



Cement Corporation of India Limited

(A Government of India Enterprise)

Tandur Cement Factory,

CCI Tandur 501 158, Vikarabad District(TS)

CIN U74899DL1965GOI004322

An ISO 9001:2008 Certified Company

Email: pers_tdo@ccilttd.in

Phone no: 08411 247224/ Fax no:08411247243

Advertisement no: 1/2017

Date: 13/10/2017

Cement corporation of India Limited (A Government of India Enterprise), Tandur Cement Factory, Post CCI Tandur, District Vikarabad, Telangana State Pin code: 501 158 invites application from eligible candidates, who are fulfilling the requisite criteria as per details given below:

| Sl. No. | Name of the post | No. of posts | Prescribed minimum qualifications with experience |
|---------|---|--------------|--|
| 01) | Operator (Loco) Grade II (W-3) Pay Scale: Rs.8400-20400 | 01 (UR) | ITI with 03 years experience, 10+2 with 4 years or Matric with 05 years relevant experience should be able to Operate Diesel/Electrical loco of transporting empty or loaded wagon. Conversant with shunting operations and knowledge of routine repairs & maintenance and other incidental works. Apprenticeship and/or training can not be considered as experience. |
| 02) | Miller (W-4) Pay Scale:Rs.8600-20900 | 03 (UR) | ITI with 04 years experience, 10+2 with 5 years or Matric with 06 years relevant experience in operation of various types of Mills. Must be technically conversant with the operation, maintenance and repairs of various types of mills and its auxiliaries besides related incidental work. Apprenticeship and/or training can not be considered as experience |

Preference will be given candidates those who are having experience in cement industry.

1) **AGE LIMIT:**

18 to 35 years as on 18th November, 2017.

2) **REGISTRATION FEE**

Candidates are required to pay a non-refundable registration fee of Rs.200/- by way of demand draft in favour of Cement Corporation of India Limited, Tandur Cement Factory, payable at State Bank of India, Karankote Branch IFC code no:SBIN0020446. Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the registration fee.

3) **HOW TO APPLY:**

Interested candidates may send their applications duly completed in all respects as mentioned above by ordinary post in the cover super scribed "**Application for the post of _____**" and Send the same at the following address:

HOD (P&A)

Cement Corporation of India Ltd.

CCI Tandur, Vikarabad District, Telangana State Pin code: 501 158

TERMS & CONDITIONS AND INSTRUCTIONS

A) GENERAL CONDITION:

1. Eligible candidates will have to undergo written, trade/skill tests and selection will be done purely on merit basis. No TA/DA will be paid to the candidates for appearing in written, trade /skill test.
2. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
3. Only Indian Nationals can apply.
4. All qualifications should be recognized by Indian University/Institutes recognized by AICTE/UGC / appropriate statutory authority of Government of India.
5. The eligibility criterion for each position is given in above tables. The cutoff date for Age, Experience will be **18/11/2017**. The candidate must be holding an eligibility post on the cut-off date.
6. The candidate should be meeting with all the entire criterion as per above information.
7. Incomplete applications will be rejected summarily.
8. CCI reserves the right to cancel/restrict/reopen the recruitment process, if need so arises, without issuing further notice or assigning any reason thereof.
9. All positions carry All India Service Liability. The Management, at its discretion, can post the selected candidate at any Unit / Offices of the Corporation.
10. Any corrigendum/clarification on this advertisement, if necessary, shall be uploaded on CCI website only and no separate press coverage will be notified for this purpose.
11. Candidature of any candidate is liable to be rejected at any stage of recruitment process or after recruitment, joining, or in service period, if any information provided by the candidate is false or is found to be not in conformity with eligibility criteria mentioned in the advertisement.
12. The internal candidate meeting the eligibility criteria and found suitable for the post will be given preference and age relaxation of 03 years.
13. Apprenticeship and/or training can not be considered as experience.
14. For SC/ST/OBC/PWD candidates relaxation will be as per Government of India guidelines.
15. Application should be sent only by ordinary post.
16. Last of date for receiving of application will be **18/11/2017**.
17. Applications received after the due date will neither be considered nor returned.
18. CCI will not be responsible for any postal delay or loss/non-delivery of the applications. Candidates himself satisfy before applying to the particular post that his qualification, Experience and age etc., are suitable for the post.
19. Candidate before applying should ensure that he is eligible for the post applied in all respects based on criteria stipulated in the advertisement.

B) SELECTION PROCEDURE:

20. The candidates will be called for written, trade/skill tests based on declaration made in the application and copies of testimonials furnished by them. They should produce the original documents in support of their meeting eligibility condition at the time of written, trade/skill test failing which such candidates will not be permitted to appear for written, trade/skill tests.
21. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for written trade/skill tests.

22. Other things being equal, eligible candidates with additional relevant technical qualifications and having added experience in cement industry etc. will be given preference.
23. Only shortlisted candidates will be called for written, trade/skill tests. CCI reserves the right to shortlist the candidates and no correspondence will be entertained with the candidates not selected for written, trade/skill tests.
24. In case large number of applications is received against one post, short listing of candidates for trade/skill test will be done based on the relevant experience current CTC/monthly pay, higher qualifications based on documents enclosed with the applications etc.
25. In case any candidate prefers to apply against more than one post, he/she must apply separately, subject to meeting all the eligibility criteria.
26. The decision of Management regarding shortlisting for written, trade/skill tests, selection will be final.

C) EMPLOYMENT STATUS:

27. Only post qualifications experience will be considered.
28. On the last date of application, the candidate must be on the regular employment of the present employer as mentioned in the application.
29. The prescribed format can be downloaded from CCI Website www.ccilttd.in
30. Candidates will be required to submit their application in the prescribed format by ordinary post only. NO other means/mode of application shall be accepted. Applications in other format will be rejected. Application submitted in any other mode like courier service or in person shall not be accepted.
31. Candidates will be required to enclose self attested copies of certificates as follows :
32. Proof of Age – Matriculation certificate having date of birth.
33. Qualification – From Matriculation and above.
34. Experience: Experience Certificate should be issued by the employer in support of experience with clear date of joining, basic pay + perks, relieving date and in support of experience details as furnished by candidate in the application form.
35. Pay Scale/CTC: latest salary slip, Certificate of CTC (for private Candidates) from current employer.
36. Any other information relevant for applicant.
37. The qualification/experience furnished in the application form without supporting documents, will not be considered.
38. Candidates employed in Central / State Public Sector Undertaking / 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 written, trade/skill tests and will also be required to produce relieving certificate from the current employer at the time of joining, if selected.



APPLICATION FORM

ADVT. No. 01/17

Please affix your
recent passport
size photograph

| | |
|------------------------------|--|
| Name of the Post applied for | |
|------------------------------|--|

| | | |
|----|--|---|
| 1. | Name of the Applicant (write in Capital letters) | |
| 2. | Date of Birth (in DD/MM/YYYY format) | |
| 3. | Age (Year and Months) as on last date of application | Days _____ Months _____ Years _____ |
| 4. | Category * | |
| 5. | Whether differently abled (if yes details) | Yes/No. Type VH/HH/OH, percentage |
| 6. | Gender (Please tick) | Female/Male |
| 7. | Nationality | |
| 8. | Present Employment Status(Please tick) | Public Sector/Government/Private Sector/Not Working |

9. Educational & technical Qualification (Matric and above, mandatory to be written first)

| Qualification | College/Institution | University | Year of Passing | Class/ Division | percentage of marks obtained | Subjects/Core discipline |
|---------------|---------------------|------------|-----------------|-----------------|------------------------------|--------------------------|
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10. Total Experience (After the requisite qualification acquired): Years Months

11. Details of present employer. Type of employment must be written clearly:

| Employer's Name | Location of posting | | | Designation held | Type of employment (Adhoc/Contract/ Training/Regular) | Brief nature of duties/Functions |
|-----------------|---------------------|------|----|------------------|---|----------------------------------|
| | | From | To | | | |
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* General/SC/ST/OBC/PWD

12. Details of post qualification experience other than at SN-11. Please give details of different positions held in each Organization with dates. Training period if any, may be mentioned separately:

| Employer's Name | Location of posting | | | Designation held | Type of employment (Adhoc/Contract/ Training/Regular) | Brief nature of duties/Functions |
|-----------------|---------------------|------|----|------------------|---|----------------------------------|
| | | From | To | | | |
| | | | | | | |
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13. Details of Pay Scale / CTC being in the present post as on the date of application:-

| Scale of Pay | Date of entry in the scale | Basic pay | Perks / Special Pay, if any | Other emoluments | Total monthly emoluments | CTC (Annual) |
|--------------|----------------------------|-----------|-----------------------------|------------------|--------------------------|--------------|
| | | | | | | |

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|----|-------------------------|------------|-------|-----------------|-------|--|
| 14 | Mailing Address | | | | | |
| | | District : | | State : | | |
| 15 | Land line Telephone No. | | | Mobile No. | | |
| 16 | E-mail | | | | | |
| 17 | DD no: | | Date: | Amount Rs.200/- | Bank: | |

Please tick the applicable as below:

| | | |
|----|---|----------|
| 17 | Have you ever been arrested in a criminal case or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation) | Yes**/No |
| 18 | Whether any punishment/penalty was awarded to you or any vigilance case ending as far as your knowledge goes | Yes**/No |
| 19 | Have you applied before for employment in CCI Ltd? | Yes**/No |

**If "Yes" give details

I **certify that** the information furnished above is correct to the best of my knowledge and as per the advertisement I am eligible to be considered for short listing for written, trade/skill tests. I understand that if the information is not correct, or not supported by documentary proof, my candidature will not be considered, even after shortlisting.

Dated :

Signature of Applicant

Enclosures (*as mandatory)

- | | | |
|--|---|---|
| 1. For Date of birth (DOB)* | - | Matric Certificate |
| 2. For Educational Qualification* | - | Mark sheets or Degree certificate |
| 3. For Pay Scale (For PSU/Govt) or CTC (For private sector)* | - | Employer's certificate/Pay Slip/Form-16 |
| 4. For Caste Certificate | - | As per specified format |
| 5. In case of differently abled | - | Medical certificate |
| 6. No Objection Certificate from present employer | - | From present employer |
| 7. Experience Certificate with date of joining / relieving* | - | Issued by employers |