

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: 011-23311964

One of the reputed Public Sector Undertaking engaged in marketing of handicrafts and handlooms, invites applications for following positions on Fixed Term Contract and Project basis.

S. No.	Position	No. of Vacancy	Location
1.	Consultant - Marketing	1	Delhi
2.	Consultant - Retail Operations	1	Delhi
3.	Consultant - IT	1	Delhi
4.	Special Advisor For Undertaking • Organizational Restructuring • Industrial Relations Management • & Human Resources Optimization On Project Basis	1	Delhi

The above positions Serial No. 1 to 3 are transferable.

For details visit our website: www.cottageemporium.in

Surround yourself with India

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Jawahar Vyapar Bhawan, Janpath, New Delhi-110 001
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Central Cottage Industries Corporation of India Ltd. (CCIC), a Govt. of India Enterprise invites applications for the following positions on a full time consultancy basis for a period of 1 year (extended based on satisfactory performance and approval of the Competent Authority for a further period of one year) & Special Advisor for undertaking Organizational Restructuring, Industrial Relations Management and Human Resources Optimization on a Project Basis.

Sl. No.	Name of post and No. of Vacancy	Qualification	Post-Qualification Experience	Pay/Remuneration	Age Limit
1	Consultant - Marketing (Vacancy - 1)	Mandatory: MBA in Marketing or a Master's/Postgraduate Degree in Communication/ Advertising from a premier global or national institutions.	Mandatory: 8- 12 years of experience in Brand Management with a significant tenure in Lifestyle, Luxury or Heritage Sectors. Desirable: a. Proven Track Record: Demonstrated Experience in Building a brand or leading a successful large -scale institutional brand repositioning. b. Media Networks: Strong Existing relationship with national media houses, corporate communications partners and lifestyle editors. c. Narrative Excellence: Expertise in corporate communication, creative writing, or high-end content production. d. Heritage Asset Valuation: A deep,	Consolidated Remuneration Rs.1,00,000/- (Rupees One Lakh only) all-inclusive per month	Preferably not exceeding 45 years as on the closing date of application. Relaxation may be considered by the Competent Authority in deserving cases.

			demonstrable understanding of Indian textiles, handicrafts and cultural history. e. Data-Driven Marketing: Proficiency in utilizing analytical tools (Google Analytics, CRM, Digital Business Suite) to evaluate ROI on creative campaigns. f. Operational Oversight: Ability to manage complex projects from macro-level production down to execution details.		
2	Consultant - Retail Operations (Vacancy - 1)	Mandatory: Master Degree in Luxury Brand Management, Retail Operations or Fashion Management From a premier institute.	Mandatory: 10+ years of experience in premium or Luxury retail with at least 5 years in a senior leadership capacity managing large- format flagship Operations. Desirable: a. Strategic Capability: Proven track record of executing operational optimization frameworks or major brand repositioning within a retail environment. b. Operational Depth: Deep expertise in Inventory Management System, Retail Data Analytics and Conversion-Rate Optimization. c. Product Curation: Ability to curate advanced product portfolios that balance traditional	Consolidated Remuneration Rs.1,00,000/- (Rupees One Lakh only) all-inclusive per month	Preferably not exceeding 45 years as on the closing date of application. Relaxation may be considered by the Competent Authority in deserving cases.

			artisanal craft with contemporary market demand. d. Event Integration: Experience in managing strategic in-store activities, Curated Exhibitions and Commercial Pop-up Launches. e. Relationship Management: An established industry network within the craft, design, and lifestyle sectors to facilitate exclusive brand collaborations. f. Operational Agility: Capability to navigate legacy institutional structures while introducing modern, fast-paced operational changes.		
3	Consultant –IT (Vacancy - 1)	Mandatory: An MBA or Equivalent Post-Graduate Degree in Management, with a specializations in Product or Systems Management preferred	Mandatory: Minimum 5-7 years in digital Product Management, Managing Cross-functional teams of developer and UI/UX designers. Desirable: a. Technical Core: Proven Professional experience in Mobile Application Development coupled with deep ERP and E-commerce architectural understanding. Must possess a granular knowledge of mobile ecosystems and modern app architectures.	Consolidated Remuneration Rs.1,00,000/- (Rupees One Lakh only) all-inclusive per month	Preferably not exceeding 45 years as on the closing date of application. Relaxation may be considered by the Competent Author

			b. Leadership Experience: Demonstrated experience as Senior Leader of a technology Professional or having held a leadership role within an enterprise technology environment.		ity in deserving cases.
4.	Special Advisor For Undertaking - Organizational Restructuring - Industrial Relations Management & Human Resources Optimization On Project Basis (Vacancy-1)	Mandatory: MBA (HR)/Master's Degree in Human Resource Management/Personnel Management/Industrial Relations/Labour Welfare from a recognized University/Institution. OR Post Graduate Degree in Management with specialization in Human Resources. Additional qualifications in Labour Laws, Organizational Development, Public Administration or Change Management will be desirable.	Mandatory: Minimum 20 years of post-qualification experience in Human Resource Management, Industrial Relations, Organizational Development, or Administration. Out of the above, at least 10 years should be in a senior managerial position (General Manager/Executive Director/Director or equivalent) in: - Central Public Sector Enterprises (CPSEs), - Government Organizations, - Autonomous Bodies, - Statutory Organizations, - Reputed Private Sector Organizations having workforce management of substantial scale. Desirable: The candidate should possess proven experience in one or	Pay / Remuneration: Consolidated Professional Fee: Negotiable, commensurate with qualifications, experience and the scope of the project, subject to approval of the Competent Authority.	Preferably not exceeding 65 years as on the closing date of application. Relaxation may be considered by the Competent Authority in deserving cases.

			more of the following: • Organizational restructuring and manpower rationalization. • Human Resource policy formulation and implementation. • Industrial Relations and negotiations with recognized unions/associations. • Handling disciplinary matters under Conduct, Discipline & Appeal Rules. • Change Management and Business Process Re-engineering. • Performance Management Systems, APAR and competency mapping. • Recruitment, succession planning and talent management. • Voluntary Retirement Schemes (VRS)/redeployment/restructuring projects. • Implementation of Government guidelines relating to CPSEs. • Experience of dealing with Ministry, DPE, CVC, CAG and Parliamentary Committees shall be an added advantage.		
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Last date of receipt of application: 25.09.2026 up to 06:00 PM

Job profile, application format and other terms & conditions are attached.

TERMS & CONDITIONS INCLUDING SCOPE OF WORK OF ENGAGEMENT OF CONSULTANT (MARKETING, RETAIL OPERATIONS & IT) & SPECIAL ADVISOR FOR UNDERTAKING ORGANIZATIONAL RESTRUCTURING, INDUSTRIAL RELATIONS MANAGEMENT AND HUMAN RESOURCE OPTIMIZATION ON PROJECT BASIS

1. Engagement

CCIC hereby engages the **Consultant Marketing, Consultant Retail Operations, Consultant IT & Special Advisor (for Undertaking Organizational Restructuring, Industrial Relations Management and Human Resource Optimization)** to provide professional consultancy/advisory services. The **Consultant Marketing, Consultant Retail Operations, Consultant IT & Special Advisor (for Undertaking Organizational Restructuring, Industrial Relations Management and Human Resource Optimization)** agrees to render such services to CCIC in accordance with the terms and conditions of this Agreement. The engagement of the **Special Advisor (for Undertaking Organizational Restructuring, Industrial Relations Management and Human Resource Optimization)** shall be on a **project basis**, whereas the engagement of the Consultants shall be as specified under this Agreement.

2. Nature of Engagement

- a) The engagement is purely contractual and temporary.
- b) It shall not constitute employer-employee relationship.
- c) The Consultant (Marketing, Retail Operations & IT) & Special Advisor (for Undertaking Organizational Restructuring, Industrial Relation Management and Human Resource Optimization on Project Basis), shall have no claim for regular appointment in CCIC.

3. Eligibility

Only Indian Nationals shall be eligible for engagement as Consultant (Marketing, Retail Operations & IT) & Special Advisor (for Undertaking Organizational Restructuring, Industrial Relation Management and Human Resource Optimization on Project Basis)

4. Strategic Scope of Work:

A. For Consultant Marketing:

- a) **Role Summary:** Serves as the principal strategist for institutional positioning and narrative development. This leadership position focused on transforming a legacy heritage brand into a modern aspirational label, overseeing digital transformation, PR, community building, and high-profile brand properties (IPs).
- b) **Key Responsibilities:** **Identity Modernization:** Lead the visual and verbal rebranding of the organization to appeal to modern consumer demographics while maintaining institutional sanctity. **IP Development:** Create and scale signature brand properties that combine exhibition, education, and retail models. **Digital & Social Growth:** Architect a content-led digital strategy, focusing on high-aesthetic social media presence, video storytelling, and performance marketing. **Influencer & PR Strategy:** Build a network of prominent influencers, designers, and industry thought

leaders to drive brand credibility and organic reach. **Collaborative Campaigns:** Work closely with the Retail Consultant to drive footfall via event-led marketing and with the IT Consultant to optimize the e-commerce conversion funnel.

- c) **Core Competencies:** **Narrative Excellence:** Expertise in corporate communication, creative writing, or high-end content production. **Heritage Asset Valuation:** A deep, demonstrable understanding of Indian textiles, handicrafts, and cultural history. **Data-Driven Marketing:** Proficiency in utilizing analytical tools (Google Analytics, CRM, digital business suites) to evaluate ROI on creative campaigns. **Operational Oversight:** Ability to manage complex projects from macro-level production down to execution details.

B. For Consultant Retail Operations:

- a) **Role Summary:** Serves as the operational custodian of physical retail locations and showroom customer experience. Mandate focuses on redefining the physical retail identity by seamlessly blending heritage branding with modern commercial standards. Holds primary responsibility for performance management, visual excellence, and building a high-efficiency retail sales culture.
- b) **Key Responsibilities:** **Experience Engineering:** Implement modern structured retail space models to optimize physical floor utility and customer navigation. **Visual Merchandising (VM):** Elevate store aesthetics to premium standards, ensuring that product clusters and categories present unified thematic concepts. **Revenue & P&L Management:** Drive top-line growth through optimized inventory turnover, high-value client acquisition, and seasonal sales activations. **Staff Transformation:** Upskill showroom personnel into professional brand representatives and skilled institutional storytellers. **Omni channel Synchronization:** Collaborate with the IT Consultant to ensure a seamless integrated experience between physical showrooms and digital platforms.
- c) **Core Competencies:** **Product Curation:** Ability to curate advanced product portfolios that balance traditional artisanal craft with contemporary market demand. **Event Integration:** Experience in managing strategic in-store activities, curated exhibitions, and commercial pop-up launches. **Relationship Management:** An established industry network within the craft, design, and lifestyle sectors to facilitate exclusive brand collaborations. **Operational Agility:** Capability to navigate legacy institutional structures while introducing modern, fast-paced operational changes.

C. For Consultant IT

- a) **Role Summary:** Responsible for the strategic vision, design, and operational execution of the organization's digital infrastructure. Serves as the primary lead in transitioning traditional retail operations into a tech-enabled Omni channel ecosystem, requiring a strict combination of technical architecture depth and product management expertise.
- b) **Key Responsibilities:** **Omni channel Architecture:** Lead the integration of physical retail systems with digital platforms to establish a seamless, automated customer journey. **Mobile Strategy:** Oversee the technical development, deployment, and optimization of native mobile applications to maximize user engagement. **Product Lifecycle Management:** Manage the end-to-end digital product roadmap, from conceptualization and UI/UX design to engineering development, deployment, and scaling. **Agile Project Management:** Establish structured technical management

workflows, utilizing agile methodologies to ensure rapid development and deployment cycles. **Infrastructure Security:** Ensure strict alignment with high standards of data privacy, regulatory compliance, and cyber security across all corporate touch points.

- c) **Core Competencies: Enterprise Platform Scaling:** A documented track record of designing, launching, and scaling digital platforms from conception to deployment. **Multidisciplinary Alignment:** Capability to translate corporate business strategy into precise technical and functional execution parameters. **Design and Usability Sensibility:** Strong understanding of UI/UX principles, ensuring digital architecture visually reinforces a premium brand identity. **Stakeholder Communication:** Exceptional capacity to communicate complex technical requirements and data models to non-technical stakeholders and executive leadership.

D. Special Advisor (for Undertaking Organizational Restructuring, Industrial Relation Management and Human Resource Optimization on Project Basis)

- a) Union & Dispute Resolution: To assist the management in discussion with the trade union and resolving disputes with the CCIC Employees' Union.
- b) Update the company's Standing Orders in accordance with the provisions of Industrial Relation Code 2020.
- c) To assist management in preparing replies to notices issued by Labour Authorities, Charter of Demand submitted by the Union, Reply and Rejoinder to be submitted in conciliation proceeding and in the matter of adjudication
- d) HR Restructuring Support: To provide assistance to the management in compliance with the provisions of Occupational Safety, Health & Working Conditions Code, 2020 relating to HR and service matters of the executive and non-executive staff roles, ensuring all cadre changes or staff realignments.
- e) Contract Labour Management: Review contract agreements with outsourced agencies, dark stores, and contract workers as per the provisions of OSH Code 2020 relating to Contract Labour
- f) Clearing Legal Backlogs: To assist management in reviewing and resolving long pending disputes, employee appeals, and cases related to Gratuity, PF, and other retiral benefits.
- g) Labour Code Readiness: Design a simple, step-by-step roadmap to transition the organization into the 4 new national Labour Codes (Wages, Industrial Relations, Social Security, and OSH).
- h) Staff Training: Run practical workshops for regional emporium heads and HR teams on how to handle discipline, workplace compliance, and union dialogues smoothly.

E. Consultant Marketing, Consultant Retail Operations & Consultant IT Mandate & Special Advisor (for Undertaking Organizational Restructuring, Industrial Relation Management and Human Resource Optimization on Project Basis)

- a) Reporting: The Consultant/Special Advisor shall report directly to the Managing Director. The Chairman may review the progress, wherever required.
- b) Any other work assigned by CCIC management.
- c) The Consultant Marketing, Consultant Retail Operations & Consultant IT shall submit periodic reports as required.

5. Tenure

- a) The engagement of the **Consultant (Marketing), Consultant (Retail Operations) and Consultant (IT)** shall be purely on a contractual basis for an initial period of **one (01) year**, which may be extended based on satisfactory performance and approval of the Competent Authority for a further period of one year.

The engagement of the **Special Advisor (for Undertaking Organizational Restructuring, Industrial Relations Management and Human Resource Optimization)** shall be **purely on a project basis**. The tenure of the engagement shall be co-terminus with the project or for such period as may be determined, modified or extended by the Competent Authority from time to time, depending upon the requirements of the Corporation.

The above engagements are temporary in nature and shall not be construed as regular employment in CCIC. The **Consultant (Marketing), Consultant (Retail Operations), Consultant (IT)** and the **Special Advisor (for Undertaking Organizational Restructuring, Industrial Relations Management and Human Resource Optimization)** shall have no claim whatsoever for regular appointment, absorption, seniority, continuity of service or any other benefit available to regular employees of the Corporation.

- b) Extension, if any, shall be at the sole discretion of CCIC based on performance and requirement.
- c) There shall be no automatic renewal.

6. Remuneration

- a) **Consultant (Marketing), Consultant (Retail Operations) and Consultant (IT)** shall be paid a consolidated remuneration of **₹1,00,000/- (Rupees One Lakh only) per month**.

The **Special Advisor (for Undertaking Organizational Restructuring, Industrial Relations Management and Human Resource Optimization)** shall be paid a **consolidated professional fee**, which shall be **negotiable and commensurate with the qualifications, experience, nature, and scope of the project**, subject to the approval of the **Competent Authority**.

- b) The remuneration/professional fee shall be all-inclusive.
- c) No additional allowances/benefits shall be payable unless specifically approved.
- d) Payment shall be subject to deduction of applicable taxes (TDS).

7. Working Hours & Assignment of Work

The Consultant (Marketing), Consultant (Retail Operations) and Consultant (IT) shall observe the working hours prescribed for the Head Office of CCIC and shall discharge such duties and responsibilities as may be assigned by the Management from time to time.

The Consultant (Marketing), Consultant (Retail Operations) and Consultant (IT) may, in the administrative interest of CCIC, be required to attend office beyond the prescribed working hours or on holidays, as and when necessary, without entitlement to any additional remuneration.

Note: The above provisions relating to prescribed working hours and attendance beyond normal office hours shall not be applicable to the Special Advisor (for Undertaking

Organizational Restructuring, Industrial Relations Management and Human Resource Optimization), whose engagement shall be on a project basis and governed by the terms and conditions of the respective project assignment.

8. Applicability of Rules & Conduct

The Consultant Marketing, Consultant Retail Operations, Consultant IT & Special Advisor (for Undertaking Organizational Restructuring, Industrial Relation Management and Human Resource Optimization) shall abide by:

- Administrative instructions
- Financial rules and procurement procedures
- Vigilance guidelines
- Confidentiality obligations
- Code of conduct standards applicable to this engagement issued by CCIC from time to time.

In matters not specifically covered under these terms, applicable **DPE / DoPT guidelines governing Central Public Sector Enterprises** relating to Consultant Marketing, Consultant Retail Operations, Consultant IT & Special Advisor (for Undertaking Organizational Restructuring, Industrial Relation Management and Human Resource Optimization) shall be followed.

9. Leave

- a) No leave or other service benefits shall be admissible. However, absence, if any, shall be regulated in accordance with the terms of engagement approved by the Competent Authority.
- b) Excess absence may result in proportionate deduction.

10. Working Arrangement

- a) The Consultant (Marketing), Consultant (Retail Operations), and Consultant (IT) shall work under the overall supervision, direction, and control of the Managing Director, CCIC, and shall report to such authority as may be assigned by the Management from time to time.
The Special Advisor (for Undertaking Organizational Restructuring, Industrial Relations Management and Human Resource Optimization) shall function under the overall guidance of the Chairman and the Managing Director, CCIC, and shall provide strategic advice and project-specific recommendations as may be assigned by the Competent Authority from time to time.
- b) The Consultant Marketing, Consultant Retail Operations, Consultant IT & Special Advisor (for Undertaking Organizational Restructuring, Industrial Relation Management and Human Resource Optimization) shall observe office discipline, confidentiality and conduct rules as applicable.
- c) The Consultant Marketing, Consultant Retail Operations & Consultant IT shall not take up any other same nature of assignment without prior written approval of CCIC.

11. Exclusivity & Conflict of Interest

During the tenure of engagement, the **Consultant (Marketing), Consultant (Retail Operations) and Consultant (IT)** shall not undertake any other employment, assignment, consultancy, or professional engagement without the prior written approval of CCIC.

The **Consultant (Marketing), Consultant (Retail Operations), Consultant (IT) and the Special Advisor (for Undertaking Organizational Restructuring, Industrial Relations Management and Human Resource Optimization)** shall promptly disclose any actual or potential conflict of interest and shall not engage in any activity that is, or is likely to be, prejudicial to the interests of CCIC.

The **Consultant (Marketing), Consultant (Retail Operations), Consultant (IT) and the Special Advisor (for Undertaking Organizational Restructuring, Industrial Relations Management and Human Resource Optimization)** shall maintain absolute integrity, impartiality, confidentiality, and devotion to duty, and shall avoid any conflict of interest while discharging their responsibilities during the period of engagement.

12. Confidentiality

The Consultant Marketing, Consultant Retail Operations, Consultant IT & Special Advisor (for Undertaking Organizational Restructuring, Industrial Relation Management and Human Resource Optimization) shall maintain strict confidentiality regarding official documents, data, commercial information, strategic matters, not use information for personal gain and internal deliberations of CCIC.

Such confidentiality obligation shall continue even after cessation of engagement.

13. Liability

CCIC shall not be liable for any personal injury, accident, illness, loss, damage, or death sustained by the Consultant (Marketing), Consultant (Retail Operations), Consultant (IT), or the Special Advisor (for Undertaking Organizational Restructuring, Industrial Relations Management and Human Resource Optimization) during or arising out of the discharge of their consultancy/advisory duties, including official travel. No compensation or reimbursement shall be payable by CCIC on this account, except as may be specifically approved by the Competent Authority or provided under the terms of this Agreement.

14. Legal Status

The Consultant (Marketing, Retail Operations & IT) and the Special Advisor (for Undertaking Organizational Restructuring, Industrial Relations Management and Human Resource Optimization) shall not be treated as employees of CCIC for any purpose, including entitlement to service benefits, regular pay scales, leave benefits (except as specifically provided under the terms of engagement, if any), pension, gratuity, provident fund, seniority, promotion, or any other benefits available to regular employees of CCIC. Their engagement shall not confer any right to claim regular appointment, absorption, or continuation in the services of CCIC beyond the period or scope of their contractual/project-based engagement.

15. Legal Jurisdiction

Any dispute, difference, or claim arising out of or in connection with the engagement of the Consultant (Marketing, Retail Operations & IT) or the Special Advisor (for Undertaking Organizational Restructuring, Industrial Relations Management and Human Resource Optimization), including the interpretation, implementation, or termination of the terms and conditions of engagement, shall be subject to the exclusive jurisdiction of the competent courts at the National Capital Territory (NCT) of Delhi.

16. Termination

16.1. By Either Party

The engagement of the **Consultant (Marketing, Retail Operations & IT)** may be terminated by either party by giving **one (01) month's prior written notice** or payment of remuneration in lieu thereof, unless otherwise decided by CCIC.

The engagement of the **Special Advisor (for Undertaking Organizational Restructuring, Industrial Relations Management and Human Resource Optimization)**, being project-based, may be terminated by either party by giving **one (01) month's prior written notice**, unless the project is completed earlier or terminated by CCIC in administrative or project-related exigencies.

Notwithstanding the above, CCIC reserves the right to terminate the engagement of the Consultant or the Special Advisor **with immediate effect and without any notice or compensation** if he/she is found medically unfit, is guilty of misconduct, insubordination, breach of confidentiality, conflict of interest, fraud, moral turpitude, or any act prejudicial to the interests of CCIC, or has violated any of the terms and conditions of the engagement.

16.2 By CCIC (Immediate)

CCIC may terminate the contract immediately in case of:

- Misconduct
- Breach of confidentiality
- Unsatisfactory performance
- Conflict of interest
- Moral turpitude

17. No Statutory Benefits

The Consultant Marketing, Consultant Retail Operations, Consultant IT & Special Advisor (for Undertaking Organizational Restructuring, Industrial Relation Management and Human Resource Optimization) shall not be entitled to:

- PF
- Gratuity
- Pension
- PRP/Bonus
- Medical reimbursement (unless specifically approved)
- LTC

18. Indemnity

The Consultant (Marketing, Retail Operations & IT) and the Special Advisor (for Undertaking Organizational Restructuring, Industrial Relations Management and Human Resource Optimization) shall indemnify and keep indemnified CCIC against any loss, damage, claim, liability, cost, or expense suffered or incurred by CCIC arising out of or attributable to any negligence, misconduct, willful default, breach of the terms and conditions of engagement, or any unlawful act or omission on the part of the Consultant or the Special Advisor in the discharge of their duties.

19. Amendment

Any amendment to this Agreement shall be valid only if made in writing and signed by both Parties.

20. Entire Agreement

This Agreement constitutes the entire agreement and understanding between CCIC and the Consultant (Marketing, Retail Operations & IT) or the Special Advisor (for Undertaking Organizational Restructuring, Industrial Relations Management and Human Resource Optimization), as applicable, and supersedes all prior discussions, negotiations, representations, communications, correspondence, understandings, whether oral or written, relating to the subject matter of this Agreement.

21. Management's Rights

The Management reserves the right to:

- Modify or amend terms in administrative interest
- Seek additional documentary evidence
- Cancel the engagement process without assigning reasons

Process for submission of application

- 1) The aspiring applicants satisfying the eligibility criteria in all respect, can forward their applications, along with relevant documents relating to qualification and experience etc. by post addressing the same to GM (HR/Admn./Buying), Central Cottage Industries Corporation of India Ltd., Jawahar Vyapar Bhawan, Janpath, New Delhi-110 001. The last date of receipt of applications by **post is 25.09.2026 up to 06:00 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 and Strategic Scope of Work 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.

- 4) Candidates should not change their Mobile number & e mail address at least till the recruitment process is over. In case of any such change, the same may be informed to HR Department.

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.

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CCIC of India Ltd.

APPLICATION FORMAT

Please
paste self-
attested
recent
passport
size

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

A. POST APPLIED FOR : _____

B. FULL NAME(BLOCK LETTERS) : _____

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

D. (a) DATE OF BIRTH : _____

(b) AGE : _____(YRS.)_____(MTS)_____(DS)
(As on the last date of receipt of application)

E. RESIDENTIAL ADDRESS :

(a) CORRESPONDENCE: _____

ADDRESS

Telephone No. _____

(b) PERMANENT ADDRESS: _____

Telephone No. _____

E mail ID _____

F. SEX : Male ☐ Female ☐ Trans Gender ☐

G. MARITAL STATUS : Married ☐ Unmarried ☐

H. RELIGION : _____

I. PRESENT OFFICE ADDRESS : _____

Telephone No. _____

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

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

L. 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			

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

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

N. PROFICIENCY IN COMPUTER

APPLICATIONS (IF ANY) : _____

O. ANY OTHER RELEVANT INFORMATION : _____

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