



CEMENT CORPORATION OF INDIA LIMITED
(A GOVT. OF INDIA ENTERPRISE)
REGD. OFFICE: CORE-V, SCOPE COMPLEX, 7-LODHI ROAD
NEW DELHI-110 003
Telephone : 011-30481080/30482558
E-mail : hr_co@cementcorporation.co.in / pers@cementcorporation.co.in

ADVERTISEMENT No.03/13

Cement Corporation of India Ltd. (CCI), a profit making Central Govt. Public Sector Undertaking is in the process of recruiting – **General Manager/Addl. General Manager(Technical/Projects)** at E-7/E-6 level, **Addl. General Manager / Dy.General Manager (Maintenance & Services)** at E-6/E-5 level, **Dy.General Manager(Materials Management)** at E-5 level (reserved for SC), **Manager (Material Management)** at E-3 level, **Addl.General Manager/ Dy.General Manager/Sr.Manager (Finance)**, at E-6/E-5/E-4 level, **Sr.Manager(HR)** at E-4 level and **Sr.Manager / Manager/ Dy.Manager (Legal)** at E-4/E-3/E-2 level, on regular or on deputation or on deputation on absorption basis for its C.O / three Cement Factories at Tandur (Andhra Pradesh), Rajban (Himachal Pradesh) and Bokajan (Assam).

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

GENERAL MANAGER(HR)



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ADVT.NO. 03/2013

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 or on deputation or on deputation on absorption basis:-

Post Code	Name of the post	Level	No.of Posts	Cate-gory	Scale of Pay (IDA – 1.1.2007)	Maxm. Age as on 1 ST Dec.'13
1.	General Manager (Tech./Projects) / Addl.Gen. Manager(Tech./Projects).	E-7 E-6	03	UR UR	43200-66000 36600-62000	52 years 50 years
2.	Addl.Gen.Mgr.(Maint. & Services)/ Dy.Gen.Mgr.(Maint. & Services)/	E-6 E-5	01	UR UR	36600-62000/ 32900-58000	50 years 48 years
3.	Dy.General Manager(Materials Management)	E-5	01	SC	32900-58000	48 years
4.	Manager(Materials Management)	E-3	01	UR	24900-50500	44 years
5.	Addl.Gen.Manager (Finance) / Dy.General Manager(Finance)	E-6 E-5	01	UR OBC	36600-62000 32900-58000	50 years
6.	Sr.Manager(Finance)	E-4	01	OBC	29100-54500	46 years
7.	Sr.Manager(HR)	E-4	01	OBC	29100-54500	46 years
8.	Sr.Manager(Legal) / Manager(Legal) Dy.Manager(Legal)	E-4 E-3 E-2	01 UR 02	UR UR UR	29100-54500 24900-50500 20600-46500	46 years 44 years 42 years

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. At Sl.No.1 - Units at – Tandur (AP), Bokajan (Assam) and Rajban (HP).
2. At Sl.No.3 and 5 - Corporate Office
3. At Sl.No.2, 6 and 7 - Tandur Unit in A.P.
4. At Sl.No.8 - Corporate Office/Tandur Unit in AP
5. At Sl.No.4 - Bokajan Unit in Assam

JOB DESCRIPTION / QUALIFICATION & EXPERIENCE

Post Code - 1 : General Manager (Tech./Projects) - E-7 / Addl.General Manager (Tech./Projects) – E-6

The General Manager is the Head of the operating cement plant/project reporting to Head of Corporate Operations Directorate / CMD. He will lead a team of multi disciplinary technical and non-technical executives. He will be responsible for overseeing the operation and 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 case of E-7) and 16 yrs. (in case of E-6). in operation, maintenance, project planning, implementation and coordination work 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 : Addl.General Manager (Mainte.& Services) - E-6 / Dy.General Manager(Mainte. & Services) – E-5/

The Addl. General Manager (Maint. & Services) will be the overall In-charge of Operations and Maintenance & Services of the plant reporting to Unit General Manager and will be heading a team of multi disciplinary technical executives of the plant.

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/copper/ferrous/zinc/ aluminium/fertilizer/power with minimum 16 years (in case of E-6) and 14 years (in case of E-5) 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 managerial position 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 : 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 : Manager(Materials Management) (E-3)

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 8 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-5 & 6 : Addl.General Manager(Finance)-E-6 / Dy.General
Manager (Finance) – E-5/Sr.Manager(Finance)-E-4**

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 16 years relevant executive experience in case of (E-6), 14 yrs in case of (E-5) and 12 yrs in case of (E-4), 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 - 7 : 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 - 8 : Sr.Manager(Legal) (E-4) / Manager (Legal) (E-3)
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 12 years post qualification experience for E-4 post, 8 years experience for E-3 post and 5 years experience for E-2 post, and have thorough knowledge of commercial and Industrial law. He should be conversant with practice and procedure of the Courts/Tribunals/arbitral bench with regard to arbitration cases. Out of 12 years (for E-4 post) / 08 years (for E-3 post) / 5 years (for E-2 post) 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 dry process cement plant industry with cross functional knowledge of various facets of cement industry, with a flair for analytical working.

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) 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 one year as on 01.12.2013), 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 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 conform 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.

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.

Pay & Allowances on deputation

The pay scales, allowances/perks etc. of the candidates selected on deputation shall be governed as per the guidelines issued by Govt. of India, Department of Public Enterprises in this regard.

HOW TO APPLY

Applicants eligible for two/one below level positions as indicated against each post may also apply, but their candidature will be considered only if no deserving candidate is found for the 1st level of position advertised.

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.

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.

FOR DEPUTATION or ON DEPUTATION ON ABSORPTION BASIS

Candidates working in Central/State Public Sector Undertaking/ Govt./semi-Govt. organization shall only be eligible for applying on deputation and shall submit

their application form through proper channel with requisite documents as mentioned above with following additional information/documents:-

1. Vigilance Clearance
2. Copy of CR Dossiers/ACRs for the last 3 years duly attested on each page
3. No Objection Certificate
4. Integrity Certificate

The tenure for deputation shall be initially for 02 years. The maximum age limit for the candidates applying for deputation shall be 55 years as on 01.12.2013 for all the above posts. The reservation shall not be applicable in case of deputation.

CCI reserves the right to cancel/restrict/enlarge/reopen the recruitment process if the need so arise without issuing any further notices and assigning any reason thereof. It also reserves the right to reject any application without assigning any reason whatsoever.

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 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 **14.12.2013** 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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ADVT.No.03/2013

APPLICATION FOR EMPLOYMENT ON REGULAR OR ON DEPUTATION OR ON DEPUTATION ON ABSORPTION BASIS

Name of the post applied for : _____

Pay Scale : ₹ _____

Whether **Regular** employment Or
on **Deputation** basis Or on
Deputation on Absorption 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 1.12.2013)

(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

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./Defence 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 :		

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 :

(FOLLOWING CERTIFICATE TO BE FURNISHED IN CASE APPLYING ON DEPUTATION BASIS)

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY

Certified that the particulars furnished by by Shri/Smt. _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

Also certified that :

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His integrity is certified.
- (iii) Copy of CR Dossiers/ACRs for the last 3 years duly attested on each page are enclosed.
- (iv) *No major/minor penalties imposed on him/her during the last 5 years / *List of major/minor penalties imposed on him during the last 5 years is enclosed (*Strike out which is not applicable).

Signature _____

Designation _____

Office Seal _____

Date: _____

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.

