



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

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 deputation basis:-**

Post Code	Name of the post	Level	No. of Posts	Category	Scale of Pay (IDA – 1.1.2007)	Maxm. age as on 1.05.2011
1.	Executive Director (Projects)	E-8	01	GEN	51300-73000	52 years
2.	Executive Director (Marketing)	E-8	01	GEN	51300-73000	52 years
3.	General Manager(Tech.)	E-7	02	GEN	43200-66000	50 years
4.	Addl. Gen. Mgr.(Maint. & Services) / Dy. Gen. Mgr.(Maint. & Services)	E-6/ E-5	01	GEN GEN	36600-62000/ 32900-58000	48 years/ 46 years
5.	Dy. Gen. Mgr.(Projects)	E-5	02	GEN	32900-58000	46 years
6.	Dy. Gen. Mgr.(Materials Management)	E-5	01	SC	32900-58000	46 years
7.	Senior Manager (Computer Integration)	E-4	01	GEN	29100-54500	44 years
8.	Senior Manager (Materials Management)	E-4	01	GEN	29100-54500	44 years
9.	Senior Manager(Legal)/ Manager(Legal)	E-4 E-3	01	GEN GEN	29100-54500 24900-50500	44 years 42 years
10	Senior Manager(Mining) /Manager(Mining)	E-4 E-3	01	GEN SC	29100-54500 24900-50500	44 years 42 years

11.	Manager(MM)	E-3	01	GEN	24900-50500	42 years
12.	Manager(Mech.)	E-3	02	GEN	24900-50500	42 years
13.	Manager(Civil)	E-3	02	GEN	24900-50500	42 years
14.	Manager(Elect. & Inst.)	E-3	01	GEN	24900-50500	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 candidate at any Unit/offices of the Corporation : -

1. At Sl.No.1, 2, 6 and 9 - Corporate office
2. At Sl.No. 4 and 8 - Tandur Unit in A.P.
3. At Sl.No.5 and 10 to 14 - Bokajan Unit/Silchar Grinding Project in Assam
4. At Sl.No.3 - Any of the Operating Units at Tandur/Bokajan/Rajban (H.P)

JOB DESCRIPTION/QUALIFICATION & EXPERIENCE

Post Code - 1 : Executive Director (PROJECTS) (E-8)

The Executive Director(Projects) is a senior most below Board level post reporting to Director(Operations)/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 from a recognized University/Institute or equivalent. He should be holding analogous post on regular basis or should have at least 20 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 - 2 : Executive Director (MARKETING) (E-8)

The Executive Director(Marketing) is a senior most below Board level post reporting to Director(Marketing)/C&MD. He will be heading the Corporate Marketing Division – responsible for developing well-knit marketing policy for increasing sales and realisation, 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 specialisation in marketing from recognised University/Institute of equivalent. He should be holding analogous post on regular basis or should have at least 20 years 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 - 3 : General Manager(Tech.) (E-7)

The General Manager is the Head of the operating cement plant reporting to Director(Operations). 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 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 - 4 : Addl. General Manager(Maint. & Services)(E-6) /Dy. General Manager(Maint. & Services)(E-5)

The Addl. General Manager(M&S)/Dy. General Manager(M&S) 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 - 5 :- Dy. General Manager(Projects) (E-5)

The incumbent should have Degree in Mechanical/Electrical Engineering from a recognized University/Institute or equivalent. He should be holding analogous post on regular basis or should have at least 14 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 - 6 :- 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,

DG&SD 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 - 7 : Senior Manager(Computer Integration) (E-4)

The incumbent should have BE Degree in Information Technology/Computer Science/MCA/M. Tech in Computer Science from recognized Institute or equivalent. He should be holding analogous post on regular basis or should have at least 12 years relevant executive experience in the area of information technology, programming, system analysis, design and implementation of its business application in organisation of repute, 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 experience in cement industry.

Post Code - 8 : Senior Manager(Materials Management) (E-4)

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 12 years relevant executive experience in the area of Materials Management with adequate knowledge of purchases, inventory control, standardization and codification, value analysis, DG&SD 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 experience in cement industry.

Post Code - 9 : Senior Manager(Legal) (E-4)/ Manager(Legal) (E-3)

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 and 8 years experience for E-3 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) experience, minimum 2 years experience should

be in the next below grade i.e. E-3/E-2, as the case may be, in Central/State Public Sector Undertaking/Govt. organisation or equivalent responsibility in a reputed private sector company.

Post Code - 10 : Senior Manager(Mining) (E-4)/ Manager(Mining) (E-3)

The incumbent should have Degree in Mining Engineering or equivalent from recognized Institute or equivalent with 1st Class Managers Competency Certificate under MMR-1961. He should be holding analogous post on regular basis or should have at least 10 years post qualification experience for E-4 post and 7 years experience for E-3 post. The prescribed experience should be in quarry management in open cast mechanised mines, preferably attached to cement plants. Out of 10 years(for E-4 post)/07 years (for E-3 post) experience, minimum 2 years experience should be in the next below grade i.e. E-3/E-2, as the case may be, in Public Sector Undertaking or equivalent responsibility.

Post Code - 11 - Manager(MM) (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 08 years relevant executive experience in the area of Materials Management with adequate knowledge of purchases, inventory control, standardization and codification, value analysis, DG&SD 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. or equivalent managerial position in a reputed private sector company. Preference will be given to candidate having experience in cement industry

Post Code - 12 : Manager(Mech.) (E-3)

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 08 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 - 13 : Manager(Civil) (E-3)

The incumbent should have Degree in Civil Engineering from a recognized University/Institute or equivalent. He should be holding analogous post on regular basis or should have adequate experience in design, project implementation, construction of industrial structures, foundation, large concrete silos for storing cement, clinker, raw meal and their maintenance in a reputed organisation with minimum 08 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 public/private sector company. Preference shall be given to those having experience in cement industry.

Post Code - 14 : 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 and maintenance of electrical equipments/motors/process instrumentation and control systems, programming, operation and trouble shooting, automation of continuous process industry like cement/steel/copper/ferrous/zinc/aluminium/fertilizer/power with minimum 08 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 cement industry with cross functional knowledge of various facets of cement industry, with a flair for analytical working.

OTHER CONDITIONS, GENERAL INFORMATION AND INSTRUCTIONS

- **Age Relaxation**

Reservation/Concessions for candidates belonging to SC/ST/OBC/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 6 months as on 1.5.2011), 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.

- The internal candidates meeting eligibility criteria and found suitable for the post will be given preference and age relaxation of 03 years.
- Mere fulfilling of eligibility criteria shall not conform any right to the applicant for being called for interview.
- CCI may offer one level below post in case candidate is not found suitable for the post applied for.
- In case of suitable and exceptionally deserving cases, the relaxation in the eligibility criteria can be considered at the discretion of management
- Other things being equal, eligible candidates with additional relevant professional qualification, experience etc. will be given preference.
- 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

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. In case the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his present employer at the time of interview, his/her candidature will not be considered.

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

Candidates working in Central/State Public Sector Undertaking/ Govt./semi-Govt. organization shall only be eligible for applying for deputation and shall submit the application form with requisite documents as mentioned above with following additional information/documents:-

1. Vigilance Clearance
2. Copy of CR Dossiers/ACRs for the last 5 years duly attested on each page
3. No Objection Certificate
4. Integrity Certificate

The tenure for deputation shall be initially for 03 years. The maximum age limit for the candidates applying for deputation shall be 53 years as on 1.10.2010 for all the above posts. The reservation shall not be applicable in case of deputation.

CCI reserves the right to cancel/restricts/enlarge/reopen the recruitment process if the need so arise without issuing any further notice 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 16.05.2011 in the cover superscribed "**Application for the post of _____**" and send the same at the following address:

**Senior Manager (Personnel)
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.



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

APPLICATION FOR EMPLOYMENT ON REGULAR OR DEPUTATION BASIS

Name of the post applied for : _____

Pay Scale : ₹ _____

Whether **Regular** employment
Or on Deputation 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 1.05.2011)

(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

.....2/-

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 Emolu ments	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./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
<p>If 'Yes' give details :</p> 		

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 5 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).

