



Cement Corporation of India Limited

(A Govt. of India Enterprise)

SCOPE Complex, Core-5, 7 Lodhi Road, New Delhi – 110 003

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ADVT.NO. 02/2012

Cement Corporation of India Ltd. (CCI), a Central Public Sector Undertaking under the administrative control of Department of Heavy Industry, Ministry of Heavy Industries & Public Enterprises, is a multi-unit organisation engaged in manufacturing and marketing of cement in the country. The Company has made turn around by consistently earning net profits since 2006-2007. Its vision is to emerge as one of the best cement companies committed to contribute to the economy and enhancing the value of stakeholders. The superannuation age of the employees of the Corporation is 60 years.

CCI is on look out for recruitment of suitable candidates for the following positions on deputation for the specified term or on deputation with immediate absorption basis :-

Post Code	Name of the post	Level	No.of Posts	Scale of Pay (IDA – 1.1.2007)	Maxm. age as on 31.01.2013
1.	Sr.Manager.(Vigilance) /	E-4	04	29100-54500	55 yrs.
	Manager(Vigilance)	E-3		24900-50500	55yrs.

Out of 4 posts, one each is for its Corporate Office at New Delhi and 3 Operating Units at Bokajan Cement Factory (Assam), Rajban Cement Factory (Himachal Pradesh) and Tandur Cement Factory (Andhra Pradesh).

Post : SR.MANAGER(VIGILANCE)-E-4/MANAGER(VIGILANCE)-E-3

JOB DESCRIPTION / QUALIFICATION & EXPERIENCE

The incumbent should be Graduate/Post Graduate in any discipline, including Engineering, preferably with Degree in Law from a recognized University/Institute or equivalent. He should be holding analogous post on regular basis or should have at least 8 years relevant post qualification experience in line in executive position both for E-4 / E-3, out of which one year should be in the next lower grade. The experience should be post qualification in Vigilance Department of PSUs/Government Organizations and includes experience of (i) collecting intelligence, (ii) preliminary investigation, (iii) drafting of charge sheet etc., (iv) writing reports and submitting returns, (v) field investigation, (vi) domestic

inquiries; and thorough knowledge of various rules and regulations. Should be proficient in working on Computers.

GENERAL INFORMATION AND INSTRUCTIONS.

1. 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 with following additional information/ documents:-
 - i/ Vigilance Clearance
 - ii/ Copy of CR Dossiers/ACRs for the last 3 years duly attested on each page
 - iii/ No Objection Certificate
2. The tenure for deputation shall be initially for 02 years. The maximum age limit shall be 55 years as on 31.01.2013 for all the above posts.
3. The reservation shall not be applicable in case of deputation.
3. All qualifications should be recognized by Indian University / Institutes recognised by AICTE / UGC / appropriate statutory authority of Govt. Of India.
4. 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.
5. In case of suitable and exceptionally deserving cases, the relaxation in the eligibility criteria can be considered at the discretion of the management.
6. Other things being equal, eligible candidates with additional relevant professional qualification, experience etc. will be given preference.
7. Candidature of a 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.
8. 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.

9. 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.

10. 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.

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 actual, whichever is less.

Interested candidates may send their applications duly completed in all respect as mentioned above by ordinary post on or before **18.02.2013** 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.



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.02/12
APPLICATION FOR EMPLOYMENT ON DEPUTATION BASIS

Name of the post applied for : _____

Pay Scale : ₹ _____

Whether on deputation with fixed term OR
on deputation with immediate 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 31.01.2013)

(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

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 :

(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 :

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 3 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.