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.03/15

Cement Corporation of India Ltd. (CCI), a profit making Central Govt. Public Sector Undertaking is in the process of recruiting:

- **General Manager (Mktg), General Manager (Tech), General Manager (Proj) at E-7 level, Dy. General Manager (Mktg)/ Zonal Manager, Dy. General Manager (HR), Dy. General Manager (MM) at E-5 level, Sr. Manager (HR), Sr. Manager(Fin) ,Sr. Manager (Mech) at E-4 level, Manager (Prod), Manager (Mktg), Manager (E&I),Manager (Mines) and Manager (MM) at E- 3 level Dy.Manager (Legal) , Dy. Manager (System) Dy. Manager (Prod) Dy. Manager (Fin) Dy.Manager (Mines) Dy. Manager(MM) at E-2 level, Chemical Engineer, Process Engineer, Executive Secretary at E-1 level , Jr Staff Officer, Gr.I at S-2 level on regular basis for its C.O / three Cement Factories at Tandur (Telangana), Rajban (Himachal Pradesh) and Bokajan (Assam).**

- **Last date of receipt of applications is 19.11.2015 for the above posts.**

For detailed advertisement, please visit our Website: www.cementcorporation.co.in

Sr. Manager (Personnel)

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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 basis:-

Post Code	Name of the post	Lev-el	No. of Posts	Cate-gory	Scale of Pay (IDA – 1.1.2007)	Maxm. Age as on 15.11.2015
1.	**General Manager (Marketing)**	E-7	01	UR	43200-66000	52years
2.	**General Manager (Tech.)**	E-7	02	UR	43200-66000	52 years
3.	**General Manager (Projects)**	E-7	01	UR	43200-66000	52years
4.	**Dy.Gen.Manager(Marketing)/ Zonal Manager**	E-5	01	UR	32900-58000	48 years
5.	**Dy.Gen.Manager (HR)**	E-5	01	UR	32900-58000	48 years
6.	**Dy.Gen.Manager(MM)**	E-5	01	SC	32900-58000	48 years
7.	**Sr.Manager (HR)**	E-4	01	OBC	29100-54500	46 years
8.	**Sr.Manager (Finance)**	E-4	01	OBC	29100-54500	46 years
9.	**Sr.Manager (Mech)**	E-4	02	UR	29100-54500	46 years
10.	**Manager (Prod.)**	E-3	01	UR	24900-50500	44 years
11.	**Manager (MM)**	E-3	01	UR	24900-50500	44 years
12.	**Manager (Mktg.)**	E-3	01	UR	24900-50500	44 years
13.	**Manager (E & I)**	E-3	01	UR	24900-50500	44 years
14.	**Manager (Mines)**	E-3	01	SC	24900-50500	44 years
15	**Dy.Manager (Mines)**	E-2	01	UR	20600-46500	42years
16.	**Dy.Manager (Legal)**	E-2	01	UR	20600-46500	42years
17.	**Dy.Manager (System)**	E-2	03	UR	20600-46500	42years

18.	**Dy.Manager (Prod.)**	E-2	01	UR	20600-46500	42years
19.	**Dy.Manager (Finance)**	E-2	02	UR	20600-46500	42years
20.	**Dy.Manager (MM)**	E-2	01	UR	20600-46500	42years
21.	**Chemical Engineer**	E-1	02	OBC-1 SC-1	16400-40500	35years
22.	**Process Engineer**	E-1	01	UR	16400-40500	35years
23.	**Executive Secretary**	E-1	01	UR	16400-40500	35years
24.	**Jr. Staff Officer Gr.I**	S-2	02	UR	14000-34000	32 years

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

JOB DESCRIPTION / QUALIFICATIONS & EXPERIENCE

Post Code – 1 , 4 & 12 : General Manager (Mktg) – E 7 , Dy. General Manager (Mktg) / Zonal Manager – E-5 & Manager (Mktg) – E – 3 :

The General Manager (Marketing) is a senior level post reporting to Corporate Marketing / I/c. He will be heading the corporate marketing Division – responsible for developing well-knit marketing policy for increasing sales and realization, penetrating into new markets and maximising the sale and profitability of the company. He will also look after the work relating to development of dealers network, business development, client relationship and brand image building. He will lead the team of marketing professionals for achieving and maximising sales target and realisation.

The incumbent should be Graduate with master of Business Administration with specialization in marketing from recognized University / Institute or equivalent. He should be holding analogous post on regular basis or should have at least 18 years (in case of E-7) ,14 years (in case of E-5) 8 years (in case of E-3) relevant executive experience in marketing, 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.

Post Code - 2: General Manager (Tech) - E-7

The General Manager (Tech) 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 – 3: 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 modernisation, 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/ aluminium/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 – 5 & 7 : Dy. General Manager (HR) - (E-5) & 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 14 years (in case of E-5) and 12 years (in case of E-4) 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 – 6, 11 & 20 : Dy. General Manager (Materials Management) – E-5, Manager (Material Mgt.) E-3 & Dy. Manager (Material Mgt.)E-2

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 (in case of E-5), 8 years (in case of E-3) , 5 years (in case of E-2) 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 – 8, & 19 : Sr. Manager(Finance)-E-4, & Dy. Manager (Finance) – E 2

The incumbent should be CA/ICWA/MBA (Finance)/SAS from recognized University/Institute or equivalent. He should be holding analogous post on regular basis or should have at least 12 years (in case of E 4), and 5 years (in case of E 2) relevant executive experience, 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 – 9 : 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 trouble shooting 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 – 10 & 18 : Manager (Production) – E-3 & Dy. Manager (Production) - E-2

The incumbent should have Degree in Chemical Engineering or M,Sc with Chemistry from a recognized University/Institute or equivalent. He should be holding analogous post on regular basis or should have adequate experience in production, quality control, fuel efficiency, pyro processing preferably in dry process cement plant with minimum 8 years (in case of E3)and 5years (in case of E 2) 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. . M.Sc candidate should have experience of one more year of the minimum experience prescribed

Post Code–13 : Manager (Elect.&Inst.)-E-3

The incumbent should have Degree in Electrical/Electronics/Instrumentation from a recognized University/Institute or equivalent. He should be holding analogous post on regular basis or should have adequate experience in installation , commissioning, testing & maintenance of electrical equipments/motors /process instrumentation & control systems, programming, operation & trouble shooting, automation of continuous process industry like cement/steel/ferrous/fertilizer/power with minimum 8 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–14 & 15: Manager (Mines)-E-3 & Dy.Manager (Mines)-E-2

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 for E-3 post and 3 years' experience for E-2 post. The prescribed executive experience should be in quarry management in open cast mechanized mines preferably attached to cement plants. Out of 7 years (for E-3 post) and 03 years (for E-2 post) experience, minimum 2 years experience should be in the next below grade i.e. E-2/E-1 in central/ State Public Sector Undertaking/Govt. organisation or equivalent responsibility in reputed private company.

Post Code - 16: Dy. Manager Legal - (E-2)

The incumbent should be Graduate with 3 years professional Law Degree from recognized University / Institute or equivalent, He should have minimum 5 years post qualification experience and have through knowledge of commercial and Industrial law. He should be conversant with practice and procedure of Courts / Tribunals / Arbitral bench with regard to arbitration cases. Out of 5 years experience, minimum two years 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.

Post Code – 17: Dy. Manager (Systems)- E 2 :

Graduate in Engineering or M.C.A, M.Tech in Computer Science from recognized University/Institute with 5 years experience in the area of programming, system analysis, design & implementation of business application in organisation of repute.

Post Code - 21: Chemical Engineer : E-1

The incumbent should have Degree in Chemical Engineering or M,Sc with Chemistry from a recognized University/Institute or equivalent. He should be holding analogous post on regular basis or should have minimum 2 years experience in cement production and quality control preferably in dry process cement plant. M.Sc candidate should have experience of one more year of the minimum experience prescribed.

Post Code- 22 : Process Engineer : E-1

The incumbent should have Degree in Chemical Engineering or M,Sc with Chemistry from a recognized University/Institute or equivalent. He should be holding analogous post on regular basis or should have minimum 2 years experience in pyro processing, burning operations and fuel efficiency of rotary kiln preferably in dry process cement plant. M.Sc candidate should have experience of one more year of the minimum experience prescribed

Post Code – 23 : Executive Secretary – E-1

The candidate should be Graduate 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 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 – 24 : 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 recognised 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. <u>Age Relaxation</u>

   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 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. 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.
14. The decision of Management regarding selection will be final. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
15. No correspondence will be entertained with the candidates not selected for interview.
16. Any corrigendum/ clarification on this advertisement, if necessary, shall be uploaded on CCI website & no separate press coverage is envisaged for this purpose.

Pay & Allowances on regular appointment

Besides Basic Pay, Dearness Allowance, HRA/subsidised 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, 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 actuals, whichever is less.

Interested candidates may send their applications duly completed in all respects as mentioned above by ordinary post on or before 19.11.2015 in the cover super scribed "Application for the post of _____" and send the same at the following address : -

Sr. Manager (Personnel),
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.03/15

Name of the post applied for : _____

Pay Scale : ₹ _____

For Regular basis : _____

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 15.11.2015**)

(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. **ACADEMIC & PROFESSIONAL QUALIFICATIONS**

Examination/ Degree passed	College/Institution	Year of Passing	Board/University	Class/ Division	% age of marks obtained	Main subjects 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 & complete address (start from present employer)	Period of Employment		Designation and scale of pay	Basic Pay	Total Emoluments	Exact nature of 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 (CDA/IDA)	Date of entry in the scale	Date of next Increment	Basic pay	Special Pay, if and	DA/ADA/ VDA	Total

(b) **Other Allowances & Perks**

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

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

12.

(a)	Basic Pay acceptable		(b)	Minimum time required to Join, if 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
If "Yes" give details	

14. Have you applied before for employment in CCI Ltd.? Please give details.

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 :