



**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 CO/10/2024**

Cement Corporation of India Ltd. CCI is a Central Govt. Public Sector Undertaking engaged in manufacturing and marketing of cement.

CCI proposes to engage qualified and experienced professionals, for the following positions on Fixed Term contract basis:-

Post Code	Name of the Post (Fixed Term Contract) / (Grade)	Discipline	No. of Posts	Category	Upper Age Limit (Yrs.)	Minimum Post Qualification Experience (Yrs.)	Tentative place of posting
1	Junior Officer (S-1)	Finance & Accounts	03	UR-01 OBC-01 SC-01	40	02	01 each for CO / Bokajan / Rajban

- Age as on the last date of submission of the application.
- Cut-off date for Age/Experience shall be **31.01.2025 (Friday)**.
- The last date of receiving of the application i.e. **31.01.2025 (Friday) upto 17:00 Hrs.**

**Essential Qualification & Experience required:**

Discipline	Essential Qualification	Essential Experience with Minimum Post Qualification Experience
Jr. Officer (Finance & Accounts)	Inter Examination of CA/ICWA Pass and should be conversant with MS Office and operating software such as SAP/tally/ERP, etc.	02 years of post-qualification experience in Finance & Accounts.

**I. General information & instructions**

- 1 **The appointment is purely on Fixed Term contract basis (whichever is applicable) and it is not permanent in nature. This engagement will not entitle any candidate to claim for regular/permanent employment in the company. On completion of tenure, the incumbent shall stand relieved automatically.**
- 2 The initial tenure would be for one year, which can be extended for another 3 years, based on the performance of the incumbent. The fixed term contract can be terminated by giving one month's notice/contractual fee and 15 days' notice/ contractual fee in lieu of the notice period, by either side. The contractual engagement shall be extended upto a maximum of 04 years, on the expiry of which, the contractual engagement shall stand terminated automatically.
- 3 Only Indian nationals are eligible to apply.
- 4 The selected candidates can be posted at any Unit/Office.
- 5 Those working in Govt./PSU may apply through proper channel/submit NOC at the time of interview or should submit proper relieving letter from present employer in the event of selection.
- 6 Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the interview/appointment. Canvassing in any form will disqualify the candidate.
- 7 The company reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions filled may increase or decrease depending on the requirement.

- 8 All appointments will be subject to medical fitness as per company rules.
- 9 Candidates should ensure that they fulfil the eligibility criteria prescribed for the post they have applied in case it is found at any stage of selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/material facts or does not fulfil the criteria, his/her candidature/ services are liable for rejection/termination without notice. In case any discrepancy / false information is detected at any later stage, the contract will be terminated immediately and legal action can also be taken as per extant rules.
- 10 All disputes/cases related to this recruitment process are subject to jurisdiction of courts of Delhi only.
- 11 CCI reserves the right to relax age/experience/qualification and other qualifying criteria in deserving cases.
- 12 **Any corrigendum / clarification on this advertisement, if necessary, shall be uploaded on CCI website only & no separate press coverage will be notified for this purpose.**
- 13 **All correspondence will be made at email id only as mentioned in the application form. No hard copies will be sent by CCI while corresponding with short listed candidates.**
- 14 **Last date** of receiving application in offline mode will be **31.01.2025 (Friday) upto 17:00 hours**. The applicants are to 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 below address:

**AGM (HR),  
Cement Corporation of India Limited,  
Post Box No.: 3061,  
Lodhi Road Post Office,  
New Delhi-110003.**
- 15 **Applications received after due date will not be considered.**
- 16 **CCI is not responsible for any postal delay or loss/non-delivery of the applications.**
- 17 **All recruitment related information shall be available on our Website: [www.cciitd.in](http://www.cciitd.in) at career section.**
- 18 **Candidate, who is having higher qualification, will not claim/seek any benefit on this ground from CCI at any stage.**
- 19 No correspondence will be made with the unsuccessful candidates / candidates who are not shortlisted.

## **II. Reservation**

- 20 Reservation of Post(s) for SC/ST/OBC/PWD/EWS are as per Govt. Of India guidelines.
- 21 Age Relaxation: **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 against reserved positions only. Candidates belonging to the OBC Category are required to submit recently obtained Community Certificate in proof of their Community, stating that they do not come under the creamy layer, from a Competent Authority, in the prescribed format for employment of Government of India, must be issued on a date which shall not be more than 06 (Six) month's old on the last date of submission of application. Candidates belonging to the EWS Category are required to submit recently obtained EWS Certificate in the prescribed format for employment of Government of India, must be issued on a date which shall not be more than 06 (Six) month's old on the last date of submission of application.** 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. Management has the right to reduce CTC requirement for backlog vacancies. For posts against UR (Unreserved), SC/ST/OBC may also apply alongwith UR, strictly meeting the criteria eligibility for UR.

- 22 As per DoPT OM F.No.36039/1/2019-Estt. (Res.) dated 19<sup>th</sup> January, 2019 & DPE OM FM 20(10)/99-DPE-GM-Part-2019-FTS-1517 dated 25.01.2019, the reservation to EWS is also applicable on submission of the requisite certificate, which will be verified from the issuing authority.

### **III. Selection Procedure**

- 23 The eligible candidates shortlisted for the above posts will be called for Interview based on declaration made in the application form. They should produce the original documents in support of their meeting eligibility condition at the time of Interview, if shortlisted, failing which such candidates will not be permitted to appear for the interview and Travelling Allowance will not be reimbursed to them. The travelling allowance will be limited for the journey between the correspondence address, as declared by the candidates in their application form, and the venue of interview. Candidate called for interview shall be eligible for sleeper class train fare for the shortest route. However, to claim train fare, the distance travelled should be more than 50 kms.
- 24 Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for interview.
- 25 Other things being equal, eligible candidates with additional relevant professional qualification and having added experience in cement industry etc. will be given preference.
- 26 Post qualification experience will be reckoned from the date of passing the exam i.e. issuance of Degree or issuance of Mark sheet.
- 27 Only shortlisted candidates will be notified for interview. CCI reserves the right to shortlist the candidates. No correspondence will be entertained with the candidates not shortlisted for interview/written test.
- 28 Computer knowledge is essential for all posts.
- 29 In case of large number of applications are received against one post, short listing of candidates for interview will be done based on the relevant experience current CTC/monthly pay, higher qualification based on documents enclosed with the applications.
- 30 If required, Written Test / Group Discussion can be conducted for shortlisted candidates before interview for the posts.
- 31 The decision of Management regarding shortlisting for interview/selection will be final.

### **IV. Employment Status**

- 32 Only post qualification experience will be considered. Post qualification experience will be reckoned after the date of passing the exam i.e. issuance of Degree or issuance of Mark sheet for all Posts.
- 33 The candidate must possess essential qualification and experience, as per the rules of the Corporation on the cut-off date i.e., **31.01.2025 (Friday)**.

### **V. For Information on Rejection of Application**

- 34 The rejected applications will be weeded out after 06 months of the date of interview/cancellation of process and no separate communication /correspondence/ information will be made on rejection

### **VI. How to apply**

- 35 Candidates are required to apply offline for which the prescribed form in word / PDF format can be downloaded from CCI Website [www.ccilttd.in](http://www.ccilttd.in) in the career section.
- 36 Candidates will be required to submit their application in the prescribed format (in hard copy by post). No other means/mode of application shall be accepted. Applications in other format will be rejected. If possible, candidates may type & take print for sending.
- 37 Candidates will be required to enclose self-attested copies of certificates as follows:
- Proof of Age- Matriculation certificate having date of birth.
  - Qualification – All Certificates and marksheets from 10<sup>th</sup>, 12<sup>th</sup>, Graduation and above.
  - Caste Certificate (in case of SC/ST/OBC candidates - as per prescribed format for Central Govt.).
  - EWS certificate as per DoPT guidelines.
  - Experience : Experience Certificate should be issued by the employer in support of

experience with clear date of joining and relieving in support of experience details as furnished by candidate in the application form.

- vi. Pay Scale for Govt. and Public Sector Undertakings : Latest salary slip.
  - vii. Aadhaar Card.
  - viii. PAN Card.
- 38 Certificate of CTC (for private Candidates) from latest employer – in case CTC certificate is not enclosed, only salary slip will be considered to determine annual CTC.
  - 39 Candidates are required to have a valid personal e-mail ID and mobile number. It should be kept active during the currency of this recruitment process. In case a candidate does not have a valid personal e-mail ID / mobile phone, candidate should create his/her new e-mail ID before applying. Under no circumstances, candidate should share/mention e-mail ID to/of any other person. This will be used to communicate with the candidate.
  - 40 Candidate should thoroughly go through the vacancy notification first to let him/her know the eligibility, age criteria etc.
  - 41 The candidate has to furnish certificate no. of SC/ST/OBC/PwD/EWS/Ex-servicemen and date of issue of certificates for availing benefits. Community/Cast Certificate should be in prescribed format as per order issued by Govt. of India time to time, for seeking age relaxation etc. These certificates would be verified for qualified candidates / candidates appearing for interview. The OBC certificate (Non-Creamy Layer)/EWS for employment of Government of India, must be issued on a date which shall not be more than 06 (Six) month's old on the last date of submission of application.
  - 42 Candidates are advised to choose the post judiciously and fill in the requisite details in the application format carefully. No correspondence in this regard will be entertained.
  - 43 In case any discrepancy / contradiction reported at any stage during recruitment / after recruitment, the candidature of the candidate shall be rejected.
  - 44 Candidates should keep sufficient number of same Photographs in reserve for future use which they are using in the application form.
  - 45 At any stage, in case of discrepancy in language at any point of time i.e., in Hindi or any other regional language, version in English language will only prevail and will be final.
  - 46 The onus of ensuring that candidate meets all the eligibility requirements will rest on the candidate himself/herself all through the recruitment process.
  - 47 CCI is not responsible for any printing error that might have inadvertently crept in.
  - 48 The only and accepted mode of submission of application has exhaustively been explained from under title "How to apply". In case of any discrepancy, in the advertisements published in various newspapers/Employment News etc., the contents as put on [www.ccilttd.in](http://www.ccilttd.in) will prevail. Any update, corrigendum etc. of this advertisement will be posted in our website only. The candidates are requested to keep visiting our website, i.e. [www.ccilttd.in](http://www.ccilttd.in) regularly.

## **VII. Application Fee:**

Candidates belonging to UR/OBC/EWS Category are required to pay a non-refundable Registration/ Application fee of Rs. 100/- (Rupees One Hundred Only) through a Demand Draft in favour of Cement Corporation of India Limited, payable at New Delhi. The Demand Draft is to be enclosed with all the other documents as mentioned at clause (37).

Applications without Demand Draft shall be summarily rejected.

However, candidates belonging to SC/ST/PWD/Females will be exempted from the application fee.

Application Fee once paid will not be refunded under any circumstance. Candidates are, therefore, requested to verify their eligibility before submission of application.

## VIII. Selection Process

### a. Medical examination

Candidates shortlisted after interview are to appear for document verification with their medical reports signed by Chief Medical Officer (CMO) of a Govt. Hospital, in the prescribed format of CCI as per Medical Standards of CCI.

The candidates' medical reports shall be examined by CCI's medical officer before document verification.

Candidates found to be medically unfit, as per CCI's Recruitment Rules, will not be considered for document verification.

### b. Document Verification

Shortlisted Candidates as notified by CCI for interview shall bring their necessary documents and certificates, in original and photocopies for further verification in line of the information furnished in the advertisement and application submitted by the candidates. Candidates whose documents are not found to be in order shall be rejected summarily.

The selection process would judge different facets of knowledge, skill, comprehensive aptitude and physical fitness. Candidates will have to pass through each stage successfully (including Medical examination), before being adjudged as suitable for selection. Candidates, who fail in any of the criterion, will not be given any alternative employment and decision of the Corporation shall be final.

## IX. Remuneration&Other Benefits:

### a) Remuneration:

Designation	Remuneration	Consolidated Contractual Fee*	Accommodation / HRA
CA/ICWA (Inter)	For posting in Units	₹50,000/-	Accommodation to be provided as per entitlement subject to availability of quarters at Units.
	For posting in Corporate Office / Regional Office / Zonal Office	₹50,000/-	₹10,000/- shall be provided for accommodation.
<ul style="list-style-type: none"><li>On successful completion of 01 (One) year, the candidates shall be eligible for annual increment in tune of 5% on the consolidated contractual fee.</li></ul>			

### b) During the period of contract, the engaged candidate on fixed term contract basis, will be eligible for other benefits as given below:

- (i) **Medical Facilities:** During the period of contract, the selected candidates shall be eligible for IPD medical facility, for self only, as per rules of the CCI.
- (ii) **Leaves:** 20 (Twenty) days per year, which are non-encashable, however, the same can be accumulated in case of extension of the contract by CCI.
- (iii) **Provident Fund:** As per EPF Act.
- (iv) **T.A:** Governed by TA rules of the Corporation as applicable to respective grade of employees.
- (v) **Maternity Leave:** As per Government of India Rules.
- (vi) The appointment will be for a maximum period of 04 (Four) years.

The decision of Chairman & Managing Director, Cement Corporation of India in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interviews, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.