



CEMENT CORPORATION OF INDIA LIMITED  
(A GOVT. OF INDIA ENTERPRISE)  
REGD. OFFICE: CORE-V, SCOPE COMPLEX, 7-LODHI ROAD  
NEW DELHI-110 003

**ADVERTISEMENT No CO/ 02/2017**

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 on look out for dynamic and result oriented professionals, for the following positions on regular basis:-

Post Code	Name of the Post	Grade	Discipline	No. of Posts	Cat.	Max. Age * (Yrs)	Minimum Post Qualification Experience (Yrs)
1	General Manager / Addl General Manager	E-7 / E6	Finance	01	UR	52 50	18 16
2	Addl. General Manager	E-6	Technical	02	UR	50	16
3	Dy. Gen. Manager (Backlog Vacancy)	E-5	Material Management	01	SC	48	14
4	Sr. Manager (Backlog Vacancy)	E-4	Finance And Account	01	OBC	46	12
5	Sr. Manager	E-4	Operations	03	UR	46	12
6	Dy Manager	E-2	Systems	02	1-OBC 1-UR	42	05
7	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
E-7	43200-66000	Candidate Must be holding analogous post or two years experience in Scale of 36600-62000	Candidate must be employed on regular capacity with CTC Rs 16.50 Lakhs per annum
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-5	32900-58000	Candidate Must be holding analogous post or two years experience in Scale of 29100-54500	Candidate must be employed on regular capacity with CTC Rs 12.82 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
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.	Candidate must be employed on regular capacity with CTC Rs 5.67 Lakhs per annum

## Essential Qualification & Experience required :

Discipline	Essential Qualification	Area of Expertise
Technical	Engineering Degree	Executive experience of maintenance, operation and production of Cement Manufacturing Unit.
Material Management	Engineering Degree or Post Graduate Degree / Diploma in Materials Management.	Executive experience in the area of Materials Management with adequate knowledge of purchases, inventory control, standardization and codification, value analysis, DGS&D controls etc
Operations	Engineering Degree in Chemical or Mechanical.	Executive experience of maintenance, operation and production of Cement Manufacturing Unit.
Finance	CA/ICWA/ Full time 2 years MBA (Finance).	Executive experience in Finance and Accounts in manufacturing company.
Systems	Graduate Engineer or MCA, M Tech in Computer Science.	Executive experience in Tally implementation, programming or implementation of various business applications related to FIN/HR/Mktg/Production etc.
Executive Secretary	Graduate with Recognised Diploma in Office Management & Secretarial Practice.	Reasonably good speed in Short hand and Typing, computer savvy. All Secretarial function includes Independent Correspondance, File Management, Organising meetings, Appointment and travel arrangements, excellent communication skill

### 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 17.07.2017. The candidate must be holding an eligibility post on the cut-off date.
- 5 The candidate should be meeting with the all the criterion as per above information.
- 6 Incomplete 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 post 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.
- 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.
- 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 candidates 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 Candidates 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 other criteria stipulated for the post applied.
- 19 Candidates who had been selected in last two years and failed to join, need not apply for the same position.
- 20 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.
- 21 Computer knowledge is essential for all posts.
- 22 In case of large number of application 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.
- 23 If required, written test / Group Discussion can be conducted for shortlisting candidates for interview.
- 24 In case any candidate prefers to apply against more than one post, he/she must apply separately, subject to meeting all the eligibility criterion.
- 25 The decision of Management regarding shortlisting for interview/selection will be final

## IV. Employment Status

- 26 Only post qualification experience will be considered.
- 27 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.



## V. How to apply

- 28 The prescribed format can be downloaded from CCI Website [www.cementcorporation.co.in](http://www.cementcorporation.co.in).
- 29 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.
- 30 Candidates will be required to enclose self attested copies of certificates/certificates as follows:
- 31 Proof of Age- Matriculation certificate having date of birth
- 32 Qualification – From graduation and above
- 33 Caste/Tribe (in case of SC/ST/OBC candidates - as per prescribed format for Central Govt.).
- 34 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.
- 35 Pay Scale/ CTC: latest salary slip, Certificate of CTC ( for private Candidates) from current employer
- 36 Any Other : Relevant for applicant
- 37 The qualification / experience furnished in the application form without supporting documents, will not be considered.
- 38 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.
- 39 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 : -
- Dy. General Manager (HR)  
Cement Corporation of India Ltd,  
Post Box No. 3061  
Lodhi Road Post Office  
New Delhi-110003
- 40 Last date of receiving application will be 17.07.2017.
- 41 Applications received after the due date will not be considered.
- 42 CCI will not be responsible for any postal delay or loss/non-delivery of the applications.

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13 Details of Pay Scale/ CTC being drawn in the present post as on the date of application:-

Scale of pay	Date of entry in the scale	Basic pay	Perks/Special Pay, if any	Other emoluments	Total monthly emoluments	CTC (Annual)

11	Mailing Address					
		District :		State :		
12	Land line Telephone No.		Mobile No.			
13	E-Mail					

Please tick the applicable as below:

14	Have you ever been arrested in a criminal case or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation)	Yes*/No
15	Whether any punishment/penalty was awarded to you or any vigilance case ending as far as your knowledge goes	Yes*/No
16	Have you applied before for employment in CCI Ltd ?	Yes*/No

\*If "Yes" give details

I **certify that** the information furnished above is correct to the best of my knowledge and as per the advertisement I am eligible to be considered for shortlisting for interview. I understand that if the information is not correct, or not supported by documentary proof, **my candidature will not be considered, even after shortlisting.**

Dated:

Signature of Applicant

Enclosures (\*as mandatory)

- |   |   |   |
|---|---|---|
| 1. For DOB*   | - | 10 <sup>th</sup> /Matric certificate    |
| 2. For Educational Qualifications*                            | - | Marksheets or Degree certificate        |
| 3. For Pay Scale (For PSU/Govt) or CTC (For private sector )* | - | Employer's certificate/Pay slip/Form-16 |
| 4. For Caste certificate                                      | - | As per specified format                 |
| 5. In case of differently abled                               | - | Medical Certificate                     |
| 6. No Objection Certificate from present employer             | - | From present employer                   |
| 7. Experience Certificate with date of joining /relieving*    | - | Issued by employers                     |