



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

EMPLOYMENT ADVT.NO. 01/2014

CAREER OPPORTUNITIES AS JUNIOR MANAGEMENT TRAINEES

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 bright, result oriented, dynamic & energetic young Diploma Engineers and Professionals with brilliant academic record to join the organization as **JUNIOR MANAGEMENT TRAINEES** at Supervisory level in the following streams:-

**MECHANICAL, ELECTRICAL, CHEMICAL, SYSTEMS, PERSONNEL
& ADMN. and FINANCE**

For detailed advertisement and last date of submission of applications, please log on to our Website www.cementcorporation.co.in .

General Manager(HR)



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• MECHANICAL	-	08 nos.
• ELECTRICAL	-	08 nos.
• CHEMICAL	-	07 nos.
• SYSTEM	-	03 nos.
• PERSONNEL & ADMN.	-	02 nos.
• FINANCE	-	02 nos.
		<hr/>
	<u>Total</u>	<u>= 30 nos.</u>

I. QUALIFICATION

Full time regular 3 yrs. Diploma in Engineering in the concerned discipline from recognized Indian University/Institute with not less than 60% marks or equivalent CGPA in the qualifying exam relaxable to 50% for SC/ST/OBC (Non Creamy Layer) from duly recognized Indian University/Institute. A candidate with the prescribed educational qualification identified for the discipline as given below can only apply for the post of Junior Management Trainee in the respective disciplines :-

Discipline	Prescribed Minimum Educational Qualification
MECHANICAL, ELECTRICAL, CHEMICAL,	Full time 3 yrs. regular Diploma in Engineering in concerned discipline – MECHANICAL / ELECTRICAL / CHEMICAL from a duly recognized Indian University / Institute.
SYSTEMS	Regular 3 years Diploma course in Computer Science or B.C.A./B.Sc. in Computer Science from a duly recognized Indian University/ Institute.
PERSONNEL & ADMINISTRATION	Graduate with one year PG Diploma in HRM/IR/Personnel Management from a UGC/ AICTE recognized Indian University/Institute.
FINANCE	Graduate from a recognized University and qualified Chartered or Cost & Works Accountants from recognized Institutions in India or abroad or MBA with 60% marks with specialization in Finance Management.

Departmental candidates having above qualifications and those having ITI / Graduate with 10 years experience in the relevant field shall be eligible to compete with the external candidates. The minimum percentage of marks shall not be insisted for Departmental candidates. Employees meeting the above eligibility criteria and who are presently working up to three level below S-1 shall be eligible.

II AGE LIMIT :

The upper age limit is 27 years as on 15.04.2014. The age limit for Departmental candidates is 50 yrs.

III SELECTION PROCESS :

The eligible candidates will have to undergo an all India Selection Test consisting of two papers i.e. concerned discipline and General Knowledge, Aptitude & Reasoning, which will be conducted at the designated cities to be notified later on. The successful candidates in written test shall be short listed for personal interview as per criteria laid down by the Management. The number of candidates to be called for GD/Personal Interview shall depend upon the number of Trainees to be inducted. The list of successful candidates will be made available at CCI website www.cementcorporation.co.in and short listed candidates will have to appear for Group Discussion and Personal Interview before the Company's Selection Board. Candidates have to secure minimum qualifying marks fixed by the Company at its discretion in GD and interview.

Screening and selection will be based on the details provided, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/false information will be a disqualification and CCI will **NOT** be responsible for any consequence of furnishing of such wrong/false information.

IV ABOUT TEST

The all India Selection Test shall be held at all the Centers in the designated cities in India on the same day. The medium of Test will be Hindi and English. Candidates will have to choose their medium for test at the time of applying for the post, which cannot be changed subsequently. The test will be in two parts. Part-I will consist of multiple-choice questions of the relevant discipline as advertised and Part-II will consist of multiple choice questions on Aptitude, General knowledge, Reasoning etc. The exact date of the test and venue shall be communicated to candidates through Admit Card and will also be available at CCI website www.cementcorporation.co.in.

V RESERVATION & RELAXATION

1. Reservations and relaxations for SC/ST/OBC (non-creamy layer) / PWD candidates will be provided as per Government guidelines.
2. All SC/ST/OBC(Non-creamy layer) candidates with at least 50% marks in qualifying examination are eligible to apply for the post.
3. The upper age limit is relaxed by 05 years for SC/ST and 03years for OBC(non-creamy layer) candidates.
4. The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC category and such candidates have to indicate their category as General. The OBC (Non-creamy Layer) candidates are required to submit requisite certificate, in prescribed format of Government of India from a competent authority issued in the current year. Further OBC (NCL) candidates will have to give a self-undertaking indicating that they belong to OBC (Non Creamy Layer) category, at the time of interview if called for.
5. Upper age is relaxed by 05 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01.01.80 to 31.12.89.

VI SERVICE AGREEMENT BOND

The selected candidates who belong to General and OBC categories will be required to execute a Service Agreement Bond of **Rs.1,00,000/-** to serve the company for at least 3 years

after successful completion of the training. This amount is Rs.50,000/- for SC/ST candidates.

VII. COMPENSATION PACKAGE

The selected candidates will be paid Stipend @ Rs.10,000/- per month during the 1st year of training period and Rs.10500/- during the remaining 6 months / extended training period. After successful completion of the training, they will be absorbed at S-1 level as Junior Engineer Grade-II / Jr.Officer Grade-II in the pay scale of Rs.12500- 3% -30400 (IDA 2007) at the basic pay of Rs.12,500/-. Beside basic pay, candidates will also be paid Dearness Allowance, HRA (if posted other than unit) and will also be entitled for other perquisites & allowances under cafeteria approach after successful completion of their training. During the period of training, the Junior Management Trainees will be eligible for other benefits as given under :-

i/ Leave -

Casual Leave - 7 (Seven) days during a calendar year

Earned Leave - 15 (Fifteen) days during a calendar year and the same can be availed or encashed after completion of training.

Medical Leave - 15 (Fifteen) days on half pay per calendar year which will be credited after completion of training.

ii/ Accommodation :

The Trainees shall be provided free bachelors accommodation when posted at the Units. In case the Trainee is posted other than Units, Housing Subsidy shall be paid as under :-

Metro/A1 Class Cities : Rs.3000/- per month.

Other Cities : Rs.2000/- per month.

iii/ Medical Facilities

During the period of training, the trainees will receive medical facilities only for self as admissible to regular employees.

iv/ Travelling Allowance :

No Travelling allowance will be admissible for joining the Corporation. For other official travelling during the course of training will be governed by T.A. rules of the Corporation as applicable to Supervisory cadre at S-1 level of employees.

VIII. PERIOD OF TRAINING

The period of training shall be 18 months which can be further extended at the discretion of the Corporation.

IX. PLACEMENT

The selected candidates shall undergo 18 months training at various units/projects/offices of the Corporation. The final place of posting will be allocated after successful completion of training based on the performance and requirement at each location. The candidates will have All India service liability and no candidate shall bring or attempt to bring outside influence to bear upon any superior authority to further his/her interest in respect of matters pertaining to his/her service in the company. Such actions are construed as misconduct and shall be viewed very seriously by the Management and action will be initiated as per rules of the company.

X. HEALTH

The candidate should have sound health. Before joining, candidates will have to undergo medical examination by CCI Medical Board and the decision of the Board will be final and binding. No relaxation in health standards is allowed.

XI. REGISTRATION FEE

Candidates belonging to General/OBC category are required to pay a non-refundable **registration fee of Rs.400/-** by way of Demand Draft in favour of 'Cement Corporation of India Limited', payable at New Delhi. The SC/ST candidates need not pay the registration fee. Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the registration fee.

XII GENERAL INFORMATION AND INSTRUCTIONS

01. Only Indian nationals are eligible to apply.
02. Before applying, the candidates should ensure that he/she fulfils the eligibility criteria and other norms mentioned in detailed advertisement on website.
03. All qualifications should be from an Indian University/Institute recognized by AICTE/appropriate statutory authority.
04. TA/DA will not be paid to any candidate for appearing in the examination.
05. Candidature of a registered 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 not found to be in conformity with eligibility criteria mentioned in the advertisement.
07. Candidates employed with Government Departments/PSUs/Autonomous Bodies have to produce NOC at the time of interview. Please note that if called for interview all such

candidates need to provide NOC without which they will not be allowed to appear for the same.

08. CCI reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason whatsoever.
09. In case of any ambiguity/dispute arises on account of interpretation in versions other than English, English version will prevail.
10. Legal jurisdiction will be NCT of Delhi in case of any course/dispute.
11. The total number of projected vacancies indicated above may increase/decrease at the discretion of CCI management.

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.

Interested candidates may send their applications duly completed in all respects as mentioned above by ordinary post on or before **21st April, 2014** in the cover superscribed “**Application for Junior Management Trainee _____ Discipline** ” 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 : CCI will not be responsible for any postal delay or loss/non-delivery of the applications.



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APPLICATION FORMAT FOR JUNIOR MANAGEMENT TRAINEE
(To be filled in English in Capital Letters by the Candidate only)

Discipline Applied for : **MECHANICAL** / **ELECTRICAL** / **CHEMICAL**

SYSTEMS / **PERSONNEL & ADMN.** / **FINANCE**

Please affix your
recent passport
size photograph

1. Medium for Test : **Hindi** **English**

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 15.04.2014)

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 : _____

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 :	

I CERTIFY THAT :

- (a) The information furnished above is correct.
- (b) MY application has/has not been forwarded through proper channel.
- (c) Enclosures –
- i/
ii/
iii/
iv
v/

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 / 1st Class Stipendiary Magistrate / City Magistrate* / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
* (not below the rank of 1st 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.