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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/04/2025

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 (including backlog vacancies) on Fixed Term contract basis:-

Post Code	Name of the Post (Fixed Term Contract)	Discipline	No. of Posts	Category	Upper Age (Yrs.)	Min. Post Quali. Exp. (Years)
01	Engineer	Production	07	UR-03, OBC-02, SC-02	35	02
02	Engineer	Mechanical	02	UR-01, EWS-01	35	02
03	Engineer	Civil	01	OBC-01	35	02
04	Engineer	Mining	04	UR-03, SC-01	35	02
05	Engineer	Instrumentation	04	UR-03, OBC-01	35	02
06	Engineer	Electrical	02	OBC-01, ST-01	35	02
07	Officer	Material Management	02	UR-01, OBC-01	35	02
08	Officer	Marketing	01	UR-01	35	01/02**
09	Analyst	Finance & Accounts*	02	UR-02	40	02
10	Officer	Human Resource*	02	UR-01, OBC-01	35	02
11	Officer	Company Secretary*	01	UR-01	35	02
12	Officer	Rajbhasha Adhikari*	01	OBC-01	35	02

*01 post are reserved for PWD.
** Please refer **"Essential Qualification"** of **Marketing** discipline.
- Cur-off date for Age/Experience shall be **12.07.2025 (Saturday) upto 1700 Hrs.**
- The last date of receiving of the application is **12.07.2025 (Saturday) upto 1700 Hrs.**

Essential Qualification & Experience required:

Discipline	Essential Qualification	Essential Experience with Minimum Post Qualification Experience
Executive Cadre		
Production (Post Code-01)	**Full-time Engineering Degree in:** • Chemical Engineering • Cement Technology /	**Experience:** • Operation & Maintenance of any cement, manufacturing, process industries, • Production & shut-down planning,

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Discipline	Essential Qualification	Essential Experience with Minimum Post Qualification Experience
	Cement Engineering • Ceramic Engineering • Materials Science & Engineering • Mineral Process Engineering • Process Engineering • Industrial Chemistry Engineering • Petrochemical Engineering **M.Sc.:** • Chemistry (General, Applied, Industrial) • Materials Science • Cement Technology. **Candidates with a Diploma in Chemical Engineering or Cement Technology or Process Engineering from a recognized institution may also be considered. AMIE (enrolment up to 31.05.2013), equivalent grade/ Branch.**	• critical spare parts/items planning, • capex/project planning and their further smooth implementation • smooth coordination among departments for target results. **For M.Sc. & Diploma candidates:** An additional 1 year for MSc & 3 years for diploma candidates post-qualification experience is required beyond the minimum experience criteria. **Preferred Industry Experience:** Experience in the cement industry will be considered an added advantage.
Mechanical (Post Code-02)	**Full-time Engineering Degree in:** • Mechanical Engineering • Industrial & Production Engineering • Mechatronics Engineering • Automobile Engineering • Manufacturing Engineering • Power Plant Engineering • Mining Machinery Engineering • Materials & Metallurgical Engineering • Robotics & Automation Engineering • Industrial Engineering • Thermal Engineering. • Power Engineering • Mechanical Engineering • Production Engineering Candidates with a Diploma in Mechanical Engineering or above-mentioned Engineering from a recognized institution may also be considered.	**Experience:** • Operation & maintenance of any cement, manufacturing, mining, process industries, • production & shut-down planning, • critical spare parts/items planning, • condition monitoring of plant equipment's • overall knowledge of critical cement plant equipment's • smooth coordination among departments for target results. • Worked in any section independently for planned & condition-based maintenance. **For Diploma candidates:** An additional 3 year of post-qualification experience is required beyond the minimum experience criteria. Preference will be given to candidates with hands-on experience in rotary equipment, heavy machinery, and automated maintenance systems in any cement, manufacturing, mining, process industries plants or from similar industries of similar nature of equipment's. **Preferred Industry Experience:** Experience in the cement industry will be considered an added advantage.

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Discipline	Essential Qualification	Essential Experience with Minimum Post Qualification Experience
	AMIE (enrolment up to 31.05.2013), equivalent grade/ Branch.	
Civil (Post Code-03)	**Educational Qualification (Full-Time):** • Bachelor's Degree in Civil Engineering • Diploma in Civil Engineering (with relevant experience)	**Experience :** Candidates should possess hands-on experience in one or more of the following areas: • Structural design and detailing, • Execution and implementation of civil projects, • Construction and maintenance of industrial infrastructure, • Design and construction of large concrete silos or storage structures, • Foundation work and related geotechnical aspects, • Maintenance of existing civil assets in industrial settings. **For Diploma candidates:** An additional 3 year of post-qualification experience is required beyond the minimum experience criteria. **Preferred Industry Experience:** • Experience in the cement industry will be considered an added advantage.
Mining (Post Code-04)	**Full-time Engineering Degree in:** • Mining Engineering • Opencast Mining Engineering • Mineral Engineering • Geological Technology (with specialization in mining/geology) • Earth Resources Engineering • Mine Planning & Design Engineering **AMIE (enrolment up to 31.05.2013), equivalent grade/ Branch** Additional Certifications (Mandatory as per MMR-1961): • **First Class Manager's Certificate of Competency** (Under MMR-1961) or • **Second Class Manager's Certificate of Competency** (Under MMR-1961)	**Experience:** • Quarry management experience in open-cast mechanized mines or cement /Limestone /coal & factories associated with mining activities. • Hands-on expertise in drilling, blasting, mine planning, excavation, safety regulations, and production optimization. • Exposure to heavy earth-moving machinery (HEMM), DGMS guidelines, and mining software for planning & control. **Preferred Industry Experience:** • Experience in the cement industry will be considered an added advantage

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Discipline	Essential Qualification	Essential Experience with Minimum Post Qualification Experience
Instrumentation (Post Code-05)	**Full-time Engineering Degree in:** • Electrical Engineering • Electronics & Instrumentation Engineering • Instrumentation Engineering • Power Engineering • Control & Automation Engineering • Mechatronics Engineering • Electronics & Communication Engineering • Industrial Electronics Engineering • Applied Electronics & Instrumentation Engineering • Electrical & Electronics Engineering. • Instrumentation & control • Power Electronics Candidates with a Diploma in Electrical Engineering or above-mentioned Engineering from a recognized institution may also be considered. **AMIE (enrolment up to 31.05.2013), equivalent grade/ Branch**.	**Experience in maintenance of:** • Integrated load management system (ILMS) • Switch yard/sub-station of capacity up to 132 KV • Electrical equipment, HT & LT motors, switchgear, transformers • Heavy electrical equipment's installations and their alignment etc for final testing • Overall power distribution in system through PCC/MCC & their control • Basic knowledge of hard-wired interlocks & preparing algorithms • Process instrumentation and computer/microprocessor-based control systems **For Diploma candidates:** An additional 3 year of post-qualification experience is required beyond the minimum experience criteria. **Preferred Industry Experience:** Experience in the cement industry will be considered an added advantage
Electrical (Post Code-06)	**Full-time Engineering Degree in:** • Electrical Engineering • Electronics & Instrumentation Engineering • Instrumentation Engineering • Power Engineering • Control & Automation Engineering • Mechatronics Engineering • Electronics & Communication Engineering • Industrial Electronics Engineering • Applied Electronics & Instrumentation Engineering • Electrical & Electronics Engineering. • Instrumentation & control • Power Electronics	**Experience in maintenance of:** • Integrated load management system (ILMS) • Switch yard/sub-station of capacity up to 132 KV • Electrical equipment, HT & LT motors, switchgear, transformers • Heavy electrical equipment's installations and their alignment etc for final testing • Overall power distribution in system through PCC/MCC & their control • Basic knowledge of hard-wired interlocks & preparing algorithms • Process instrumentation and computer/microprocessor-based control systems **For Diploma candidates:** An additional 3 year of post-qualification experience is required beyond the minimum experience criteria. **Preferred Industry Experience:** Experience in the cement industry will be

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Discipline	Essential Qualification	Essential Experience with Minimum Post Qualification Experience
	Candidates with a Diploma in Electrical Engineering or above-mentioned Engineering from a recognized institution may also be considered. **AMIE (enrolment up to 31.05.2013), equivalent grade/ Branch**.	considered an added advantage
Material Management(Post Code-07)	**Full-time Engineering Degree in:** • Mechanical Engineering • Electrical Engineering • Industrial Engineering • Production Engineering • Manufacturing Engineering **Or** **Full-time Postgraduate Degree/Diploma in:** • Materials Management • Supply Chain Management • Logistics & Procurement Management • Operations Management • Industrial Management • Inventory & Warehouse Management Candidates with an MBA/PGDM (Materials Management, Supply Chain, or Operations) from a recognized institution may also be considered.	**Experience:** • Experience in material management, procurement, vendor management, inventory control, and supply chain operations in ***any cement, manufacturing, mining, process industries*** /PSU. • Knowledge of SAP/ERP systems, contract negotiations, import/export regulations, and cost optimization strategies in ***any cement, manufacturing, mining, process industries***. **Preferred Industry Experience:** • Experience in the cement industry will be considered an added advantage.
Marketing (Post Code-08)	**Full Time:** **A.** Engineering Degree in any stream. **B.** MBA / PGDM or equivalent degree in Marketing/Sales/Material Management / Supply Chain / Operation Management. ****The above degrees at A & B shall require only one (01) year's post-qualification experience.**	**Experience Requirements:** • Sales & Marketing. • Sales & Accounts. • Market Development. • Channel Management. • Customer Relationship Management (CRM). • Sales Planning & Execution. • Competition Analysis & Reporting. • Billing & Dispatch Coordination. • MIS and ERP Systems. **Preferred Industry Experience:** Experience in the cement industry will be considered an added advantage.

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Discipline	Essential Qualification	Essential Experience with Minimum Post Qualification Experience
	C. Diploma in Engineering / Management / Diploma in Marketing / BBA in Marketing. ****Qualification at C shall require only two (02) years' post-qualification experience.**	
Finance & Accounts (Post Code-09)	CA Inter/ICWA Inter/Full Time 2 years MBA (Finance).	Experience in Finance & Accounts in any manufacturing industry / PSU. **Preferred Industry Experience:** Experience in the cement industry will be considered an added advantage.
Human Resource (Post Code-10)	Full time 2 years MBA/PG Degree/Diploma/MSW in HR / Personnel Management/ Labour Welfare/IR	Experience in HR, Industrial Relations, Welfare, Labour Laws, administrative functions in a company of repute.
Company Secretary (Post Code-11)	Membership of the Institute of Companies Secretaries of India (ICSI)	Experience of Company Secretarial functions in a company of repute.
Rajbhasha Adhikari (Post Code-12)	Post-Graduation in Hindi with English as a subject at graduation level or vice versa; or Post-Graduation with Hindi Medium in any subject and English as a subject at graduation level or vice-versa.	Experience of translation from Hindi to English and vice-versa in a company of repute.

I. General information & instructions

1. **The appointment is purely on Fixed Term contract 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 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.

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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 **12.07.2025 (Saturday) at 05:00 PM.** 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.cciltd.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**

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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 19th 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., **12.07.2025 (Saturday).**

V. For Information on Rejection of Application

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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.cciltd.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:

i. Proof of Age- Matriculation certificate having date of birth.
ii. Qualification – All Certificates and marksheets from 10th, 12th, Graduation and above.
iii. Caste Certificate (in case of SC/ST/OBC candidates - as per prescribed format for Central Govt.).
iv. EWS certificate as per DoPT guidelines.
v. 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 online 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 Request for change of mailing address or e-mail address or mobile phone number will not be entertained under any circumstances.

46 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.

47 The onus of ensuring that candidate meets all the eligibility requirements will rest on the candidate himself/herself all through the recruitment process.

48 The posts, as given for Post Code 01 to 07, advertised are not suitable for person with Colour Blindness / Visually Handicapped persons.

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49 CCI is not responsible for any printing error that might have inadvertently crept in.

50 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.cciltd.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.cciltd.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:

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

a) Remuneration:

Remuneration	Consolidated Contractual Fee*	Accommodation / HRA
For posting in Units	₹40,000/-	To be provided as per entitlement

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		subject to availability of quarters.
For posting in Corporate Office / Regional Office / Zonal Office	₹40,000/-	₹10,000/- shall be provided for accommodation.
***On the successful completion of 01 year, the candidates will be eligible for annual increment in tune of 5%.**		

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 E-1 level of employees.

v. **Maternity Leave:** As per Government of India Rules.

vi. The appointment will be for a maximum period of 04 (Four) years.

X. 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.

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