CEMENT CORPORATION OF INDIA LIMITED

A Central Government Public Sector Undertaking

ADVT. NO. CO/08/2026

APPLICATIONS INVITED · FIXED TERM CONTRACT

Officer (HR)

CCI proposes to engage qualified and experienced professionals on Fixed Term contract. Post Code 01, including backlog vacancies. Selected candidates can be posted at any Unit or Office.

Download advertisement (PDF)

Download application form (PDF)

VACANCIES	CONSOLIDATED FEE	UPPER AGE	LAST DATE
02	₹40,000	35 yrs	28 Nov
UR-01 · OBC-01	5% yearly increment	As on 28.11.2026	2026, Saturday, 5:00 PM

01 Eligibility

QUALIFICATION

Full-time 2-year MBA / PG Degree / Diploma / MSW in HR, Personnel Management, Labour Welfare or IR.

EXPERIENCE

Minimum 2 years post-qualification experience in HR, Industrial Relations, Welfare, Labour Laws or administrative functions in a company of repute. Experience counts from the date of passing the exam (degree or marksheet issue).

OTHER CONDITIONS

Indian nationals only. Computer knowledge is essential. Preference for additional relevant professional qualification and cement industry experience, other things being equal.

02 Pay & benefits

CONSOLIDATED CONTRACTUAL FEE

₹40,000 for Unit as well as Corporate, Regional or Zonal Office posting. 5% annual increment after 1 successful year.

ACCOMMODATION

Unit posting: as per entitlement, subject to availability of quarters. Corporate, Regional or Zonal Office posting: ₹10,000 provided.

OTHER BENEFITS

IPD medical facility (self only) · 20 days leave a year, non-encashable · Provident Fund per EPF Act · T.A. as per E-1 level rules · Maternity leave per Government of India rules.

03 Age relaxation

SC / ST	5 years
OBC (Non-creamy layer)	3 years
PwD (over and above)	5 years

04 Contract terms

1+3

Initial tenure of 1 year, extendable by 3 more years on performance. Maximum 4 years.

J&K domicile, 1.1.1980 to 31.12.1989	5 years

SC/ST/OBC relaxation applies against reserved positions only. Ex-servicemen and eligible Defence personnel: relaxation as per rules.

Either side may end the contract with one month's notice or fee in lieu of notice.

The engagement is purely Fixed Term and gives no claim to regular employment.

All appointments are subject to medical fitness as per company rules.

Application fee: ₹100, non-refundable

Demand Draft in favour of Cement Corporation of India Limited, payable at New Delhi. Applications without the Demand Draft will be summarily rejected.

Pay: UR / OBC / EWS

Exempted: SC / ST / PwD / Females

05 How to apply

1. Download the prescribed application form (PDF), also available on the Career section of www.cciltd.in. Typing and printing it is fine.
2. Fill it in completely and attach self-attested copies of the listed enclosures.
3. Attach the ₹100 Demand Draft if you are UR / OBC / EWS.

06 Enclosures

Self-attested copies of:

- Matriculation certificate (proof of date of birth)
- Certificates and marksheets from 10th, 12th, Graduation and above
- Caste certificate (SC/ST/OBC) in Central Govt. format; EWS certificate per DoPT guidelines
- Experience certificate with clear dates of joining

4 Write “Application for the post of Officer (HR)” on the cover.

5 Send by ordinary post so it is received by 5:00 PM on 28.11.2026. Other modes and formats are rejected.

and relieving

Latest salary slip (Govt. / PSU); CTC certificate from latest employer (private)

Aadhaar Card and PAN Card

OBC (NCL) and EWS certificates must be issued within 1 year before the last date.

07 Selection process

Shortlisting

Based on the declaration in the form. If applications are many: relevant experience, current pay and higher qualification.

Test / GD

Written test or group discussion before interview, if required.

Interview

Bring original documents. Sleeper class train fare by shortest route if the distance is over 50 km.

Medical & documents

Document verification with a medical report signed by a Govt. Hospital CMO in the CCI format.

08 Important instructions

Govt. / PSU employees may apply through proper channel, or submit an NOC at interview or a relieving

Canvassing in any form will disqualify the candidate.

letter on selection.

A valid personal e-mail ID and mobile number are required and must stay active. All correspondence is by e-mail.

Only shortlisted candidates are notified. Eligibility alone gives no right to be called.

Applications received after the due date will not be considered. CCI is not responsible for postal delay or loss.

Any corrigendum is uploaded on www.cciltd.in only. Disputes are subject to the jurisdiction of Delhi courts.

SEND APPLICATIONS TO

HOD (HR), Cement Corporation of India Limited

Post Box No. 3061, Lodhi Road Post Office, New Delhi - 110003

OFFICIAL WEBSITE

www.cciltd.in

Registered office: Core-V, SCOPE Complex, 7 Lodhi Road, New Delhi