC's Service Regulations/Conduct, Discipline and Appeal rules are silent, they will be governed by DPE/DOPT guidelines.
- 19) Candidates should not change their Mobile number & email address at least till the recruitment process is over. In case of any such change, the same may be informed to HR Department.
- 20) 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 by post addressing the same to AGM (HR/Admin), Central Cottage Industries Corporation of India Ltd., Jawahar Vyapar Bhawan, Janpath, New Delhi-110001. The last date of receipt of applications by post is 19.12.2022 upto 5.00 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
here

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

Application Format for the post of "Deputy Manager" in Central Cottage Industries Corporation India Ltd. on Contract Basis vide Advt. No. _____

1. Name (in Block Letters) : _____
2. Father's Name : _____
3. Date of Birth (DD-MM-YY) : _____
4. Community (SC/ST/OBC/GEN) : _____
5. Correspondence Address : _____
6. Permanent Address : _____
7. Contact No : _____
8. Email ID : _____
9. Sex : _____
10. Religion : _____
11. Present Office Address :- _____

12. a) Present Post Held : _____
- b) Date from which Held : _____
- c) Name of Organization : _____
- d) Scale of Pay : _____
- e) Present Basic Pay : _____
13. Marital Status : _____

14. Qualification Details

Exam Passed	Year of Passing	Name of University/ Institute	Marks Obtained	Max. countable marks	%age of marks

15. Professional Work Experience:

Post	Name and full address of Employer	Period			Job Profile
		From	To	Total Duration (in Years & Months)	

*If the provided space is not sufficient, separate sheet may be attached.

8. Total work Experience is _____ year(s) _____ month(s).

9. Check List

(Copies of following documents attached)

- a. Class X Certificate as proof for date of birth : Yes / No
b. Pass certificate and Marks Sheet : Yes / No
c. Experience certificates : Yes / No

Declaration

I hereby declare that the information furnished above by me is true to the best of my knowledge and belief and that no material has been concealed.

Place: _____

Date: _____

Signature of the candidate

Instructions

- 1) Applications giving full particulars along with self- attested copies of Certificates/ Testimonials and a recent passport size photograph (non-returnable) should reach **Addl. Genl. Manager (HR/ Admin.), Central Cottage Industries Corporation of India Ltd., Jawahar Vyapar Bhawan, Janpath, New Delhi-110001** by 19.12.2022
Please Superscribe envelop with the post applied for _____
- 2) All such Candidates employed/working with Central/ State Govt., PSUs etc. may forward their applications in the prescribed format through proper channel.
