

Central Cottage Industries Corporation of India Ltd.

(A Govt. of India Undertaking under Ministry of Textiles)

Jawahar Vyapar Bhawan, Janpath, New Delhi-110 001

Tel: 23326790, 23321909 Fax: 011-23328354

One of the largest Public Sectors Undertaking engaged in the marketing of handicrafts and handlooms

REQUIRES the following personnel on Direct Recruitment Basis

- 1) Post : General Manager (Commercial / Marketing) – UR category**
- Scale of pay : 32900-58000
(Total emolument Rs.77,000/- PM approx + perks)
- Age : Upto 45 years
- Initial Place of posting : Delhi
- Educational Qualification : 2nd class graduate with MBA with specialization in Sales and Marketing from an Institute of repute
- Experience : 14 years experience in the relevant field with 3 years in Addl. Gen. Manager's scale of Rs 29100-54500 or equivalent .Experience of working in computerized environment is essential.
- Job Profile :
 - To chalk out overall strategic market plan and give operational direction to entire sales force.
 - To work out initiatives and strategies to improve market share plus enhance presence of brand value to achieve targets
 - To manage, motivate and control sales team and implement the functions towards achieving company's goal.
 - To take initiative about product promotion and product launches
 - To lead the entire market team across CCIC's branches
 - Building customer relationship and constantly seeking business development opportunity
 - implementation of personnel and administrative policies of the Corporation, including legal matters,
- 2) Post : Additional General Manager (Merchandising/ Buying) – UR Category)**
- Scale of pay : 29,100-54,500
(Total emolument Rs.68,000/- PM approx + perks)

Age	:	Upto 45 years
Initial Place of posting	:	Delhi
Educational Qualification	:	2 nd class graduate with 50% marks in aggregate with MBA/Post Graduate Diploma in purchasing / Marketing in Handicrafts/ Handlooms etc. from an Institute of repute.
Experience	:	8 years experience in the relevant field with 3 years in Manager's pay scale of Rs. 24500- 50500 or equivalent. Experience of working in computerized environment is essential.
Job Profile	:	<ul style="list-style-type: none"> - Inventory management with a view to achieve sales targets & optimize inventory as per customers' requirements - To procure handicraft/handloom products from all over the country from craftspersons, weavers, artisans. - To implement CCIC's Purchase Policy - To act as a link between procurement and marketing departments - To coordinate with Design & Product development functions of the Corporation - To monitor and provide guidance to the Buying team - To manage the Supply Chain Management so that Corporation's sales targets are achieved
3) Post	:	Manager (Marketing & Corporate Communication) – OBC Category
Scale of pay	:	24900-50500 (Total emolument Rs.58000/- PM approx + perks)
Age	:	Upto 40 years
Initial Place of posting	:	Delhi
Educational Qualification	:	2 nd class graduate with MBA with specialization in Sales and Marketing from an Institute of repute.
Experience	:	5 years experience in the relevant field with 3 years in DM's pay scale of Rs.20600-46500 or equivalent. Experience of working in computerized environment is essential.
Job Profile	:	<ul style="list-style-type: none"> - To create & provide marketing direction for the Company's products - To plan and execute various marketing initiatives - To create strategies to create brand awareness, brand visibility and brand communication

- To understand business needs and formulate strategies
- To create internal and external corporate communication strategies
- Responsible for Branding activities , positioning , promotions & strategy . Carrying out Market studies & Competition Analysis for Brand launches & revivals .Designing Marketing plans for advertising , events , promotions & customer connect campaigns

4) Post : Manager (Information Technology) – UR category

Scale of pay : 24900-50500
(Total emolument Rs.58,000/- PM approx + perks)

Age : Upto 40 years

Initial Place of posting : Delhi

Educational Qualification : MCA 1st class or equivalent

Experience : 5 years experience in the relevant field with 3 years in DM's pay scale of Rs.20600-46500 or equivalent. Experience of working in computerized environment is essential.

Job Profile :

- To Manage the deployment, monitoring, maintenance, development, upgrade, and support of all current IT systems, including Websites, PCs, operating systems, software applications, and peripherals.
- To Communicate regularly with executive management and all users of information services and systems.
- To Manage and develop IT staff, including, training, evaluation, guidance, discipline.
- To Develop standard operating procedures and best practices to IT staff and to end-users.
- To Oversee provision of IT Support to personnel at CCIC's Branches
- To keep himself/herself abreast with the latest technologies and determine what new technology solutions and implementations will meet business and system requirements.
- To Contribute to team effort by accomplishing related results as needed.
- To link CCIC web portal with ERP and providing it a continuous support

- 5) Post : Manager (Commercial, ISD & Publicity) – UR Category)**
- Scale of pay : 24900-50500
(Total emolument Rs.58,000/- PM approx + perks)
- Age : Upto 40 years
- Initial Place of posting : Delhi
- Educational Qualification : 2nd class graduate with MBA with specialization in Sales and Marketing from an Institute of repute.
- Experience : 5 years experience in the relevant field with 3 years in DM's pay scale of Rs.20600-46500 or equivalent. Experience of working in computerized environment is essential.
- Job Profile :
 - To ensure achievement of Institutional sales target
 - Planning and Co-ordination with artisans / CCIC's buying department for execution of bulk Institutional Sales orders.
 - Visiting MNCs, PSUs and other institutions for generation of Institutional sales orders
- 6) Post : Deputy Manager (Marketing & Corporate Communication) – OBC Category)**
- Scale of pay : 20600-46500
(Total emolument Rs.48,000/- PM approx + perks)
- Age : Upto 35 years
- Initial Place of posting : Kolkata
- Educational Qualification : 2nd class graduate with MBA with specialization in Sales and Marketing from an Institute of Repute.
- 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 :
 - To create & provide marketing direction for the Company's products
 - To plan and execute various marketing initiatives
 - To create strategies to create brand awareness, brand visibility and brand communication
 - To understand business needs and formulate strategies

- To create internal and external corporate communication strategies
- Responsible for Branding activities , positioning , promotions & strategy . Carrying out Market studies & Competition Analysis for Brand launches & revivals .Designing Marketing plans for advertising , events , promotions & customer connect campaigns

7) Post	:	Deputy Manager (Finance) – 2 UR & 1 SC Category
Scale of pay	:	20600-46500 (Total emolument Rs.48,000/- PM approx + perks)
Age	:	Upto 35 years
Initial Place of posting	:	Bengaluru/Chennai/Kolkata
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	:	<ul style="list-style-type: none"> - Supervision and maintenance of all books of accounts - Finalisation of Balance sheet, statutory compliances, liaison with auditors, strengthening internal controls, payments 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

Application Fee : Non-refundable fee of Rs.200/- in the form of DD in favour of "CCIC of India Ltd." payable at Delhi will be payable by candidate belonging to General & OBC categories. However, Woman/PWD/SC/ST are exempted from payment of application fee. Application without "Application Fee" will be summarily rejected.

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

General Conditions :-

- 1) Reservation / relaxation in age for SC/ST/OBC/PWD will be applicable as per Govt. of India rules.

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. General Manager (HR/Admn.), Central Cottage Industries Corporation of India Ltd., Jawahar Vyapar Bhawan, Janpath, New Delhi-110001 by ordinary post only** by 11.05.2015. Please superscribe envelope with the post applied for (including place of posting).
- 2) All such Candidates employed with Central/State Govt., PSUs etc. may forward their applications in the prescribed format through proper channel.
- 3) 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.
- 4) 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.
- 5) Applications which do not meet the criteria given in this advertisement & / or incomplete application are liable to be summarily rejected.

XXXXXXX

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. (a) PRESENT POST HELD: _____

(b) DATE FROM WHICH HELD: _____

(c) NAME OF ORGANISATION: _____

(d) SCALE OF PAY: _____

(e) PRESENT BASIC PAY : _____

(f) TOTAL EMOLUMENTS : _____

12. DETAILS OF SERVICE

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

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

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

14. PROFICIENCY IN COMPUTER APPLICATIONS (IF ANY) : _____
15. ANY OTHER RELEVANT INFORMATION : _____
16. DETAILS OF APPLICATION FEE :
- DD NO.: _____ DATED _____ AMOUNT _____
- BANK _____

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.

SIGNATURE OF THE CANDIDATE

PLACE : _____

DATE : _____

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