



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.02/16

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

Post Code	Name of the post	Level	No. of Posts	Category	Scale of Pay (IDA1.1.2007)	Max. Age as on 30.06.2016
1.	General Manager (Tech.)	E-7	02	UR	43200-66000	52 years
2.	General Manager (Projects)	E-7	01	UR	43200-66000	52years
3.	Dy.Gen.Manager(MM)	E-5	01	SC	32900-58000	48 years
4.	Sr.Manager (HR)	E-4	01	OBC	29100-54500	46 years
5.	Sr.Manager (Mech)	E-4	02	UR	29100-54500	46 years
6.	Manager (Mines)	E-3	01	SC	24900-50500	44 years
7.	Law Officer	E-1	01	UR	16400-40500	35years
8.	Executive Secretary	E-1	01	UR	16400-40500	35years
9.	Jr. Staff Officer Gr.I	S-2	0 2	UR	14000-34000	32 years

The above positions carry All India Service Liability and the Management, at its discretion, can post the selected candidates at any Unit/Offices of the Corporation:-

JOB DESCRIPTION / QUALIFICATIONS & EXPERIENCE

Post Code -1: General Manager (Technical) - E-7

The General Manager (Technical) is the Head of the operating cement plant/project reporting to Head of Corporate Operations Directorate / C&MD. He will lead a team of multi-disciplinary technical and non-technical executives. He will be responsible for overseeing the operation, production activities of the plant and coordination of various activities like maintenance & services, production, mining, materials management, finance, HR etc.

The incumbent should have Degree in Engineering, preferably in Mechanical, from a recognized University/Institute or equivalent. He should be holding analogous post on regular basis or should have at least 18 years relevant executive experience in operation and maintenance of large size modern cement /steel/copper/ ferrous/zinc/ aluminium/ fertilizer/ power plant at senior management level, out of which at least two years' experience should be in the next below pay scale in Central/State Public Sector Undertaking/Govt. or equivalent position in senior management level in a reputed private

sector company. Preference shall be given to those having experience in cement industry with cross functional knowledge of various facets of cement industry, with a flair for analytical working.

Post Code – 2 : General Manager (Projects)- E-7

The General Manager (Projects) is the Head of the operating cement plant/project reporting to Head of Corporate Operations Directorate / C&MD. He will be heading the multi-disciplinary team of project professionals – responsible for planning, coordination, monitoring and implementation of projects. He will also be looking after the work relating to process modernization, energy efficiency, product diversification and other allied works for existing plants etc.

The incumbent should have Degree in Engineering, preferably in Mechanical, from a recognized University/Institute or equivalent. He should be holding analogous post on regular basis or should have at least 18 years relevant executive experience in project planning, implementation and coordination of a large size modern cement/steel/copper/ferrous/ zinc/ aluminum/fertilizer/power project at senior management level, out of which at least two years experience should be in the next below pay scale in Central/State Public Sector Undertaking/Govt. or equivalent position in senior management level in a reputed private sector company. Preference shall be given to those having experience in cement industry with cross functional knowledge of various facets of cement industry, with a flair for analytical working and project implementation techniques.

Post Code – 3 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. organization 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 – 4: Senior Manager (HR) - (E-4)

The incumbent should have Post Graduate Degree/Diploma in Personnel/Social Work/Business Administration with HR specialization/Labour & Social Welfare from recognized University/Institute or equivalent. He should be holding analogous post on regular basis or should have atleast 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. organization 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 – 5: Sr.Manager (Mech.)-E-4

The incumbent should have Degree in Mechanical Engineering from a recognized University/Institute or equivalent. He should be holding analogous post on regular basis or should have adequate experience in erection, commissioning, maintenance and troubleshooting of plant & machinery in process industry like cement/steel/ferrous/fertilizer/power with minimum 12 years relevant executive experience in the line, out of which at least two years should be in the next below pay scale in Central/State Public Sector Undertaking/Govt. or equivalent position in a reputed private sector company. Preference shall be given to those having experience in dry process cement plant industry with cross functional knowledge of various facets of cement industry, with a flair for analytical working

Post Code– 6: Manager (Mines)-E-3

The incumbent should have Degree in B.E. / B.Tech. in Mining Engineering or equivalent from a recognized Institute or equivalent with First Class Managers Certificate of Competency under MMR – 1961. He should be holding analogous post on regular basis or should have at least 7 years post qualification experience. The prescribed executive experience should be in quarry management in open cast mechanized mines preferably attached to cement plants. Out of 7 years' experience, minimum 2 years' experience should be in the next below grade i.e. E-2 level in central/ State Public Sector Undertaking/Govt. organisation or equivalent responsibility in reputed private company.

Post Code – 7: Law Officer – E-1

The incumbent should be Graduate with 3 years professional Law Degree from recognized University / Institute or equivalent. He should have minimum 2 years Regular post qualification experience and have through knowledge of commercial and industrial laws. He should be conversant with practice and procedure of Courts / Tribunals / Arbitral bench with regard to arbitration cases. Out of 2 years' experience, minimum 1 year experience should be in the next below pay scale in Central / State Public Sector Undertaking / Govt. or equivalent position in a reputed private sector company. Preference shall be given to those having experience in the offices of cement / manufacturing industry or in public sector undertakings.

Post Code – 8: Executive Secretary – E-1

The candidate should be Graduate with recognized Diploma in Office Management / Secretarial Practices from reputed institute, with reasonably good speed in short hand and typing, and computer savvy. He should have minimum 5 years' experience out of which at least 2 years working with senior executive. Candidate will be required execute all secretarial functions of the CMD's / Director's Office including independent correspondence in organizing meetings, appointments and travel arrangements. The special attribute for the post good command over spoken and written English with an excellent communication ability, meticulous organizational skill and ability to work under pressure.

Post Code – 9: Jr. Staff Officer – Gr. I – S-2

The candidate should be Graduate preferably with recognized Diploma in Office Management / Secretarial Practices from reputed institute, with speed of 120 w.p.m in short hand and 50 w.p.m in typing, and computer savvy. He should have minimum 3 years' experience out of which at least 1 year working with senior executive. Candidate

will be required execute all secretarial functions of the CMD's / Director's Office including independent correspondence in organizing meetings, appointments and travel arrangements. The special attribute for the post good command over spoken and written English with an excellent communication ability, meticulous organizational skill and ability to work under pressure.

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) for SC/ST/OBC/Minority/PWD as per Govt. Of India guidelines.
4. Age Relaxation: Reservation/Concessions for candidates belonging to SC/ST/OBC/Minorities/ExSM & 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 candidates (Non-creamy layer) **against respective reserved post 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 Defense service and have been released on completion of assignment.
5. The internal candidates meeting the eligibility criteria and found suitable for the post will be given preference and age relaxation of 03 years.
6. 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.
7. Candidates possessing lesser experience but otherwise meeting the stipulated eligibility criteria may be considered for lower grade depending upon the suitability.
8. Mere fulfilling of eligibility criteria shall not confirm any right to the applicant for being called for interview.
9. In case of suitable and exceptionally deserving cases, the relaxation in the eligibility criteria can be considered at the discretion of management.
10. Other things being equal, eligible candidates with additional relevant professional qualification, experience etc. will be given preference.
11. 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.
12. Candidates who had been interviewed earlier but not selected need not apply for the same position.
13. In case of more application received, short listing of candidates for interview will be done based on the relevant experience current CTC/ monthly pay, higher qualification and documents enclosed with the applications.
14. Only shortlisted candidates will be notified for interview. CCI reserves the right to shortlist the candidates. However computer knowledge is essential for all posts mentioned here above.

15. The decision of Management regarding selection will be final. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
16. No correspondence will be entertained with the candidates not selected for interview.
17. Those who have already applied in response to our earlier advertisement No. 3/15 need not to apply again.
18. Any corrigendum/ clarification on this advertisement, if necessary, shall be uploaded on CCI website & no separate press coverage is envisaged for this purpose.
19. Pay & Allowances on regular appointment:
20. Besides Basic Pay, Dearness Allowance, HRA/subsidized accommodation and electricity (if posted at Unit), Medical Reimbursement, as applicable, are also offered. The post also carries attractive Perks & Allowances under "Cafeteria Approach" as per rules of the Corporation. The superannuation benefits like CPF, Gratuity and 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. 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 OR will be required to produce relieving certificate from the current employer at the time of joining, if selected.

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.

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 actual, whichever is less.

Interested candidates may send their applications duly completed in all respects as mentioned above by ordinary post on or before **4th Aug.2016** 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

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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ADVT.No.02/16

Name of the post applied for	
Post Code	

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 : _____
3. (a) Date of Birth:
- (b) Exact Age: Years Months (as on 30.06.2016)
- (c) State to which you belong : _____
- (d) Nationality : _____ (e) Religion : _____
4. (a) Category : SC ST OBC (Non creamy layer) General PH
- (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. 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
If "Yes" give details
7. Have you applied before for employment in CCI Ltd.? Please give details.

8. **ACADEMIC & PROFESSIONAL QUALIFICATIONS:**

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

9. **PARTICULARS OF EXPERIENCE:**

i) Total post qualification Experience : Years Months

ii) Details of experience starting from present employer. Please give details of different positions held in each Organization with dates. Training period if any, may be mentioned separately:

Employer's name & complete address (start from present employer)	Period of Employment		Designation and scale of pay	Type of employment (Adhoc/Contract/ Training/Regular)	Total Emoluments	Exact nature of duties/Functions	Reason for leaving
	From	To					

10. **GENERAL INFORMATION:**

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

Scale of pay (CDA/IDA)	Date of entry in the scale	Date of next Increment	Basic pay	Perks/Special Pay, if any	Other emoluments	Total monthly emoluments

I CERTIFY THAT:

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

Dated :

Signature of Applicant