

No. 49/40/2012-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 31st May, 2012.

To


As per list enclosed.

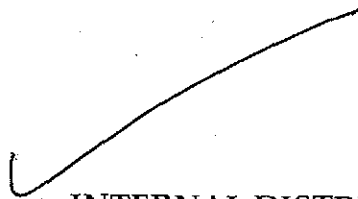
Subject: Filling up of the post of Managing Director on deputation basis in Central Cottage Industries Corporation of India Ltd., New Delhi.

Madam /Sir,

I am directed to refer to the subject cited above and to enclose a copy of vacancy circular No. 15/1/2004-CCIC, dated 8th May, 2012 received from Government of India, Ministry of Textiles, New Delhi on the subject noted above and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services Branch-II) at the earliest.

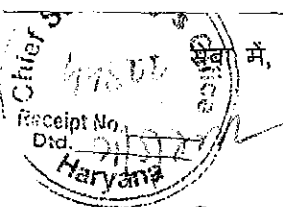
Yours faithfully,


(PAWAN SHARMA)
Superintendent Services-II.


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LIST

Sr. No.	Name of the Officer S' Shri Smt.	Batch	Present Posting
1.	Ashok Kumar Yadav, IAS	1993	Director General-cum- Special Secretary, Social Justice & Empowerment Department
2.	T. K. Sharma, IAS	1993	Special Secy, Animal Husbandry & Dairying Department, Commr, Gurgaon Div.sion, Gurgaon, Spl. Commissioner, Health & Nutrition, Chairman, Mewat Dev.Agency and assisting Dr. N.C.Saxena, who has been appointed Commissioner by Hon'ble Supreme Court in PUCL Vs UOI & Ors (W/P) © 196 of 2001
3.	Balbair Singh Malik, IAS	1993	Director General-cum-Special Secretary, Development & Panchayats Department and Director General-cum-Special Secretary, Rural Development Department.
4.	S. K. Goyal, IAS	1993	Special Secretary to Govt. Haryana, Home-I Department
5.	R.P. Gupta, IAS	1993	Commissioner, Ambala Division, Ambala
6.	Anurag Agarwal, IAS	1994	Managing Director, Haryana Power Generation Corporation.
7.	R S Doon, IAS	1994	Deputy PSCM
8.	Suprabha Dahiya, IAS	1994	Commissioner, Rohtak Division, Rohtak
9.	D. Suresh, IAS	1995	M.D.Haryana Minerals Ltd, New Delhi and Commissioner, M.C., Faridabad
10.	Chander Parkash, IAS	1995	Administrator, HUDA, Rohtak
11.	Chhajju Ram Rana, IAS	1995	Registrar, Cooperative Societies, Haryana
12.	Rajbir Singh, IAS	1995	Director General-cum-Special Secretary, Food & Supplies Department and Managing Director, CONFED. (Special Secretary, General Admn.)
13.	Subhash Chandra, IAS	1995	Special Secretary, Irrigation and M.D., HSMITC
14.	Y.S.Khyalia, IAS	1996	Deputy Commissioner, Jind
15.	Rakesh Gupta, IAS	1997	Joint Secretary, Health Department and Mission Director, National Rural Health Mission, Commissioner, Food & Drugs Administration, Haryana and Director, Medical Education & Research, Haryana
16.	Pradeep Kasni, IAS	1997	Chief Executive, Haryana Khadi & Village Industries Board.
17.	Ramesh Krishan, IAS	1997	Joint Secy, Cooperation, PW(B&R) and Architecture Deptts.



राज्यों के मुख्य सचिव/ संघ शासित राज्यों के प्रशासक,
(संलग्न सूची के अनुसार)

विषय : सेंट्रल कॉटेज इण्डस्ट्रीज कॉर्पोरेशन ऑफ इण्डिया लि., नई दिल्ली में प्रबंध निदेशक के पद को प्रतिनियुक्ति के आधार पर भरा जाना ।

महोदय/ महोदया,

मुझे यह कहने का निदेश हुआ है कि वरन्त्र निकाय के अंतर्गत सेंट्रल कॉटेज इण्डस्ट्रीज कॉर्पोरेशन ऑफ इण्डिया लि. में प्रबंध निदेशक के पद को प्रतिनियुक्ति के आधार पर भरा जाना है।

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No.15/1/2004-CCIC
Government of India
Ministry of Textiles

Udyog Bhawan, New Delhi
8th May, 2012

To,
The Chief Secretaries of States/Administrators of UTs.
(As per list attached)

Subject: Filling up of the post of Managing Director on deputation basis in Central Cottage Industries Corporation of India Ltd., New Delhi.

Sir/Madam,

I am directed to state that a post of Managing Director in the scale of ₹ 65000 - ₹ 75000 - Revised IDA is required to be filled up urgently on deputation basis in Central Cottage Industries Corporation of India Ltd., New Delhi, a schedule 'C' CPSE under this Ministry. The deputation period shall be five years.

2. Central Cottage Industries Corporation of India Limited (CCICIL) was incorporated under the India Companies Act, 1956 with the objective to promote, develop, aid, and assist Cottage Industries by the organizing product sales in India and abroad. CCICIL is a Schedule 'C' CPSE in Trading and Marketing Services sector, under the administrative control of the Ministry of Textiles. Its Registered and Corporate Offices are at New Delhi. The authorised and paid up share capital of the Company was ₹ 12 crore and ₹ 10.85 crores respectively as on March, 2011. The shareholding of the Government of India in the company is 100%.

3. The Managing Director is the Chief Executive of the Corporation and accountable to its Board of Directors and Government. He is responsible for the efficient functioning of the Corporation for achieving its corporate objectives and performance parameters.

4. The post is to be filled up through the Search-cum-Selection Committee.

5. Brief job description and eligibility for the post along with the format for application are **enclosed**. The details are also available on the website of this Ministry **www.texmin.nic.in**

5. --You are requested to circulate the vacancy and forward applications of eligible and willing officers in the prescribed format for consideration of the Search-cum-Selection Committee constituted for making selection to the post by this Ministry. The applications along-with vigilance clearance may be sent to Director (CCIC), Ministry of Textiles, Room No. 340, Udyog Bhawan, New Delhi 110011 **latest by 7th June, 2012.**

Yours faithfully,

(S. S. Das)
Director

Copy to (for similar action):

1. All Ministries/Departments of the Govt. of India.
2. NIC, Ministry of Textiles.
3. Notice Board, MoT.

(S. S. Das)

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**JOB PROFILE FOR THE POST OF MANAGING DIRECTOR, CENTRAL COTTAGE
INDUSTRIES CORPN. OF INDIA LTD. (CCICIL)**

NAME OF THE PSU : CENTRAL COTTAGE INDUSTRIES CORPN. OF INDIA LTD. (CCICIL)
NAME OF THE POST : MANAGING DIRECTOR (MD)
DATE OF VACANCY : 31-12-2010
SCHEDULE OF THE CPSE : 'C'
SCALE OF THE POST : ₹ 65000-75000/- (Revised /IDA)

1. COMPANY PROFILE

Central Cottage Industries Corporation of India Limited (CCICIL) was incorporated under the India Companies Act, 1956 with the objective to promote, develop, aid, and assist Cottage Industries by the organizing product sales in India and abroad. CCICIL is a Schedule 'C' CPSE in Trading and Marketing Services sector, under the administrative control of the Ministry of Textiles.

Its Registered and Corporate Offices are at New Delhi.

The authorised and paid up share capital of the Company was ₹ 12 crore and ₹ 10.85 crores respectively as on March, 2011.

The shareholding of the Government of India in the company is 100%.

2. JOB DESCRIPTION AND RESPONSIBILITIES:

The Managing Director is the Chief Executive of the Corporation and accountable to its Board of Directors and Government. He is responsible for the efficient functioning of the Corporation for achieving its corporate objectives and performance parameters.

3. ELIGIBILITY:

I. AGE: As on 01.04.2012:-

- i. Minimum 40 years.
- ii. Not more than 58 years for internal candidates and not more than 57 years for others.

The age of superannuation is 60 years.

II. QUALIFICATION AND EXPERIENCE:

The applicant should be a graduate with good academic record from a recognized university/institution. He should possess adequate experience at a senior level of management in a large organization of repute.

Persons with Technical/MBA qualifications and having experience in management and familiarity with Finance. Marketing/production will have added advantage. Knowledge of Textiles/Handloom Industry is desirable.

Provided that minimum qualification is relaxable in the cases of internal candidates with sound and adequate background and experience.

- (i) Sourcing of handicrafts and textiles;
- (ii) Running a State-level Corporation dealing with textiles, handlooms and handicrafts;
- (iii) Handling cluster development programmes;
- (iv) Marketing of textiles, handlooms and handicrafts at State/National level, and
- (v) Handling of staff/labour issues.

III. PAY SCALE/TURNOVER:

- (a) Central Public Sector Executive.

Executives holding posts in the pay scale of:

₹ 6250-7475 (IDA)

₹ 8250-10050 (IDA) POST 01.01.1992

₹ 18500-23900 (IDA) POST 01.01.1997

₹ 43200-66000 (IDA) Post 01.01.2007

₹ 14300-18300 (CDA)

₹ 37400-67000 + GP ₹ 8700 (CDA).

The minimum length of service required in the eligible scale will be one year for internal candidates, and two years for others as on the date of vacancy.

- (b) State Public Sector Executive

Executives working in companies where the annual turnover is in excess of ₹ 50 crore.

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(c) Private Sector Executives

Private Sector Executives must fulfill each of the following criteria:

- (i) Executives working in companies where the annual turnover is in excess of ₹ 50 crore;
- (ii) Executives working at Board level position or non-Board level position reporting directly to Board i.e. one level below Board;
- (iii) Executives working in Private Companies is listed on Stock Exchange.

(d) Government Officers

Provided that notwithstanding the qualification and experience prescribed, Government Officers of the level of Director in Govt. of India or on equivalent scale of pay or Officers of the level of Brigadier in the Army or equivalent rank in Navy/Air Force on the date of Vacancy with adequate experience in the relevant field will be eligible for consideration on Deputation basis.

4. DURATION OF APPOINTMENT:

The appointment shall be for a period of five years or upto the date of superannuation, or until further orders, whichever is the earliest.

SUBMISSION OF APPLICATIONS:

Prospective candidates from the Central Public Sector and Government officers shall send their applications, through proper channel, in the format at Annexure I.

State Public Sector Executives/Private Sector Executives shall submit their applications, in the format at Annexure II, along with

- (i) A write up on the significant contributions made by them during their present/past assignments and their suitability for the post.
- (ii) The annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary/CFO.
- (iii) The applications for various categories of the officers are routed through proper channel as follow:
 - (a) For Government Servants through Cadre Controlling authority.
 - (b) For CMDs/MDs/Directors in CPSE, the concerned Administrative Ministry.

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- (c) For below Board level in CPSE, the concerned CPSE.
 - (d) For CMD/MD in State PSE, State Government.
 - (e) State PSE/State Joint Venture, the concerned SPSE.

In addition to the above, Private Sector Executives must submit the following documents alongwith the application form

- (i) Attested copies in the support of age and qualifications;
- (ii) Annual Reports of the Company for the last 5 years;
- (iii) Evidence of list on the Stock Exchange;
- (iv) Evidence of working at Board level or reporting directly to the Board i.e. one level below Board level;
- (v) The details of Job handled in the past with details/particulars references.

APPLICATION FORM FOR CENTRAL PUBLIC SECTOR EXECUTIVES /GOVT. OFFICERS

[THROUGH PROPER CHANNEL]

1. Name of the post applied for: _____

2. (a) Name _____

(b) Identification Number (For Defence Service personnel) _____

(c) Designation of the Applicant (in full) _____

(d) Office Address: _____

3. Address for communication _____

4. Telephone No: Office _____ Residence _____ FAX No. _____

Mobile No. _____ E-Mail address _____

5. Date of Birth _____ Age as on date of vacancy _____

6. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications(alongwith the name of Institutions)			
Pay Scale			
Length of service in eligible pay scale			

7. Positions held during the preceding ten years:-

Sl. No.	Designation, and place of posting	Organisation	From	To	Pay scale
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

7(a). Nature and duration of experience relevant for the advertised post and job description:

Sl. No.	Designation, and place of posting	Organisation	From	To	Pay scale
1.					
2.					
3.					
4.					

.....2/-

8. In case the candidate is holding the present post on lien/deputation basis: -

- a) name of the organisation in which the lien is held.
- b) the date from which the lien is held.
- c) date from which candidate is on deputation.

9.(a) Whether any punishment awarded to the applicant during the last 10 years

Y	NO
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If yes, the details thereof

9 (b) Whether any action or inquiry is going on against him as far as his knowledge goes.

Y	NO
---	----

If yes, the details thereof

I certify that the details furnished by me in Cols. 1 to 9 are true and I am eligible for the post.

I further submit my willingness that I will join the post, if selected. In case, if I give my unwillingness after the interview is held, but before the appointment is processed or after issue of offer of appointment, I may be debarred for a period of two years for being considered for a Board level post in any PSE other than the one to which I belong to.

(Name and Signature of the applicant)

Date:

(To be filled by the PSU/Ministry /Department concerned)

It is Certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of
the Competent Forwarding
Authority with Telephone no. & office Seal.

**APPLICATION FORM FOR STATE PUBLIC SECTOR EXECUTIVES/EXECUTIVES FROM
THE PRIVATE SECTOR**

1. Name of the post applied for: _____
2. (a) Name _____
- (b) Designation of the Applicant (in full) _____
- (c) Office Address: _____
3. Address for communication _____
4. Telephone No: Office _____ Residence _____ FAX No. _____
- Mobile No. _____ E-Mail address _____
5. Date of Birth _____ Age as on date of vacancy _____

6. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications (alongwith the name of Institutions)			
Pay Scale			
Length of service in eligible pay scale			

7. Positions held during the preceding ten years:-

Sl. No.	Designation, and place of posting	Organisation	From	To	Pay scale
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

7(a). Nature and duration of experience relevant for the advertised post and job description:

Sl. No.	Designation, and place of posting	Organisation	From	To	Pay scale
1.					
2.					
3.					
4.					

8. Annual Turnover of the Company where the candidate is employed (Certified copy to be attached):
Turnover Rs. _____ for the year _____.

9. I certify that:

(i) the annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary/CFO is enclosed at Encl. I.

(ii) a write up on the significant contributions made by me during the present/past assignments and my suitability for the post is enclosed at Encl. II.

(iii) I am working at Board level position/ or reporting directly to a Director on the Board i.e. one level below Board level.

(iv) The Company in which I am working is listed on the _____ stock exchange.
(Name)

A proof of listing is at Encl. III.

Declaration

I son of hereby certify that I have not been disqualified to act as a Director under Section 274 or any other relevant sections of the Indian Companies Act, 1956.

I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence.

I further submit my willingness that I will join the post, if selected. In case, if I give my unwillingness after the interview is held, but before the appointment is processed or after issue of offer of appointment, I may be debarred for a period of two years for being considered for a Board level post in any PSE other than the one to which I belong to.

(Name and signature of the applicant)