

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/02/18

Cement Corporation of India Ltd. (CCI) is a profit making Central Govt. Public Sector Undertaking engaged in manufacturing and marketing of cement, is inviting application for the post of **Dy. Manager (Vigilance) at E-2 level on deputation** from Central/State PSUs/ Government of India.

Name of the post	:	Dy. Manager (Vigilance)
Number of Positions	:	04(one post each at Rajban (Himachal), Tandur (Telangana), Bokajan (Assam) and New Delhi).
Scale of Pay	:	Rs. 20600-46500 /- [IDA] *(Under Revision) In addition to this he/she shall be entitled for other allowances like IDA, HRA,Contributory PF, Gratuity, Medical Facilities for self and dependents, Leave Encashment, perquisites, Deputation allowance as per Company Rules / Policy as amended from time to time.
Eligibility	:	05 years' experience out of which 2 years must be in Vigilance Department in executive cadre with Central Govt./State Govt./PSUs or holding analogous post or two years regular experience in CDA Scale of Pay i.e. 15600-39100 with GP of Rs 5400 or having a minimum of two years of service in the scale of Rs.16400-40500(IDA).
Qualification	:	Graduation with professional qualification in technical areas or Graduate Engineer. The experience in Technical operations of Manufacturing unit, will be an advantage.
Maximum Age	:	Not exceeding 55 years as on 01.01.2018.
Period of Deputation	:	03 years extendable up to 05 years.
Job Responsibilities	:	The incumbent will work in Vigilance Department and he / she shall be responsible for following –

- (i) Handling and investigating complaints received from individuals, Ministries, Departments, Management and other sources.
- (ii) Assisting CVO in providing guidance, supervising and controlling all the Vigilance functionaries of CCI.
- (iii) Initiating Preventive Vigilance like Surprise Inspections, Joint Surprise Inspections, Regular Surveillance/Scrutiny of Procurement and Project /Contract Files, Scrutiny of Property Returns of employees, Co-ordination with Central Bureau of Investigation (CBI), Central Vigilance Commission (CVC), Ministry etc.
- (iv) Reviewing progress of Investigation conducted into offences alleged to have been committed under CDA Rules of CCI.
- (v) Tendering independent and impartial advice to the disciplinary and other Authorities in Disciplinary cases, involving Vigilance angle at different stages, i.e. investigation, inquiry, appeal and review etc. Undertaking or causing an enquiry into complaints received under the Public Interest Disclosure and Protection of Informer and recommend appropriate action. Scrutinizing the factual report as prepared by the inquiring Officers.
- (vi) Company's website may be referred for all the updation / information.

How to Apply :

The eligible candidates are required to submit their application in the prescribed format as available at company's website. Candidates meeting the above requirements may apply latest by **20.04.2018**. Incomplete applications shall be liable for rejection without further information. The application must be routed through the proper channel along with 3 years annual performance report (APAR) at the given address:

Manager (HR)
Cement Corporation of India Ltd,
Post Box No. 3061, Lodhi Road Post Office, New Delhi-110003

Other Terms & Conditions and Instructions:

- 1 Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
- 2 Only Indian Nationals can apply.
- 3 All qualifications should be recognized by Indian University / Institutes recognized by AICTE / UGC / appropriate statutory authority of Govt. Of India.
- 4 Incomplete/ineligible applications will be rejected summarily.
- 5 CCI reserves the right to cancel/restrict/enlarge/reopen the recruitment process, if the need so arises, without issuing further notice or assigning any reason thereof.
- 6 All positions carry All India Service Liability. The Management, at its discretion, can post the selected candidates at any Unit/Offices of the Corporation.
- 7 Any corrigendum/ clarification on this advertisement, if necessary, shall be uploaded on CCI website.
- 8 The eligible candidates shortlisted for above posts will be called for Interview 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 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.
- 9 Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for interview.
- 10 Other things being equal, eligible candidates with additional relevant professional qualification and having added experience in cement industry etc. will be given preference.
- 11 Post qualification experience will be reckoned from the date of passing the exam i.e. issuance of Degree or issuance of Mark sheet.
- 12 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 selected for interview/written test.
- 13 Computer knowledge is essential for all posts.
- 14 The decision of Management regarding shortlisting for interview/selection will be final.
- 15 Only post qualification experience will be considered. Post qualification experience will be reckoned from the date of passing the exam i.e. issuance of Degree or issuance of Mark sheet. Only executive experience in the relevant area will be considered.
- 16 On the last date of application and on the date of interview, the candidate must be on the regular employment of the present employer as mentioned in the application.
- 17 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.
- 18 The prescribed form in word / PDF format can be downloaded from CCI Website www.ccilttd.in.
- 19 Candidates employed in Central/State Public Sector Undertaking/Govt. organization who fulfill the above eligibility criteria may apply through proper channel.

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