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एक कदम स्वच्छता की ओर



सीमेंट कार्पोरेशन ऑफ इंडिया लि.
(भारत सरकार का उद्यम)
Cement Corporation of India Ltd.
(A Government of India Enterprise)
Tandur Cement Factory, PO, C.C.I. Tandur
Vikarabad Dist. (T.S.) PIN - 501 158
Tel : 08411-247223 Fax : 08411-247243
Email : tandur@ccilttd.in Website : www.ccilttd.in

ADVERTISEMENT NO. TCF/02/CONT/ADVT-06/2023

Cement Corporation of India Limited is a Central Government Public Sector Undertaking engaged in manufacturing and marketing of Cement. CCI proposes to engage retired qualified and experienced professionals for the following positions on Fixed Term Contract basis at Tandur Cement Factory.

CCI wishes to engage the following positions for Tandur Cement factory through a Walk-in Interview **on 23.06.2023, i.e. Friday at 10.00 am** at CCI Ltd., Tandur Cement Factory, Karankote Village, Tandur Mandal, Vikarabad district, Telangana. Details of the available positions along with essential and desirable qualifications are given below:

S No	Post	No. of posts	Educational Qualification/Experience	Upper age limit	Maximum Fixed monthly pay
1	Asst. Officer (Finance)	1	1. Graduate in Commerce 2. Minimum 20 years of experience 3. Preference will be given to Cement Industry experience	Max. 62 years	Rs. 18,700.00

- **CONTRACT PERIOD:** Will be Two years. The contract tenure will be extendable up to attaining the age of 65 years, depending upon requirement of the company and the performance of the individual. Experience requirement details mentioned in below. Reservation will be as per Govt. of India guidelines.
- **UPPER AGE LIMIT:** Upper age limit calculated as on the date of publication of advt. for the above posts is 62 years.
- **ACCOMMODATION:** Corporation will provide quarter in township at regular nominal rent & electricity charges during the period to attend duties.
- **LEAVE:** The selected candidate(s) shall be entitled for 24 days paid leave during one year engagement (02 days per month).

EXPERIENCE REQUIREMENT, JOB PROFILE & RESPONSIBILITIES:

1. Assistant Officer (Finance):

- i. Should have enough experience in the cement manufacturing industry accounting process
- ii. Processing of Repair & maintenance bills, Capital work bills of the plant, mines & colony
- iii. Processing of Sanitation, Security bills, Power bills and Misc., PO bills
- iv. Preparation of MIS, Annual accounts scheduling works
- v. Audit related works for internal, statutory and CAG Audit
- vi. Checking of Bank Book and preparation of BRS
- vii. Should medically fit and submit medical certificate at the time of joining.
- viii. And any other works assigned by HOD (Fin) and/ or competent authority by time to time.

➤ **HOW TO APPLY:**

Interested candidates shall report at CCI Ltd., Tandur Cement Factory, Karankote Village, Tandur Mandal, Vikarabad District, Telangana 501158 on **23.06.2023, i.e. Friday at 10.00 am** for registration and should submit duly filled-in application forms with recent passport-size photograph affixed, along with self-attested true copies of testimonials of educational qualifications, experience, date of birth, community, extra curricular activities etc. All original documents in support of qualifications, age, etc. should be produced at the time of walk-in interview for verification.

➤ **GENERAL TERMS & CONDITIONS:**

1. Candidates applying for the above position should possess the Essential Qualification as per the details given.
2. Selected candidate will be engaged initially for a period mentioned as above. Subsequently his/ her tenure may be extended depending upon the exigencies of work at sole discretion of the Management and satisfactory performance of the candidate. This engagement is purely on consultant basis and can be terminated at any time.
3. The selection of the candidate(s) will be based on the walk-in interview to be held at CCI Ltd., Tandur Cement Factory, Karankote Village, Tandur Mandal, Vikarabad District, Telangana 501158. Candidates should report to the venue at 10.00 AM on the interview day for registration.
4. Canvassing in any form is liable to rejection of the candidature.
5. The Company will not provide accommodation & TA/ DA for candidates appearing for the interview.
6. Selected candidates will pay on lump-sum basis and not eligible for ESI & EPF benefits
7. Maternity Leaves: As per Government of India rules.
8. The application form can also be downloaded from the link **www.ccilttd.in/careers**
9. The Management of CCI reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason.
10. The selected candidate should have a clear record and his/ her engagement is based on receipt of vigilance clearance, if engaged from Government/ PSU.

➤ **MEDICAL EXAMINATION:**

1. Candidates shortlisted after interview are to appear for document verification with their medical reports signed by Chief Medical Officer (CMO) of a Govt. of Hospital, in the prescribed format of CCI as per medical standards of CCI.
2. The candidate's medical reports shall be examined by CCI's Factory Medical Officer before document verification.
3. Candidates found to be medically unfit, as per CCI's recruitment rules; will not be considered for document verification.

➤ **NOTE:** Any Query please contact P&A dept. on email: **pers_tdo@ccilttd.in**, **hh.lenka@ccilttd.in** or on Mobile: 7799938100

s/d

HOD (P&A)

****Candidates are requested to strictly adhere the use of mask, follow social distancing & proper**

Hygiene. **



CEMENT CORPORATION OF INDIA LIMITED

(A Govt. of India Undertaking)

Application Form

ADVERTISEMENT NO. TCF/02/CONT/ADVT-06/2023

Please affix your recent passport size photograph

Name of the post applied for	
Post Code	

To be filled in BLOCK LETTERS*

1.	Name of the applicant*	
2.	Date of Birth (in DD/MM/YYYY format)	
3.	Age (Yrs & Month) as on last date of application	
4.	Category (Please tick one)	SC <input type="checkbox"/> ST <input type="checkbox"/> OBC (Non creamy layer) <input type="checkbox"/> EWS <input type="checkbox"/> General <input type="checkbox"/>
5.	Whether differently abled (if Yes details)	Yes <input type="checkbox"/> Type: VH/ HH/ OH , % age _____ No <input type="checkbox"/>
6.	Sex (Please tick one)	Female <input type="checkbox"/> Male <input type="checkbox"/>
7.	Nationality*	
8.	Present Employment Status (Please tick one)	Public Sector <input type="checkbox"/> Government <input type="checkbox"/> Private Sector <input type="checkbox"/> Not working <input type="checkbox"/> Autonomous <input type="checkbox"/>
9.	Adhaar No.	
10.	Grounds for claiming age relaxation*	

11. Educational & Professional Qualifications: (Only Graduation & above, mandatory to be written first)

Qualification	College/ Institution	University	Year of Passing	Class/ Division	% of marks obtained	Subjects/ Core discipline

12. Total Experience (After the requisite qualification acquired) : Years Months

13. Details of present employer. Type of employment must be regular only: (Please use additional sheet, if required)

Employer's name	Location of posting	Period of Employment		Designation held	Type of employment (Adhoc/ Contract/ Training/ Regular)	Brief nature of duties/Functions
		From	To			

14. Details of post qualification **experience other than at SN-13**. Please give details of different positions held in each Organization with dates. Training period if any, may be mentioned separately: **(Please use additional sheet, if required)**

Employer's name	Location of posting	Period of Employment		Designation held	Type of employment (Adhoc/Contract/ Training/Regular)	Brief nature of duties/ Functions	Reasons for leaving
		From	To				

15. Details of Pay Scale/ CTC being drawn 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)

16	Mailing Address*	District : _____ State : _____ Pincode: _____				
17	Land line Telephone No.	_____	Mobile No.	_____		
18	E-Mail	_____				

Please tick the applicable as below:

19	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
20	Whether any punishment/ penalty was awarded to you or any vigilance case ending as far as your knowledge goes	Yes**/No
21	Have you applied before for employment in CCI Ltd ?	Yes**/No
22	Are you in a Government/ Semi-Govt./ Public Sector Undertaking/ Autonomous body other than Cement Corporation of India Limited?	Yes**/No
23	Do you possess the essential educational qualifications as required for the post applied for?	Yes**/No

If "Yes" give details **(Please use additional sheet, if required)

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 shortlisting for interview. I understand that if the information is not correct or not supported by documentary proof, my candidature will not be considered, even after shortlisting. I understand that my candidature is subject to the conditions laid down in the detailed Advertisement No. TCF/02/CONT/ADVT-06/2023 on CCI website. I further declare that, I have never been debarred from applying for any Government job.

Date:

Signature of Applicant

Place: