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Certified Company



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-06/2022**

Cement Corporation of India Limited is a Central Government Public Sector Undertaking engaged in manufacturing and marketing in Cement.

CCI proposes to engage retired, qualified and experienced professionals for the position of Junior Officer on Fixed Term Contract basis at Tandur Cement Factory through a Walk-in interview on **11<sup>th</sup> March 2022**, i.e. **Friday** at CCI Ltd., Tandur Cement Factory, Karankote Village, Tandur mandal, Vikarabad district, Telangana State , Pin: 501 158. Details of the available position along with essential and desirable qualifications are given below:

S No	Post	No. of posts	Educational Qualification	Experience	Maximum Fixed monthly pay
1	Junior Officer	01	Any Graduate	Minimum 20 years	Rs. 18,000/-

- **Contract Period:** Will be One year.
- The contract tenure will be extendable up to attaining age of 62 years, depending upon requirement of the company and the performance of the individual.
- Experience requirement details mentioned in below.
- The Retired Government Officer/ PSU employee to be considered for post – retirement engagement only on receipt of vigilance clearance/ Vigilance inputs.
- Reservation will be as per Govt. of India guidelines

### **Age Limit:**

Upper age limit as on the date of walk in interview for the above posts should not be more than 61 years.

### **Experience Requirement, Job Profile & Responsibilities:**

- To look after day to day activities of Material Management Department.
- All the activities of Stores consisting of collection, receipt, inspection, storage, issue and accountable of materials
- Maintaining Min-Max level of regularly consumable items and timely raising of stock recouplement indents.
- Timely provision of fasteners, welding electrodes and accessories, industrial gases, lubricants, cotton waste, marking cloth etc.
- Follow-up of Purchase orders placed for its timely execution.
- Follow-up for settlement/ replacement of rejection items.
- Physical verification of Stores.
- Any other work assigned by HOD (MM)/ C.A. from time to time.



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### **How to Apply:**

Interested candidates shall report at CCI Ltd., Tandur Cement Factory, Karankote Village, Tandur Mandal, Vikarabad District, Telangana - 501158 on **11.03.2022, 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, extracurricular 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 against the advertised position. 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. It is purely a fixed term engagement 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 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. The application form can also be downloaded from the link [www.ccilttd.in/careers](http://www.ccilttd.in/careers)
7. 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.
8. The selected candidate should have a clear record and his/ her engagement is based on receipt of vigilance clearance, if engaged from Government/ PSU.
9. The selected candidate should submit medical fitness certificate certified by Factory Medical Officer at Tandur Unit.
10. The selected candidate shall be entitled to 01 (one) leave per month.

### **Medical Examination:**

- 1) Candidates shortlisted after interview are to appear for document verification with their medical reports signed by medical officer of CCI Health Center in the prescribed format of CCI.
- 2) Candidates found to be medically unfit, as per CCI's recruitment rules; will not be considered for document verification.

**HOD (P&A)**

Cement Corporation of India Limited  
Tandur Cement Factory

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