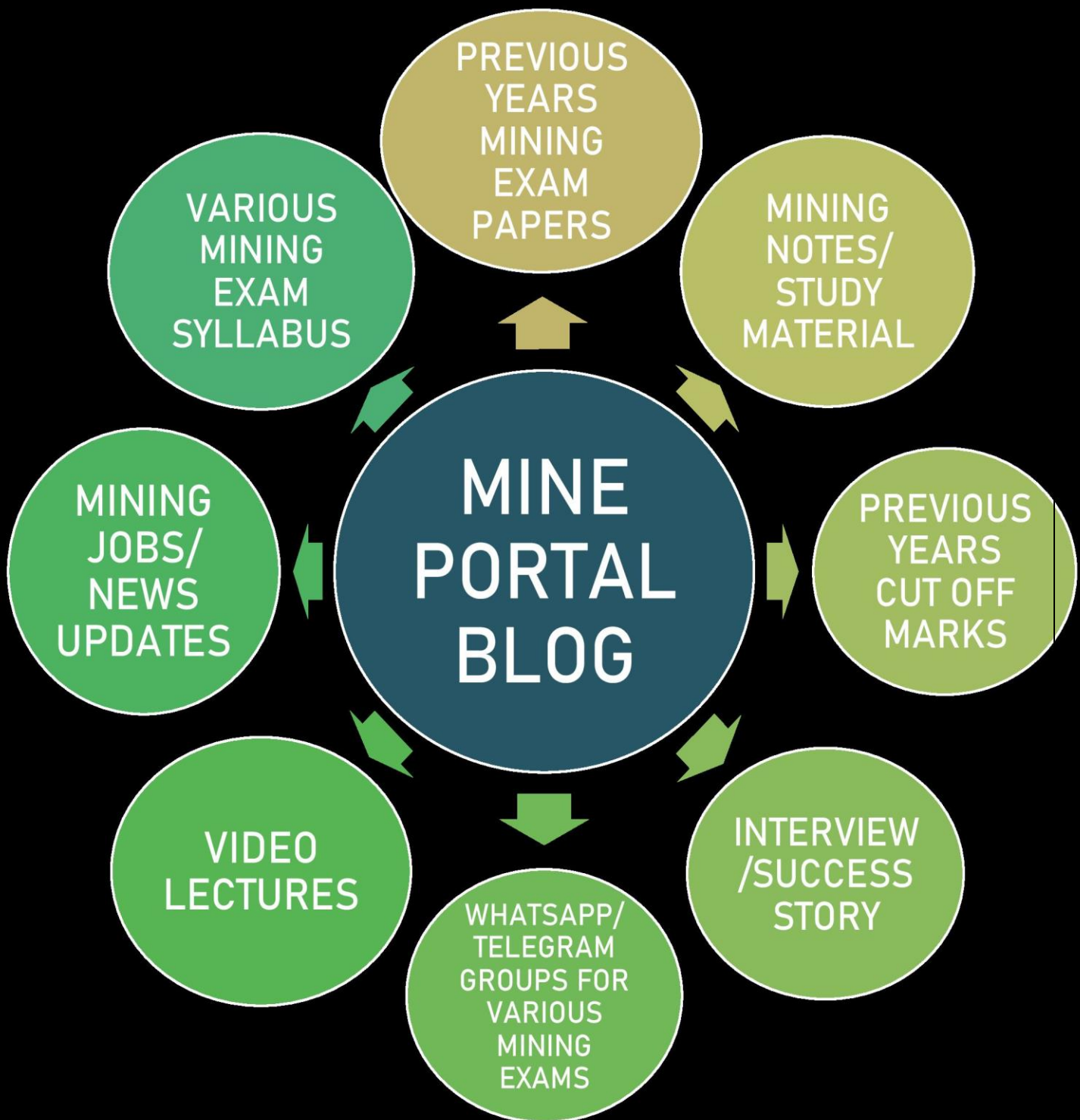


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**Cement Corporation of India limited  
advertisement No.CO/01/2021 for  
recruitment on contract basis of various  
posts**

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**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/01/2021**

Cement Corporation of India Ltd. CCI is a Central Govt. Public Sector Undertaking engaged in manufacturing and marketing of cement.

CCI proposes to engage qualified and experienced professionals, for the following positions on Fixed Term contract basis:-

Post Code	Name of the Post (Fixed Term Contract)	Discipline	No. of Posts	Category	Upper Age (Yrs.)	Min. Post Quali. Exp. (Years)
01	Engineer	Production	08	UR-05, OBC-02, SC-01	35	02*
02	Engineer	Mechanical	06	UR-03, OBC-01, ST-01, EWS-01	35	02
03	Engineer	Civil	03	UR-01, OBC-01, SC-01	35	02
04	Engineer	Mining	04	UR-01, OBC-01, SC-01, EWS-01	35	02
05	Engineer	Instrumentation	04	UR-03, OBC-01	35	02
06	Engineer	Electrical	04	UR-01, OBC-01, SC-01, ST-01	35	02
07	Officer	Material Management	03	UR-01, OBC-01, EWS-01	35	02
08	Officer	Marketing	02	UR-01, OBC-01	35	02
09	Officer	Finance & Accounts**	04	UR-02, OBC-01, SC-01	35	02
10	Officer	Human Resource**	02	UR-01, ST-01	35	02
11	Officer	Company Secretary**	01	UR	35	02
12	Officer	Rajbhasha Adhikari**	01	OBC	35	02
13	Officer	Legal	04	UR-01, OBC-01, EWS-01, SC-01	35	02

\* 03 years experience is required for M.Sc (Chemistry)

\*\* 02 posts are reserved for PWD

- Cut-off date for age, qualification, experience and last date of submission of the application will be **30.06.2021.**

  
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**Essential Qualification & Experience required:**

<b>Discipline</b>	<b>Essential Qualification</b>	<b>Essential Experience with Minimum Post Qualification Experience</b>
<b>Executive Cadre</b>		
Production (Post Code-01)	Full time Engineering Degree in Chemical Engineering / MSc (Chemistry)	2 years experience of operation and production, of Cement For Engineering Graduate in Chemical or 3 years experience required for MSc (Chemistry) in production / Operation of Cement.
Mechanical (Post Code -02)	Engineering Degree in Mechanical	2 years experience of maintenance, operation and production, project planning, implementation and coordination of large size modern Cement Project
Civil (Post Code-03)	Engineering Degree in Civil Engineering	2 years experience in design, project implementation, construction of industrial structures, foundation, large concrete silos for storing cement, clinker, raw meal and their maintenance
Mining (Post Code-04)	Engineering Degree in Mining with First Class / 2 <sup>nd</sup> Class managers Certificate of Competency under MMR-1961	2 years experience in quarry management in open cast mechanized mines
Instrumentation (Post Code-05)	Engineering Degree in Electronics & Instrumentation or Instrumentation	2 - years experience in process instrumentation & computer/microprocessor based process control systems, programming, operation & trouble shooting, automation of modern Cement Plant
Electrical (Post Code-06)	Engineering Degree in Electrical Engineering	2 years experience in installation, commissioning, testing & maintenance of electrical equipments, high tension & low tension motors, switch gears, transformers and other heavy electrical installations and power distribution and control in Cement Industry/PSU
Material Management (Post Code-07)	Engineering Degree or Post Graduate Degree/Diploma in Material Management with Graduate Degree	2 years experience in material management in a manufacturing company/PSU
Marketing (Post Code-08)	Full time 2 years MBA (Marketing) or equivalent	2 years experience in marketing of cement
Finance & Accounts (Post Code-09)	CA/ICWA/ Full time 2 years MBA (Finance).	2 years experience in Finance & Accounts in a company of repute
Human Resource (Post Code-10)	Full time 2 years MBA/PG Degree/Diploma/MSW in HR / Personnel Management/ Labour Welfare/IR	2 years experience in HR, Industrial Relations, Welfare, Labour Laws, administrative functions in a company of repute
Company Secretary (Post Code-11)	Membership of the Institute of Companies Secretaries of India (ICSI)	2 years experience of Company Secretarial functions in a company of repute



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Discipline	Essential Qualification	Essential Experience with Minimum Post Qualification Experience
Rajbhasha Adhikari (Post Code-12)	Post-Graduation in Hindi with English as a subject at graduation level or Post-Graduation in English with Hindi as a subject at graduation level.	2 years experience of translation from Hindi to English and vice-versa in a company of repute
Legal (Post Code-13)	Graduate with 3 years full time LLB Degree or 5 years integrated LLB Degree	2 years experience in commercial and industrial laws, well conversant with procedure of Courts/Tribunals/Arbitral bench in a reputed Company/PSU. Experience as practicing lawyer shall not be considered.

### I. General information & instructions

- 1 **The appointment is purely on Fixed Term contract and it is not permanent in nature. This engagement will not entitle any candidate to claim for regular/permanent employment in the company. On completion of tenure, the incumbent shall stand relieved automatically.**
- 2 The initial tenure would be for one year, which can be extended upto 3 years, based on the performance of the incumbent. The fixed term contract can be terminated by giving one month notice/wages in lieu of the notice period, by either side.
- 3 Only Indian nationals are eligible to apply.
- 4 The present vacancy is for its units at Tandur, Bokajan, Rajban Units and Corporate Office , carrying All India Service Liability.
- 5 Those working in Govt./PSU may apply through proper channel/submit NOC at the time of interview or should submit proper relieving letter from present employer in the event of selection.
- 6 Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the interview/appointment. Canvassing in any form will disqualify the candidate.
- 7 The company reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions filled may increase or decrease depending on the requirement.
- 8 All appointments will be subject to medical fitness as per company rules.
- 9 Candidates should ensure that they fulfil the eligibility criteria prescribed for the post they have applied in case it is found at any stage of selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/material facts or does not fulfil the criteria, his/her candidature/ services are liable for rejection/termination without notice.
- 10 All disputes/cases related to this recruitment process are subject to jurisdiction of courts of Delhi only.
- 11 CCI reserves the right to relax age/experience/qualification and other qualifying criteria in deserving cases.
- 12 **Any corrigendum / clarification on this advertisement, if necessary, shall be uploaded on CCI website only & no separate press coverage will be notified for this purpose.**

*[Handwritten Signature]*  
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- 13 **All correspondence will be made at email id only as mentioned in the application form. No hard copies will be sent by CCI while corresponding with short listed candidates.**
- 14 **Last date of applying online will be 30.06.2021(1700 hrs).**
- 15 All recruitment related information shall be available on our Website: [www.cciitd.in](http://www.cciitd.in) at career section.
- 16 Candidate, who is having higher qualification, will not claim/seek any benefit on this ground from CCI at any stage.
- 17 No correspondence will be entertained from the candidate.

## II. Reservation

- 18 Reservation of Post(s) for SC/ST/OBC/PWD/EWS are as per Govt. Of India guidelines.
- 19 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 (**issued in the year 2021**), 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.
- 20 As per DoPT OM F.No.36039/1/2019-Estt. (Res.) dated 19<sup>th</sup> January, 2019 & DPE OM FM 20(10)/99-DPE-GM-Part-2019-FTS-1517 dated 25.01.2019, the reservation to EWS is also applicable on submission of the requisite certificate, which will be verified from the issuing authority.

## III. Selection Procedure

- 21 The eligible candidates shortlisted for the above posts will be called for Interview based on declaration made in the online application form. 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. The travelling allowance will be limited for the journey between the correspondence address, as declared by the candidates in their application form, and the venue of interview. Candidate called for interview shall be eligible for sleeper class train fare for the shortest route. There is also a possibility of conducting interview through Video-conferencing based on the information furnished in the application. However, shortlisted candidates will have to go through document verification stage as per directions issued by corporation time to time.
- 22 Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for interview.
- 23 Other things being equal, eligible candidates with additional relevant professional qualification and having added experience in cement industry etc. will be given preference.

  
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- 24 Post qualification experience will be reckoned from the date of passing the exam i.e. issuance of Degree or issuance of Mark sheet.
- 25 Cut-off date for reckoning age, qualification and experience would be 30.06.2021.
- 26 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.
- 27 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 shortlisted for interview/written test.
- 28 Computer knowledge is essential for all posts.
- 29 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.
- 30 If required, Written Test / Group Discussion can be conducted for shortlisted candidates before interview for the posts.
- 31 The decision of Management regarding shortlisting for interview/selection will be final.
- 32 The decision of Chairman & Managing Director, Cement Corporation of India in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interviews, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

#### **IV. Employment Status**


- 33 Only post qualification experience will be considered. Post qualification experience will be reckoned after the date of passing the exam i.e. issuance of Degree or issuance of Mark sheet for all Posts.
- 34 On the last date of receiving online application, the candidate must possess essential qualification and experience, as per the rules of the Corporation.
- 35 The candidate must be drawing a salary of more than Rs. 20,000/- (Rupees Twenty Thousand Only) at the time of interview. As a proof, he/she has to submit bank statement alongwith pay slip of last three months.

#### **V. For Information on Rejection of Application**

- 36 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**


- 37 Candidates are required to apply online through website [www.ccilttd.in](http://www.ccilttd.in) in the career section only. No other means/mode of application will be accepted.
- 38 Before applying for registration candidates are advised to have scanned images of their Photo and Signature for uploading – photo (20kb to 60 kb) and signature (10kb to 20 kb). The software is so designed that it would not accept the photo/signature if it is not within the above size range.
- 39 Candidates are required to have a valid personal e-mail ID and mobile number. It should be kept active during the currency of this recruitment process. In case a candidate does not have a valid personal e-mail ID / mobile phone, candidate should

  
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- create his/her new e-mail ID before applying. Under no circumstances, candidate should share/mention e-mail ID to/of any other person. This will be used to communicate with the candidate.
- 40 Candidate is required to go to the website of CCI Ltd. i.e., [www.ccilttd.in](http://www.ccilttd.in) and click on the link "Career" and then the recruitment notification titled Advt. No. **CO/01/2021 for registration and submission of the application.**
  - 41 Candidate should thoroughly go through the vacancy notification first to let him/her know the eligibility, age criteria etc.
  - 42 The candidate has to furnish certificate no. of SC/ST/OBC/PwD/EWS/Ex-servicemen and date of issue of certificates for availing benefits. Community/Cast Certificate should be in prescribed format as per order issued by Govt. of India time to time, for seeking age relaxation etc. These certificates shall be verified, if required. The OBC certificate (Non-Creamy Layer)/EWS must be issued after April 2021 for employment of Government of India.
  - 43 Candidate will have to upload scanned copy of passport size colour photo, signature scan copy. The size of these scanned copies are given at important instructions.
  - 44 The online registration will remain active from **01.06.2021, 1000 hours to 30.06.2021(1700 hrs only)**. Candidate must not wait for the closing date / closing hour for the purpose of applying for any post, as the same may cause non-submission of application due to last-minute rush or any technical glitch/network error, as CCI will not be responsible for non-submission of applications.
  - 45 Candidates are advised to choose the post judiciously and fill in the requisite details in the online application format carefully. There will be a preview of the application filled in by the candidate before submitting the application, so that it can be edited. After submission of the application, no modification will be permitted. No correspondence in this regard will be entertained.
  - 46 In case any discrepancy / contradiction are reported at any stage during recruitment / after recruitment, the candidature of the candidate shall be rejected.
  - 47 Candidates should keep sufficient number of same Photographs in reserve for future use which they are using in the application form.
  - 48 Request for change of mailing address or e-mail address or mobile phone number will not be entertained under any circumstances.
  - 49 At any stage, in case of discrepancy in language at any point of time i.e., in Hindi or any other regional language, version in English language will only prevail and will be final.
  - 50 The onus of ensuring that candidate meets all the eligibility requirements will rest on the candidate himself/herself all through the recruitment process.
  - 51 The posts, as given for Post Code 01 to 07, advertised are not suitable for person with Colour Blindness / Visually Handicapped persons.
  - 52 CCI is not responsible for any printing error that might have inadvertently crept in.
  - 53 The only and accepted mode of submission of application has exhaustively been explained from under title "How to apply". In case of any discrepancy, in the advertisements published in various newspapers/Employment News etc., the contents as put on [www.ccilttd.in](http://www.ccilttd.in) will prevail. Any update, corrigendum etc. of this advertisement will be posted in our website only. The candidates are requested to keep visiting our website, i.e. [www.ccilttd.in](http://www.ccilttd.in) regularly.

## VII. Selection Process

  
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a. Medical examination

Candidates shortlisted after interview are to appear for document verification with their medical reports signed by Chief Medical Officer (CMO) of a Govt. Hospital, in the prescribed format of CCI as per Medical Standards of CCI.

The candidates' medical reports shall be examined by CCI's medical officer before document verification.

Candidates found to be medically unfit, as per CCI's Recruitment Rules, will not be considered for document verification.

b. Document Verification

Shortlisted Candidates as notified by CCI for interview shall bring their necessary documents and certificates, in original and photocopies for further verification in line of the information furnished in the advertisement and application submitted by the candidates. Candidates whose documents are not found to be in order shall be rejected summarily.

The selection process would judge different facets of knowledge, skill, comprehensive aptitude and physical fitness. Candidates will have to pass through each stage successfully (including Medical examination), before being adjudged as suitable for selection. Candidates, who fail in any of the criterion, will not be given any alternative employment and decision of the Corporation shall be final.

**VIII. Other Benefits:**

During the period of contract, the engaged candidate on fixed term contract basis, will be eligible for benefits as given below:

- a) Monthly Remuneration: ₹ 25,000/- + HRA ₹ 5000/- in case of posting in CO/RO.

In case of posting in Units, monthly remuneration would be ₹ 25000/- + Company's accommodation as per entitlement subject to availability.

- b) Medical Facilities: During the period of contract, the selected candidate will receive medical facility, as per rules of the CCI.
- c) Leave: 20 (Twenty) days per year, which are non-encashable, however, same can be accumulated in case of extension of the contract by CCI.
- d) Provident Fund: As per EPF(MP) Act
- e) T.A: Governed by TA rules of the Corporation as applicable to E-1 level of employees.
- f) Maternity Leave: As per Maternity Act.

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