

CCIC, one of the largest Public Sector Undertaking, engaged in the marketing of handicrafts and handlooms invites applications for the following positions on Director Recruitment basis. Candidates can also apply through Online mode.

REQUIRES the following personnel on Direct Recruitment Basis

- 1) **Post & Category** : **Deputy Manager (Finance) – Chennai/Delhi/Mumbai one each**
Chennai - OBC
Delhi - UR
Mumbai - UR
- Scale of pay : 20600-46500
(Total emolument Rs.52,000/- PM approx + perks)
- Age : Upto 35 years
- Initial Place of posting : Chennai/Delhi/Mumbai
- Educational Qualification : CA / MBA with specialization in Finance
- Experience : 3 years experience in the relevant field with one year in AM's pay scale of Rs.16,400- 40500 or equivalent. Experience of working in computerized environment essential.
- Job Profile :- 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/Vat /Service tax returns and getting assessment thereof, Statutory and all Tax compliances including VAT, Income tax, Service tax, PF, Gratuity Etc.

Apart from salary other benefits such as Gratuity, Provident Fund, Medical, LTC, Leave Encashment/ PLB etc. are available as per rules of the Corporation

CCIC reserves the right not to fill any or all of the above positions, without assigning any reasons.

General Conditions :-

- 1) Only Indian Nationals need apply.
- 2) Reservation / relaxation in age for SC/ST/OBC/PWD will be applicable as per Govt. of India rules.
- 3) All such candidates working in Private Sector, should have gross monthly emoluments as under to be eligible to apply:

Post applying for	Minimum gross monthly emoluments
Dy. Manager(Finance)	Rs.55,000/-(Minimum)

- 4) Depending on requirement, the company reserves the right to cancel/restrict/curtail/increase the number of vacancies, if need so arises, without any further notice and without assigning any reason.
- 5) Eligible candidates shortlisted based on the initial scrutiny will be called for interview. Suitable communication in this regard will be sent to the candidates individually.
- 6) Appointment of selected candidates will be subject to their medical fitness for such appointment based on Medical Examination as per the directives of the Company
- 7) No correspondence will be entertained with the candidates not short listed for interview.

Instructions

- 1) Applicants serving in Govt./Public Sector/Enterprises/Semi Govt. organizations should apply through proper channel or produce 'No Objection Certificate' at the time of interview, failing which they will not be permitted to appear for the interview.
- 2) Outstation candidates called for interview will be given AC III tier train fare from the place of residence to place of interview by shortest route subject to production of Rail ticket.
- 3) 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.
- 4) Applications which do not meet the criteria given in this advertisement & / or incomplete application are liable to be summarily rejected.

Submission of application

- 1) The aspiring applicants satisfying the eligibility criteria in all respect, can forward their applications by post or submit the same through ON-LINE mode. The last date of receipt of applications by post is 18/3/2017 upto 6.00 PM. *The* On-line registration of applications is made available on CCIC website www.thecottage.in from 22/2/2017 to 18/3/2017 upto 6:00 P.M. No documents including the Registration form with reference number of on-line application form is required to be sent. However, all the applicants are advised to keep a copy of registration form with them, for their record.
- 2) The applicants applying in response to this advertisement 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 application will be rejected.
- 3) The On-line Registration will be closed by **06:00 PM on 18/3/2017**. Applications received after stipulated date and time will not be considered and no correspondence in this regard shall be entertained.
- 4) **The candidate must ensure that their recent photo, signature should be clearly visible in preview at the time of filling of application in online mode.** If photo/signature image is displayed small or not visible in preview on website, that means photo/signature is not as per the CCIC prescribed format

and in that case application will be rejected. So, candidates are requested to be careful while uploading their photo & signature.

Age Relaxation:

- 1) Upper age limited shall be determined as on last date of receipt of applications
- 2) No age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.
- 3) Age relaxation permissible to various categories is as under:

S.No.	Category	Age relaxation permissible beyond the Upper age limit
1.	SC/ST	5 years
2.	OBC	3 years
3.	PH	10 years
4.	PH+OBC	13 years
5.	PH+SC/ST	15 years

XXXXXXXXXX

CCIC of India Ltd.

APPLICATION FORMAT

Please paste
self attested
recent
passport size
photograph

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

1. POST APPLIED FOR : _____
PLACE OF POSTING: _____

2. FULL NAME(BLOCKLETTERS) : _____

3. FATHER'S/HUSBAND'S NAME : _____

4. (a) DATE OF BIRTH : _____
(b) AGE : _____(YRS.)_____(MTS)_____(DS)
(As on the last date of receipt of application)

5. RESIDENTIAL ADDRESS :
(a) CORRESPONDENCE: _____
ADDRESS _____

Telephone No. _____
(b) PERMANENT ADDRESS: _____

Telephone No. _____

6. SEX : Male Female Trans Gender

7. MARITAL STATUS : Married Unmarried

8. RELIGION : _____

9. PRESENT OFFICE ADDRESS : _____

 Telephone No. _____

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

11. HAVE YOU PREVIOUSLY APPLIED FOR A POSITION IN CCIC ? (YES/NO) _____
 IF YES, THEN GIVE THE FOLLOWING DETAILS:

NAME OF POST/YEAR _____
 WERE YOU CALLED FOR THE INTERVIEW? (YES/NO) _____

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

13. DETAILS OF SERVICE

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

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

SL. NO.	EXAM. PASSED	INSTT./ UNIVERSITY	WHETHER IT IS A RECOGNIZED INDIAN INSTITUTE /UNIVERSITY #	SUBJECTS STUDIED	DURATION OF COURSE FROM____ TO_____	YEAR OF PASSING	% AGE OF MARKS	DIVISION OBTAINED

* If CGPA, please convert into percentage marks

All qualifications must be from UGC recognized Indian University/UGC recognized Indian deemed University OR AICTE approved courses from Autonomous Indian Institutions/concerned Statutory Council(whichever applicable)

Please Note:

- 1) % marks obtained refers to the aggregate average %age of marks of all the years of the duration of the course
- 2) In case of additional degrees, please attach separate sheets giving details in the same format.

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

16. ANY OTHER RELEVANT INFORMATION : _____

17. PLEASE ATTACH A SEPARATE SHEET GIVING A BRIEF ABOUT YOUR DUTIES AND RESPONSIBILITIES IN ALL YOUR JOBS(NOT EXCEEDING TWO PAGES)

DECLARATION:

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

PLACE : _____

DATE : _____

SIGNATURE OF THE CANDIDATE
