

**FORMAT OF APPLICATION FOR THE POST OF MANAGER(E-3)/DEPUTY MANAGER (E-2)  
IN THE COTTON CORPORATION OF INDIA LIMITED THROUGH LATERAL ENTRY**

Select the suitable /appropriate option of mode of application

- Applying through proper channel ☐
- Producing NOC at the time of Interview ☐

Affix recent  
passport size  
Photograph

Post applied for	
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1	Name of Applicant ( in Block Letter)	
2	Fathers Name	
3	Date of Birth of Applicant (DD/MM/YYYY)	
4	Age in Years, month and days (as on 16/07/2025)	
5	Gender	
6	Marital Status	
7	Whether SC/ST/OBC/EWS/General/ Minority (Enclose Caste Certificate)	
8	Contact details	
	a) Communication Address (In detail with pincode)	
	b) Permanent Address (In detail with pincode)	
	c) Mobile no.	
	d) Email Address	

9	a) Present Employer name and Address with contact details	
	b) Employer type (tick mark appropriately)	Maharatna/Navratna/Miniratna Cat-I/ Miniratna Cat-II/ others
10	Present Employment Details	
	a) Designation	
	b) Scale of Pay (with date of entry in the scale of pay)	
	c) Grade and date of entry in the Grade	
	d) Place of posting (Date since when)	
11	Whether any relative is working in CCI, If yes, Pls provide details	

12. Whether the eligible criteria prescribed for the post are satisfied

☐ Y/N

13. Educational Qualifications (attach separate sheet if required)

Sl No	Qualification	Year	Percentage of Marks	Institution/University

Note: Enclose self-attested copy of Mark statement and certificate

14. Experience Details (attach separate sheet if required)

Sl No	Name of the Office	Post held	From	To	Pay Scale (IDA)	Nature of Duties

Note: Enclose self-attested copy of experience certificate

15. ACR/APAR Final rating for the past three years

Sl No	Appraisal Year	Final Rating	Remarks

Note: Enclose copy of last three ACR/APAR certified by forwarding officer of the Organisation

16. Details of major/minor penalties if any in the service period.	
17. Have you ever been convicted, if yes, details	
18. Any criminal/ Vigilance/ disciplinary case pending against you, if yes, details.	
19. Disclosure of information under RTI Act 2005 I hereby opt out the option of disclosure of information under Right to Information Act 2005 <input type="checkbox"/> Yes, Disclose <input type="checkbox"/> No Disclosure	

20. Declaration (Tick Mark)

- ☐ I hereby solemnly affirm that the statement made and information furnished by me in the above proforma is true and correct. I have not concealed any information.
- ☐ I hereby solemnly affirm and declare that I am free from Disciplinary/vigilance angle and no proceeding have been contemplated or pending against me in the present organisation. In case an information comes to my notice. I will inform CCI of the same immediately.
- ☐ However, if any information furnished is found to be fraudulent, incorrect and untrue before or after the interview or after joining CCI, I understand that I am liable to criminal prosecution and I also agree to forgo my appointment if made and may candidature will stand automatically cancelled
- ☐ I agree to abide by the rules and regulation of CCIL

(Name & Signature of the Applicant)

Place:  
Date:

CERTIFICATE OF FORWARDING THROUGH PROPER CHANNEL / NO OBJECTION  
CERTIFICATE  
(Certificate by the present employer)

1. Certified that the particulars furnished by Mr/Ms/Mrs \_\_\_\_\_, Designation \_\_\_\_\_, Scale of pay \_\_\_\_\_, (Grade \_\_\_\_\_) have been checked from available records and found correct. He/she possess the educational qualification and year of experience mentioned in the notification for lateral entry in the Cotton Corporation of India Limited.
2. This is also certified that his above mentioned scale of pay and grade is equivalent to DPE's scale of pay of Rs \_\_\_\_\_ and Grade \_\_\_\_\_ and his/her selection to the applied post shall not result in any grade jump (as per DPEs OM No W-02/0028/2017-DPE (WC)GL-XIII/ 17 dated 03.08.2017[ in case of pre-revised scale of pay the relevant DPE OMs for pay revision]
3. Certified that no Criminal/Vigilance /disciplinary case is either pending/contemplated against the applicant.
4. It is certified that no major/minor penalties have been imposed on the applicant during the service period.

(Signature)  
Name, Designation & contact no of the forwarding officer (Office stamp)

Date:  
Place:

List of Enclosure: if any