



# Cement Corporation of India Limited

(A Govt. of India Enterprise)

Rajban Cement Factory

P.O. Rajban Teh. Paonta Sahib Dist. Sirmour (HP)

Phone: 01704 –266223

Email: [rjopers@gmail.com](mailto:rjopers@gmail.com)



Advertisement No. RCF/HR/Advt.08/2022

## Walk-in-Interview

Cement Corporation of India Limited is a Central Government Public sector Undertaking engaged in manufacturing and marketing of Cement. CCI proposes to engage retired qualified and experienced professionals for the following position on Fixed Term Contract basis at Rajban Cement Factory through a **Walk-In-Interview** on **20.01.2023 (Friday) at 10.00 a.m.** at C.C.I. Limited, Rajban Cement Factory, Tehsil Paonta Sahib, Distt. Sirmour (H.P.). Details of the available position along with essential and desirable qualifications & experience are given below:-

Sl. No.	Post	No. of post.	Educational Qualification/ Experience	Maximum Fixed monthly pay.
1.	Consultant : Dy.Officer (Accounts)	01	1. B.Com. 2. Experience : 10 Years	Rs. 24,000/-

- **Contract period:** Minimum period of One year and extendable by another one year period.
- The contract tenure will be extendable upto attaining age of 65 years, depending upon requirement of the company and the performance of the individual.
- Experience requirement details mentioned below.
- The retired Govt. Officer/ PSU employees to be considered for post- retirement engagement only on receipt of vigilance clearance/Vigilance inputs..

### Age Limit :

- Upper age limit for the above posts should not be more than 63 years as on date of interview.

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

#### **1. Consultant (Dy.Officer (Accounts) : (for Finance Deptt.)**

- Processing of T.A.Bill, Medical Bill, Imprest settlement, Rent receipt, miscellaneous payment and settlement of advances.
- Committee purchase, tender opening, examination of Tender Document and reconciliation.
- Procurement/ renewal of Insurance Policy, B.G. receipt & issued and maintain their records.
- Physical Verification of Stores & Spares. Fixed & Moveable assets of Plant and Mines.
- Any other work/ duties assigned by superior from time to time.

Candidates desirous of attending the interview may report with their detailed resume, a recent passport size photograph along with self attested true copies of testimonials of educational qualifications, experience, date of birth, community, extracurricular activities etc. at **Cement Corporation of India Limited, Rajban Cement Factory, P.O. Rajban, Tehsil Paonta Sahib, Distt. Sirmour (HP) -173029, on 20.01.2023 (Friday) at 10.00 a.m.** The registration of the candidates will be open between **10.00 a.m. to 11.45 a.m. only**. The candidates who reports after **11.45.a.m.** will not be entertained. 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 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 Cement Corporation of India Limited, Rajban Cement Factory, P.O. Rajban, Tehsil Paonta Sahib, Distt. Sirmour (HP) -173029. Candidates should report to the venue, at **10.00 a.m.** 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 interview.
6. The application form can also be download 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 candidate or for any other person.
8. The selected candidate should have clear record and his/her engagement is based on receipt of vigilance clearance, if engaged from Govt./PSU.
9. The selected candidate shall be entitled to 01 (one) leave per month.
10. The incumbent will be provided company's accommodation as per availability in the CCI township on nominal chargeable rent basis at par with CCI employees and electricity charges will be levied as per applicable charges.

**Medical Examination :**

1. Candidates shortlisted after interview are to appear for document verification with their medical reports signed by Medical Officer of C.C.I. Health Centre /Civil Hospital in the prescribed format.
2. Candidates found to be medically unfit, as per CCI's recruitment rules, will not be considered for document verification.

Ref. No. RCF/HR/Advt.08/2022  
Date : 09.01.2023

HOD (HR)  
Cement Corporation of India Limited  
Rajban Cement Factory (HP)



RAJBAN

**CEMENT CORPORATION OF INDIA LIMITED**  
(A Govt. of India Undertaking)  
**Application Form**  
ADVT.No. RCF/HR/Advt.08/2022

Please affix your  
recent passport size  
photograph

Name of the post applied for	
Post Code	

**To be filled in BLOCK LETTERS\***

1.	Name of the applicant*	
2.	Date of Birth (in DD/MM/YYYY format)	
3.	Age ( Yrs & Month) calculated as on 20.01.2023	
4.	Category (Please tick one)	SC <input type="checkbox"/> ST <input type="checkbox"/> OBC (Non creamy layer) <input type="checkbox"/> EWS <input type="checkbox"/> General <input type="checkbox"/>
5.	Whether differently abled (if Yes details)	Yes <input type="checkbox"/> Type:VH/HH/OH , %age_____ No <input type="checkbox"/>
6.	Sex (Please tick one)	Female <input type="checkbox"/> Male <input type="checkbox"/>
7.	Nationality*	
8.	Present Employment Status (Please tick one)	Public Sector <input type="checkbox"/> Government <input type="checkbox"/> Private Sector <input type="checkbox"/> Not working <input type="checkbox"/> Autonomous <input type="checkbox"/>
9.	Adhaar No.	
10.	Grounds for claiming age relaxation*	

**11. Educational & Professional Qualifications :-**

Qualification	College/Institution	University	Year of Passing	Class/Division	% age of marks obtained	Subjects/ Core discipline

12. Total Experience (After the requisite qualification acquired) :  Years  Months

13. Details of present employer. Type of employment must be regular only:(Please use additional sheet, if required)

Employer's name	Location of posting	Period of Employment		Designation held	Type of employment (Adhoc/Contract /Training/Regular)	Brief nature of duties/Functions
		From	To			

14. Details of post qualification experience other than at SN-13. Please give details of different positions held in each Organization with dates. Training period if any, may be mentioned separately: **(Please use additional sheet, if required)**

Employer's name	Location of posting	Period of Employment		Designation held	Type of employment (Adhoc/Contract/Training/Regular)	Brief nature of duties/Functions	Reasons for leaving
		From	To				

15. Details\* of Pay Scale/ CTC being drawn in the present post as on the date of application:-

Scale of pay	Date of entry in the scale	Basic pay	Perks/Special Pay, if any	Other emoluments	Total monthly emoluments	Cost to Company (Annual)

16	Mailing Address*	District : _____ State : _____ Pincode: _____
17	Land line Telephone No.	Mobile No. _____
18	E-Mail	_____

**Please tick the applicable as below:**

19	Have you ever been arrested in a criminal case or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation)	Yes*/No
20	Whether any punishment/penalty was awarded to you or any vigilance case ending as far as your knowledge goes	Yes*/No
21	Have you applied before for employment in CCI Ltd ?	Yes*/No
22	Are you in a Hospitals of Central/ State/ Army/ Semi-Govt. / Public Sector Undertaking / Autonomous body/ Reputed Hospitals ?	Yes/No
23	Do you possess the essential educational qualifications as required for the post applied for?	Yes/No

\*If "Yes" give details

I certify that the information furnished above is correct to the best of my knowledge and as per the advertisement I am eligible to be considered for shortlisting for interview. I understand that if the information is not correct, or not supported by documentary proof, my candidature will not be considered, even after shortlisting. I understand that my candidature is subject to the conditions laid down in the detailed Advertisement No. RCF/HR/Advt.10/2022 on CCI website. I further declare that, I have never been debarred from applying for any Government job.

Date: \_\_\_\_\_

Signature of Applicant

Place: \_\_\_\_\_