



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

**ADVT.NO.02/2012**

Cement Corporation of India Ltd . CCI) is a premier 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 appointment :-

| Post Code | Name of the post                                                         | Level             | No.of Posts | Scale of Pay (IDA – 1.1.2007)             | Maxm. Age as on 31.01.2013    |
|-----------|--------------------------------------------------------------------------|-------------------|-------------|-------------------------------------------|-------------------------------|
| 1.        | Dy.General Manager(MM)                                                   | E-5               | 1*          | 32900-58000                               | 48 yrs.                       |
| 2.        | Sr.Manager(HR)                                                           | E-4               | 1           | 29100-54500                               | 46 yrs.                       |
| 3.        | Dy.General Manager(Finance)/<br>Sr.Manager(Finance)/<br>Manager(Finance) | E-5<br>E-4<br>E-3 | 1           | 32900-58000<br>29100-54500<br>24900-50500 | 48 yrs.<br>46 yrs.<br>44 yrs. |
| 4.        | Dy.Manager (Mining) /<br>Mining Engineer                                 | E-2/<br>E-1       | 5           | 20600-46500<br>16400-40500                | 40 years<br>35 years          |
| 5.        | Jr.Engineer(Mines)-Gr.I I<br>Jr.Engineer(Mines)-Gr.I                     | S-2/<br>S-1       | 8           | 14000-34000<br>12500-30400                | 32 years<br>30 years          |
| 6.        | Jr.Engineer (Mech.) –Gr.II<br>Jr.Engineer (Mech.) –Gr.I                  | S-2/<br>S-1       | 3           | 14000-34000<br>12500-30400                | 32 years<br>30 years          |
| 7.        | Surveyor - Gr.II/Gr.I                                                    | S-2/<br>S-1       | 3           | 14000-34000<br>12500-30400                | 32 years<br>30 ears           |

**\*4 th notification**

The initial place of posting for the above mentioned posts is as under, however, the Management , at its discretion, can post the selected candidates at any Unit/Offices of the Corporation :-

1. Post at Sl.No.1 reserved for SC category, is for C.O.,
2. Post at Sl.No.2 (reserved for OBC) and Post at Sl.No.3 (E-5/E-4 level reserved for OBC) are for Tandur Cement Factory (A.P)
3. Posts at Sl.No.4 to 7 are for mines at the three operating Units at Tandur (Andhra Pradesh), Bokajan (Assam) and Rajban (Himachal Pradesh)

## **JOB DESCRIPTION / QUALIFICATION & EXPERIENCE**

### **Post Code - 1 : Dy. General Manager(Materials Management) (E-5)**

The incumbent should have Degree in Engineering or Post Graduate Degree / Diploma in Materials Management from recognized Institute or equivalent. He should be holding analogous post on regular basis or should have at least 14 years relevant executive experience in the area of Materials Management with adequate knowledge of purchases, inventory control, standardization and codification, value analysis, DGS&D controls etc., out of which at least two years experience should be in the next below pay scale in Central/State Public Sector Undertaking/Govt. organisation or equivalent managerial position in a reputed private sector company. Preference will be given to candidate having Post Graduate qualification and exposure of IT enabled systems and experience in cement industry.

### **Post Code - 2 : Senior Manager(HR) (E-4)**

The incumbent should have Post Graduate Degree/Diploma in Personnel/Social Work/Business Admn. with HR specialization/Labour & Social Welfare from recognized University/Institute or equivalent. He should be holding analogous post on regular basis or should have at least 12 years relevant executive experience in Personnel, Industrial Relations, Welfare, Labour Laws, Administrative functions etc. in a large manufacturing or commercial organisation, out of which at least two years experience should be in the next below pay scale in Central/State Public Sector Undertaking/Govt. organisation or equivalent managerial position in a reputed private sector company. Degree in law will be an added qualification. Preference will be given to candidate having experience in cement industry or exposure of manufacturing unit.

### **Post Code – 3 : Dy.General Manager (Finance) – E-5 / Sr. Manager(Fin.) – E-4 / Manager(Finance) – E-3**

The incumbent should be CA/ICWA/MBA(Finance)/SAS/M.Com. from recognized University/Institute or equivalent. He should be holding analogous post on regular basis or should have at least 14 years relevant executive experience in

case of (E-5) and 12 yrs in case of (E-4) and 8 years in case of (E-3), out of which at least two years experience should be in the next below pay scale in Central/State Public Sector Undertaking/Govt. organizations or equivalent position at managerial level in a reputed private sector company.

**Post Code - 4 : DY.MANAGER(MINING)-(E-2) / MINING ENGINEER –(E-1)**

The posts of Dy.Manager/Mining Engineer are for the statutorily required positions of Manager/Asstt.Manager Mines.

The incumbent should have B.E./B.Tech. in Mining Engineering or equivalent from a recognized Institute or equivalent with First Class/2<sup>nd</sup> Class Managers Competency Certificate under MMR-1961. He should be holding analogous post on regular basis or should have at least 3 years post qualification experience for E-2 post and 1 year experience for E-1 post. The relevant executive experience should be in quarry management in open cast mechanized mines preferably attached to Cement plants.

**Post Code - 5 : JR.ENGINEER(MINES) -S-2 / S-1 Grade.**

The posts of Jr. Engineer Mines are for the statutorily required positions of Foreman Mines.

The incumbent should have Diploma in Mining Engineering from a recognized Institute or equivalent with Foreman Certificate of Competency issued under MMR-1961. He should be holding analogous post on regular basis or should have at least 4 years post qualification experience for S-2 post and 2 years experience for S-1 post. The relevant experience should be in open cast mechanized mines preferably attached to Cement plants.

**Post Code - 6 : JR.ENGINEER (MECHANICAL)- S-2 / S-1 Grade.**

The incumbent should have Diploma in Mechanical Engineering from a recognized Institute or equivalent. He should be holding analogous post on regular basis or should have at least 4 years post qualification experience for S-2 post and 2 years experience for S-1 post in maintenance and trouble shooting of Heavy Equipment & machinery in process industry like cement/steel/copper/ferrous/zinc/aluminium/fertilizer/power. The relevant experience should be in plant or open cast mechanized mines preferably attached to Cement plants.

**Post Code - 7 : SURVEYOR S-2 / S-1 Grade.**

The incumbent should have Diploma in Civil Engineering or have passed 2 years Surveyor Course from I.T.I. or equivalent with certificate of Competency in Mines Survey from Directorate General of Mines Survey.

He should be holding analogous post on regular basis or should have at least 4 years post qualification experience as Surveyor for S-2 post and 2 years experience for S-1 post in process industry like cement/steel/copper/ferrous/zinc/aluminium/fertilizer/power. The relevant experience should be in open cast mechanized mines preferably attached to Cement plants.

**OTHER CONDITIONS, GENERAL INFORMATION AND INSTRUCTIONS.**

1. Only Indian Nationals should apply.
2. All qualifications should be recognized by Indian University / Institutes recognized by AICTE / UGC / appropriate statutory authority of Govt. Of India.
3. Reservation of Post (s) as per Govt. Of India guidelines.
4. **Age Relaxation**

Reservation/Concessions for candidates belonging to SC/ST/OBC/ Minorities/ XSM & PWD categories would be made as per Government Directives. 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. Candidates belonging to the OBC Category are required to produce recently obtained Community Certificate in proof of their Community at the time of Interview (not older than 6 months as on 31.1.2013), 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.

5. The candidates will be called for Interview based on self certified information 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, failing which such candidates will not be permitted to appear for the interview and Travelling Allowance will not be reimbursed to them.
6. Candidates possessing lesser experience but otherwise meeting the stipulated eligibility criteria may be considered for lower grade depending upon the suitability.
7. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for interview.
8. In case of suitable and exceptionally deserving cases, the relaxation in the eligibility criteria can be considered at the discretion of management.
9. Other things being equal, eligible candidates with additional relevant professional qualification, experience etc. will be given preference.
10. 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.

#### **Pay & Allowances on regular appointment**

Besides Basic Pay, Dearness Allowance, HRA/Subsidized accommodation and electricity (if posted at Unit), Medical Reimbursement, as applicable, are also offered. The posts also carry attractive Perks & Allowances under "Cafeteria Approach" as per rules of the Corporation. The superannuation benefits like CPF, Gratuity, Leave Encashment etc. are also offered.

#### **HOW TO APPLY**

Candidates will be required to submit their application in the prescribed format (in hard copy by post). The prescribed format can be downloaded from our Website [www.cementcorporation.co.in](http://www.cementcorporation.co.in). No other means/mode of application shall be accepted.

Candidates will be required to enclose attested true copies of certificates pertaining to age, qualification, experience, Caste/Tribe (in case of SC/ST/OBC candidate). Certificate in respect of qualification should be from matriculation onwards. Experience Certificate should be issued by the employer in support of experience details mentioned by the candidate in the application form.

Candidates employed in Central/State Public Sector Undertaking/ Govt./semi-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. In case the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his present employer at the time of interview, his/her candidature will not be considered.

Candidature of the 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 found to be false or not found in conformity with the eligibility criteria mentioned in the advertisement.

Mere fulfilling of the minimum qualification and experience will not vest any right in candidates for being called for interview. Decision of management to call the candidates for selection shall be final. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.

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 at E-3 or below level in Executive cadre shall be reimbursed to & fro AC 3 tier Rail fare by the shortest route on submission of ticket(s)/PNR no. or actual, whichever is less. Those called for Supervisory post at S-2/S-1 level shall be reimbursed 2<sup>nd</sup> Class Sleeper Rail fare/Bus fare by the shortest route on submission of ticket(s)/PNR no. or actual, whichever is less.

Interested candidates may send their applications duly completed in all respect as mentioned above by ordinary post on or before **18.02.2013** in the cover super scribed "Application for the post of \_\_\_\_\_" and send the same at the following address :-

**General Manager (HR),  
Cement Corporation of India Ltd,  
Post Box No. 3061  
Lodhi Road Post Office  
New Delhi-110003**

**Note: Applications received after the due date will not be considered. CCI will not be responsible for any postal delay or loss/non-delivery of the applications.**

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**7, LODHI ROAD, NEW DELHI-110 003**

**APPLICATION FOR EMPLOYMENT - ADVT.NO.02/2012**

Name of the post applied for : \_\_\_\_\_

Pay Scale : ₹ \_\_\_\_\_

Please affix your  
recent passport  
size photograph

**PERSONAL DATA**

1. (a) Name of the applicant : \_\_\_\_\_  
(in capital letters)
- (b) Father's/Husband's Name : \_\_\_\_\_
2. (a) Mailing Address : \_\_\_\_\_  
\_\_\_\_\_
- (b) Telephone No. : Office : \_\_\_\_\_ Residence : \_\_\_\_\_
- (c) Mobile No. : \_\_\_\_\_ E-Mail : \_\_\_\_\_
- (d) Home Town : \_\_\_\_\_
3. (a) Date of Birth:
- b) Exact Age :  Years  Months (as on 31.01.2013)
- (c) State to which you belong : \_\_\_\_\_
- (d) Nationality : \_\_\_\_\_ (e) Religion : \_\_\_\_\_
4. (a) Category : SC  ST  OBC (Non creamy layer)  General
- (b) In case SC/ST/OBC, state Caste/Tribe : \_\_\_\_\_  
Also attach attested copy of Certificate from prescribed authority.
5. (a) Sex : Male/Female (b) Marital status : Single/Married/Widowed/Divorcee

**6. ACADEMIC & PROFESSIONAL QUALIFICATIONS**

| Examination/<br>Degree<br>passed | College/Institution | Year of<br>Passing | Board/University | Class/<br>Division | % age of<br>marks<br>obtained | Main<br>subjects<br>studied |
|----------------------------------|---------------------|--------------------|------------------|--------------------|-------------------------------|-----------------------------|
|                                  |                     |                    |                  |                    |                               |                             |
|                                  |                     |                    |                  |                    |                               |                             |
|                                  |                     |                    |                  |                    |                               |                             |
|                                  |                     |                    |                  |                    |                               |                             |
|                                  |                     |                    |                  |                    |                               |                             |

**7. PARTICULARS OF EXPERIENCE**

- i) Total Experience post qualification :   Years   Months
- ii) Details of experience starting from present with scales. Please give details of different positions held in each Organization with dates.

| Employer's name<br>& complete<br>address (start from<br>present employer) | Period of<br>Employment |    | Designation<br>and scale of<br>pay | Basic<br>Pay | Total<br>Emolu-<br>ments | Exact nature of<br>duties/Functions | Reasons for leaving |
|---------------------------------------------------------------------------|-------------------------|----|------------------------------------|--------------|--------------------------|-------------------------------------|---------------------|
|                                                                           | From                    | To |                                    |              |                          |                                     |                     |
|                                                                           |                         |    |                                    |              |                          |                                     |                     |
|                                                                           |                         |    |                                    |              |                          |                                     |                     |
|                                                                           |                         |    |                                    |              |                          |                                     |                     |
|                                                                           |                         |    |                                    |              |                          |                                     |                     |
|                                                                           |                         |    |                                    |              |                          |                                     |                     |
|                                                                           |                         |    |                                    |              |                          |                                     |                     |

8. Nature of present employment i.e. Regular/Ad-hoc/  
Temporary /Permanent : \_\_\_\_\_
9. In case the present employment is held on  
Deputation/Contract basis, please state -
- a) The date of initial appointment : \_\_\_\_\_
- b) Period of appointment on deputation/  
contract : \_\_\_\_\_



10. **GENERAL INFORMATION**

(a) Details of salary being drawn in the present post as on the date of application:-

| Scale of pay<br>(CDA/IDA) | Date of entry<br>in the scale | Date of next<br>Increment | Basic pay | Special<br>Pay, if and | DA/ADA/<br>VDA | Total |
|---------------------------|-------------------------------|---------------------------|-----------|------------------------|----------------|-------|
|                           |                               |                           |           |                        |                |       |

(b) **Other Allowances & Perks**

| HRA | Annual<br>Bonus<br>- % | Approx. monthly<br>value of variable<br>pay, incentive<br>bonus, if any | Value of other<br>perks &<br>allowances | Total amount of Perks &<br>Allowances per month |
|-----|------------------------|-------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------|
|     |                        |                                                                         |                                         |                                                 |

11. If retired from Govt./Defence Services, give details of pension/equivalent of pensionary benefits :

| 12. | (a) Basic Pay<br>acceptable | (b) Minimum time<br>required to Join, if<br>selected |
|-----|-----------------------------|------------------------------------------------------|
|     |                             |                                                      |

| 13.                                   | Have you ever been arrested in a criminal cases or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation) or is any disciplinary/vigilance case pending/ever instituted against you or have you been barred/disqualified by a Public Service Commission/University or any other educational authority from appearing in its examinations ? | Yes/No |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                                       |                                                                                                                                                                                                                                                                                                                                                                                 |        |
| <p><b>If 'Yes' give details :</b></p> |                                                                                                                                                                                                                                                                                                                                                                                 |        |

**I CERTIFY THAT :**

- (a) The information furnished above is correct.
- (b) My application has/has not been forwarded through proper channel.

Signature of Applicant

Dated : .....

### INSTRUCTIONS FOR FILLING THE APPLICATION FORM

Kindly make sure that all the instructions given below are complied with, failing which your application is liable to be rejected.

1. Application should be strictly as per prescribed format.
2. All entries in this form should be typed or written neatly.
3. Submission of this form involves no commitment on either side and no correspondence with regard to the suitability or otherwise of the applicant will be entertained.
4. Application from employees of Government/Public Sector Undertakings/Statutory Organisations must be sent through proper channel.
5. Incomplete application will not be considered.
6. Attested copies of certificates and testimonials should be attached with the form. All enclosures to the application form should preferably be of the size of application form and all the sheets be properly stitched or tagged. Original Degrees/Certificates/Testimonials should not be sent.
7. The name of the post applied for should be clearly indicated on the right hand corner of the envelope.
8. All the information given in the application form should be correct. Any mis-statement/suppression of facts would render the candidate liable to rejection and termination after appointment.
9. Any change in address should be communicated to us. While every care would be taken to record the change in address, the Corporation will not accept any responsibility, whatsoever, for delivery of interview letter on changed address. The candidates should, therefore arrange for redirection of communications to their changed address.
10. A recent passport size photograph should be affixed on the application form.
11. Candidates belonging to SC/ST/OBC communities should invariably attach attested copy of the certificate from one of the following authorities :
  - i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1<sup>st</sup> Class Stipendiary Magistrate / City Magistrate\* / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.  
  
\* (not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate).
  - ii) Revenue Officers not below the rank of Tehsildar.
  - iii) Sub-Divisional Officer of the area where the candidate and / or his family normally resides.
12. Canvassing in any form will lead to disqualification.
13. Extra sheet should be added wherever space is insufficient.