



ADVERTISEMENT No CO/01/2018

Cement Corporation of India Ltd. CCI is a profit making Central Govt. Public Sector Undertaking engaged in manufacturing and marketing of cement. Its vision is to emerge as one of the best cement companies committed to contribute to the economy and enhancing the value of stakeholders.

CCI is looking for dynamic and result oriented professionals, for the following positions which are presently meant for Units i.e., Bokajan (Assam), Rajban (Himachal Pradesh) and Tandur (Telangana) on regular basis:-

Post Code	Name of the Post	Grade	Discipline	No. of Posts	Category	Max. Age* (Yrs)	Minimum Qualification Experience (Years)	Post
1	Addl. General Manager	E-6	Technical	02	UR	50	16	
2	Sr. Manager (Backlog Vacancy)	E-4	Finance & Accounts	01	OBC	46	12	
3	Manager	E-3	Operations	03	UR	44	08	
4	Manager (Backlog Vacancy)	E-3	Mining	01	SC	44	08	
5	Dy. Manager	E-2	Finance & Accounts	01	UR	42	05	
6	Dy. Manager	E-2	Production	04	3-UR 1-OBC	42	05	
7	Engineer	E-1	Civil	01	UR	35	02	
8	Executive Secretary	E-1	Secretarial	01	UR	35	05	

* Age as on the last date of submission of the application

Grade wise eligibility for PSU and Private Sector Candidates:

Applied Grade	Scale of the grade	Eligibility for PSU Candidates alongwith minimum Post Qualification Experience	Eligibility for Pvt Candidates Alongwith minimum Post Qualification Experience
Executive Cadre			
E-6	36600-62000	Candidate Must be holding analogous post or two years experience in Scale of 32900 -58000	Candidate must be employed on regular capacity with CTC Rs 14.50 Lakhs per annum
E-4	29100-54500	Candidate Must be holding analogous post or two years experience in Scale of 24900-50500	Candidate must be employed on regular capacity with CTC Rs 10.97 Lakhs per annum

B-1

E-3	24900-50500	Candidate Must be holding analogous post or two years experience in Scale of 20600-46500	Candidate must be employed on regular capacity with CTC Rs 9.07 Lakhs per annum
E-2	20600-46500	Candidate Must be holding analogous post or two years experience in Scale of 16400-40500	Candidate must be employed on regular capacity with CTC Rs 7.23 Lakhs per annum
E-1	16400-40500	Candidate Must be holding analogous post or two years experience at E-0 level / Supervisory Cadre	Candidate must be employed on regular capacity with CTC Rs 5.67 Lakhs per annum

Essential Qualification & Experience required :

Discipline	Essential Qualification	Essential Experience with Minimum Post Qualification Experience
Executive Cadre		
Technical (Post Code-01)	Engineering Degree.	Executive experience of maintenance, operation and production of Cement Manufacturing Unit.
Operations (Post Code-03)	Engineering Degree in Chemical or Mechanical.	Executive experience of maintenance, operation and production of Cement Manufacturing Unit.
Mining (Post Code-04)	Engineering Degree in Mining with First Class Managers Certificate of Competency under MMR-1961	Executive experience in quarry management in open cast mechanized mines.
Production (Post Code-06)	Engineering Degree in Chemical Engineering or M.Sc with Chemistry.	Executive experience in production, quality control, fuel efficiency, pyro processing preferably in dry process cement plant.
Civil (Post Code-07)	Engineering Degree in Civil Engineering	Relevant experience in design, project implementation, construction of industrial structures, foundation, large concrete silos their maintenance in a reputed organization.
Finance(Post Code-02 & 05)	CA/ICWA/ Full time 2 years MBA (Finance).	Executive experience in Finance and Accounts in manufacturing based company.
Executive Secretary (Post Code – 8)	Full Time Graduate with Recognised Diploma in Office Management & Secretarial Practice or Full Time MBA.	Reasonably good speed in Short hand and Typing, computer savvy. 5 Year's experience in all Secretarial functions of Senior Management which includes Independent Correspondence, Noting, Drafting, File Management, arranging Conferences, Event Management and Meetings, Corporate Communication, Protocol Services, etc.

Terms & Conditions and Instructions:

I. General Conditions

- 1 Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
- 2 Only Indian Nationals can apply.
- 3 All qualifications should be recognized by Indian University / Institutes recognized by AICTE / UGC / appropriate statutory authority of Govt. Of India.

- 4 The eligibility criterion for each position is given in above tables. The cutoff date for Age, Experience will be last date of applying. The candidate must be holding an eligibility post on the cut-off date.
- 5 The candidate must meet all the criterion as per above criterion.
- 6 Incomplete/ineligible applications will be rejected summarily.
- 7 CCI reserves the right to cancel/restrict/enlarge/reopen the recruitment process, if the need so arises, without issuing further notice or assigning any reason thereof.
- 8 All positions carry All India Service Liability. The Management, at its discretion, can post the selected candidates at any Unit/Offices of the Corporation.
- 9 Any corrigendum/ clarification on this advertisement, if necessary, shall be uploaded on CCI website & no separate press coverage will be notified for this purpose.
- 10 Outstation candidates called for interview for the post at E-4 level & above shall be reimbursed to & fro AC 2 tier Rail fare and those called for the posts below E-4 level shall be reimbursed AC 3 tier Rail fare by the shortest route on submission of ticket(s) / PNR no., or actuals, whichever is less. No TA/DA will be paid to the candidates called for Written Test.
- 11 Candidature of any candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is false or is found to be not in conformity with eligibility criteria mentioned in the advertisement.

II. Reservation

- 12 Reservation of Post(s) for SC/ST/OBC/Minority/PWD as per Govt. Of India guidelines.
- 13 Age Relaxation : **Upper age limit is relaxable by 5 years in respect of SC/ST candidates and 3 years in respect of OBC (Non-creamy layer) candidates against reserved positions only.** Candidates belonging to the OBC Category are required to submit recently obtained Community Certificate in proof of their Community (not older than one year), stating that they do not come under the creamy layer, from a Competent Authority, in the prescribed format. In respect of Persons with Disabilities (PWDs), upper age limit is relaxable by 05 years, which will be over and above the relaxation admissible for candidates belonging to SC/ST/OBC. For candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period of 01.01.1980 to 31.12.1989, upper age limit is relaxable by 5 years. Relaxation will be extended as per rules in respect of Ex-servicemen / Commissioned Officers /ECOs/SSCOs who have rendered at least 5 years of Defence service and have been released on completion of assignment. Management has the right to reduce CTC requirement for backlog vacancies. For posts against UR (Unreserved), SC/ST/OBC may also apply alongwith UR, strictly meeting the criteria eligibility for UR.
- 14 The internal candidates meeting the eligibility criteria and found suitable for the post will be given preference and age relaxation of 03 years.

III. Selection Procedure

- 15 The eligible candidates shortlisted for the above posts will be called for Interview based on declaration made in the application and copies of testimonials furnished by them. They should produce the original documents in support of their meeting eligibility condition at the time of Interview if shortlisted, failing which such candidates will not be permitted to appear for the interview and Travelling Allowance will not be reimbursed to them.
- 16 Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for interview.
- 17 Other things being equal, eligible candidates with additional relevant professional qualification and having added experience in cement industry etc. will be given preference.
- 18 Post qualification experience will be reckoned from the date of passing the exam i.e. issuance of Degree or issuance of Mark sheet.



B-1

- 19 Candidates shortlisted for Executive Cadre may be considered for lower grade in the same cadre depending upon the suitability/availability of post and performance in the interview provided the candidate meets all criterion stipulated for the post applied.
- 20 Candidates who had been selected in last two years and failed to join, need not apply for the same position.
- 21 Only shortlisted candidates will be notified for interview. CCI reserves the right to shortlist the candidates. No correspondence will be entertained with the candidates not selected for interview/written test.
- 22 Computer knowledge is essential for all posts.
- 23 In case of large number of applications are received against one post, short listing of candidates for interview will be done based on the relevant experience current CTC/monthly pay, higher qualification based on documents enclosed with the applications.
- 24 If required, Written Test / Group Discussion can be conducted for shortlisting candidates before interview for Executive posts.
- 25 In case any candidate prefers to apply against more than one post, he/she must apply separately, subject to meeting all the eligibility criterion.
- 26 The decision of Management regarding shortlisting for interview/selection will be final.

IV. Employment Status

- 27 Only post qualification experience will be considered. Post qualification experience will be reckoned from the date of passing the exam i.e. issuance of Degree or issuance of Mark sheet. For all **Executive Posts (except E-1)**, only full-time executive experience in the relevant area will be considered.
- 28 On the last date of application and on the date of interview, the candidate must be on the regular employment of the present employer as mentioned in the application, failing which the candidate will not be considered. Management has the right to cross-check the experience with the present organization before interview at any point of time.

V. For Information on Rejection of Application

- 29 The rejected applications will be weeded out after 06 months of the date of interview/cancellation of process and no separate communication /correspondence/ information will be made on rejection.

VI. How to apply

- 30 The prescribed form in word / PDF format can be downloaded from CCI Website www.ccilttd.in.
- 31 Candidates will be required to submit their application in the prescribed format (in hard copy by post). No other means/mode of application shall be accepted. Applications in other format will be rejected. If possible, candidates may type & take print for sending.
- 32 Candidates will be required to enclose self attested copies of certificates as follows:
 - i. Proof of Age- Matriculation certificate having date of birth
 - ii. Qualification – From graduation and above
 - iii. Caste (in case of SC/ST/OBC candidates - as per prescribed format for Central Govt.).
 - iv. Experience : Experience Certificate should be issued by the employer in support of experience with clear date of joining and relieving in support of experience details as furnished by candidate in the application form.
 - v. Pay Scale/ CTC: latest salary slip, Certificate of CTC (for private Candidates) from current employer.

93-1



VII. Any Other : Relevant for applicant

- 33 The qualification / experience furnished in the application form without supporting documents, will not be considered.
- 34 Candidates employed in Central/State Public Sector Undertaking/Govt. organization who fulfill the above eligibility criteria may apply through proper channel OR will be required to produce 'No Objection Certificate' from the employer at the time of interview OR will be required to produce relieving certificate from the current employer at the time of joining, if selected.
- 35 Interested candidates may send their applications duly completed in all respects as mentioned above by ordinary post in the cover super scribed "Application for the post of _____" and send the same at the following address : -
Manager (HR)
Cement Corporation of India Ltd,
Post Box No. 3061
Lodhi Road Post Office
New Delhi-110003
- 36 Last date of receiving application will be **20.04.2018**.
- 37 Applications received after the due date will not be considered.
- 38 CCI will not be responsible for any postal delay or loss/non-delivery of the applications. Chairman and Managing Director of the corporation shall be final authority for any interpretation.



B-1