



CEMENT CORPORATION OF INDIA LIMITED
(A GOVT. OF INDIA ENTERPRISE)
REGD. OFFICE: CORE-V, SCOPE COMPLEX, 7-LODHI ROAD
NEW DELHI-110 003
Telephone: 011-30481080/24360158
E-mail: hr_co@cementcorporation.co.in

ADVERTISEMENT No.01/15

Cement Corporation of India Ltd. (CCI), a profit making Central Govt. Public Sector Undertaking is in the process of recruiting : –

- **Management Trainees – in Chemical/Production, HR, Finance and Marketing. Disciplines.**
- **Last date of receipt of applications is 30.04.2015 for the above posts.**

MANAGER (Personnel)



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CAREER OPPORTUNITIES AS MANAGEMENT TRAINEES

Cement Corporation of India Ltd.(CCI) is a premier profit making Central Govt. Public Sector Undertaking engaged in manufacturing and marketing of cement. Its vision is to emerge as one of the best cement companies committed to contribute to the economy and enhancing the value of stakeholders.

CCI is looking for bright, result oriented, dynamic & energetic young Graduate Engineers and HR, Finance & Marketing professionals with brilliant academic record to join the organization as **MANAGEMENT TRAINEES** in the following streams:-

- **HUMAN RESOURCES** - **02 nos.**
- **FINANCE** - **02 nos.**
- **MARKETING** - **01 no.**
- **CHEMICAL/PRODUCTION** - **02 no.**

Total **07 nos.**

Qualification

Full time Bachelor Degree in Engineering / Technology/ MBA/PG Degree /.Diploma in HR, CA/ICWA, as per prescribed minimum educational qualification with not less than 60% marks taking average of all the Semesters/Years, irrespective of the weight age given to any particular semester/year by the Institute/University. Final year semester students who expect their result by 01.08.2015 may also apply, however, they have to obtain at least 60% marks in their qualifying exam. A candidate with the prescribed educational qualification identified for the discipline as given below can only apply for the post of Management Trainee in the respective disciplines.

Discipline	Prescribed Minimum Educational Qualification
Chemical/Production	Full time & regular Bachelor Degree in Chemical Engineering/Full time & regular M. Sc. in Chemistry.
Human Resources	Post Graduate Degree/Diploma/MBA/MSW - (2 years full time) in HRM/Personnel.
Finance	Graduate from a recognized University and qualified Chartered or Cost & Works Accountants from recognized Institutions in India or abroad or MBA - 60% marks with specialization in Finance Management
Marketing	Post Graduate Degree/Diploma/MBA - (2 years full time) with specialization in Marketing Management

Age Limit

The upper age limit for **Engineering discipline** is 28 years as on 30.04.2015 i.e. the candidates born before 30.4.1987 need not apply.

The upper age limit for **Non-Engineering discipline** is 30 years as on 30.04.2015 i.e. the candidates born before 30.4.1985 need not apply.

Selection Process

The eligible candidates will have to undergo an all India Selection Test which will be conducted at the designated cities to be notified later on. Based on merit and requirement, the list of successful candidates will be made available at CCI website www.cementcorporation.co.in and short listed candidates will have to appear for Group Discussion and Personal Interview before the Company's Selection Board.

Candidates have to secure minimum qualifying marks fixed by the Company at its discretion in GD and interview.

Screening and selection will be based on the details provided, hence it is necessary that only accurate, full and correct information is furnished by the applicants.

Furnishing of wrong/false information will be a disqualification and CCI will **NOT** be responsible for any consequence of furnishing of such wrong/false information.

ABOUT TEST

The all India Selection Test shall be held at the centers in the designated cities in India on the same day. The Test will be in Hindi & English. Candidates will have to choose their medium for test at the time of applying for the post, which cannot be changed subsequently. The test will be in two parts. Part-I will consist of multiple-choice questions of the relevant discipline as advertised and Part-II will consist of multiple choice questions on Executive Aptitude, reasoning etc. The exact date of the test and venue shall be communicated to candidates through Admit Card and will also be available at CCI website www.cementcorporation.co.in.

RESERVATION & RELAXATION

As per Govt. directives, the reservation of above 07 posts of MTs shall be as under:-

Sl.No.	Discipline	Total no. of posts	Reservation
1.	HUMAN RESOURCE	02	OBC - 01, UR - 01
2.	FINANCE	02	UR-02
3.	MARKETING	01	OBC-01
4.	CHEMICAL/PRODUCTION	02	SC-01, UR-01

- 1 Reservations and relaxations for SC/ST/OBC(non-creamy layer)/PWD candidates provided as per Government guidelines.
2. All SC/ST/OBC (Non-creamy layer) candidates with at least 50% marks in qualifying examination are eligible to apply for the post.
3. The upper age limit is relaxed by 05 years for SC/ST and 03years for OBC(non-creamy layer) candidates. Relaxation in upper age limit shall also be provided to PWD as per rules.

4. The OBC candidates who belong to “creamy Layer” are not entitled for concession admissible to OBC category and such candidates have to indicate their category as General. The OBC(Non-creamy Layer) candidates are required to submit requisite certificate in prescribed format of Government of India from a competent authority issued in the current year. Further OBC(NCL) candidates will have to give a self-undertaking indicating that they belong to OBC(Non Creamy Layer) category, also at the time of interview if called for.
5. Upper age is relaxed by 05 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01.01.1980 to 31.12.1989.

SERVICE AGREEMENT BOND

The selected candidates who belong to General and OBC categories will be required to execute a Service Agreement Bond of Rs.2,00,000/- to serve the company for at least 2 years after successfully completion of the training. This amount is Rs.1,00,000/- for SC/ST candidates.

COMPENSATION PACKAGE

The selected candidates will be placed in the pay scale of Rs.16400- 3% -40500 (IDA 2007) at the basic pay of Rs.16,400/- during one year training. These candidates will be absorbed after successful completion of training as Engineer/Officer in the pay scale of Rs.16400 - 3% - 40500 at the Basic Pay of Rs.16,900/-. Beside basic pay, candidates will also be paid Dearness Allowance, HRA(if posted other than unit) and will also be entitled for other perquisites & allowances under cafeteria approach. Benefits such as leave, medical treatment, Provident Fund, Gratuity etc. will be admissible as per company rules in force from time to time during training and after absorption.

Period of Training

The period of training shall be 12 months which can be further extended at the discretion of the Corporation.

PLACEMENT

The selected candidates shall undergo one year training at various units/projects/offices of the Corporation. The final place of posting will be allocated after successful completion of training based on the performance and requirement at each location. The candidates will have All India service liability and no candidate shall bring or attempt to bring outside influence to bear upon any superior authority to further his/her interest in respect of matters pertaining to his/her service in the company. Such actions are construed as misconduct and shall be viewed very seriously by the Management and action will be initiated as per rules of the company.

HEALTH

The candidate should have sound health. Before joining, candidates will have to undergo medical examination by CCI Medical Board and the decision of the Board will be final and binding. No relaxation in health standards is allowed.

Registration Fee

Candidates belonging to General/OBC category is required to pay a non-refundable registration fee of Rs.500/- by way of Demand Draft in favour of 'Cement Corporation of India Limited', payable at New Delhi. The SC/ST candidates need not pay the registration fee. Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the registration fee.

GENERAL INFORMATION AND INSTRUCTIONS

01. Only Indian nationals are eligible to apply.
02. Before applying, the candidates should ensure that he/she fulfils the eligibility criteria and other norms mentioned in detailed advertisement on website.
03. All qualifications should be from an Indian University/Institute recognized by AICTE/appropriate statutory authority.
04. TA/DA will not be paid to any candidate for appearing in the examination.
05. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.

06. Candidates appearing in the final year semester examination should bring their identity card of the institution/college.
07. Candidates employed with Government Departments/PSUs/Autonomous Bodies have to produce NOC at the time of interview. Please note that if called for interview all such candidates need to provide NOC without which they will not be allowed to appear for the same.
08. CCI reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason whatsoever.
09. In case of any ambiguity/dispute arises on account of interpretation in versions other than English, English version will prevail.
10. Legal jurisdiction will be NCT of Delhi in case of any course/dispute.
11. The total number of projected vacancies indicated above may increase/decrease at the discretion of CCI management.

HOW TO APPLY

Candidates will be required to submit their application in the prescribed format (in hard copy by post). The prescribed format can be downloaded from our Website www.cementcorporation.co.in. No other means/mode of application shall be accepted.

Interested candidates may send their applications duly completed in all respects as mentioned above by ordinary post on or before 30th April, 2015 in the cover superscribed “**Application for Management Trainee _____ Discipline**” and send the same at the following address:

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

Note : CCI will not be responsible for any postal delay or loss/non-delivery of the applications.



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APPLICATION FORMAT FOR MANAGEMENT TRAINEE

(To be filled in English in Capital Letters by the Candidate only)

Discipline Applied for : **HUMAN RESOURCE** **FINANCE**
 MARKETING **CHEMICAL/PRODUCTION**

Please affix your recent passport size photograph

1. Medium for Test : **Hindi** **English**

PERSONAL DATA

1. (a) Name of the applicant : _____
(in capital letters)

(b) Father's/Husband's Name : _____

2. (a) Mailing Address : _____

(b) Telephone No. : Office : _____ Residence : _____

(c) Mobile No. : _____ E-Mail : _____

(d) Home Town : _____

3. (a) Date of Birth: b) Exact Age : Years Months

(as on 30.04.2015)

(c) State to which you belong : _____

(d) Nationality : _____ (e) Religion : _____

4. (a) Category : SC ST OBC (Non creamy layer) General

(b) In case SC/ST/OBC, state Caste/Tribe : _____

Also attach attested copy of Certificate from prescribed authority. In case of OBC the certificate should have been issued after March, 2014.

5. (a) Sex : Male/Female (b) Marital status : Single/Married/Widowed/Divorcee

6. **ACADEMIC & PROFESSIONAL QUALIFICATIONS**

Examination/ Degree passed	College/Institution	Year of Passing	Board/University	Class/ Division	% age of marks obtained	Main subjects studied

7. **PARTICULARS OF EXPERIENCE, if any :**

i) Total Experience post qualification : Years Months

ii) Details of experience starting from present with scales. Please give details of different positions held in each Organization with dates.

Employer's name & complete address (start from present employer)	Period of Employment		Designation and scale of pay	Basic Pay	Total Emoluments	Exact nature of duties/Functions	Reasons for leaving
	From	To					

8. Nature of present employment i.e. Regular/Ad-hoc/

Temporary /Permanent : _____

9. In case the present employment is held on
Deputation/Contract basis, please state -

- a) The date of initial appointment : _____
- b) Period of appointment on deputation/
contract : -----

10. Have you ever been arrested in a criminal cases or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation) or is any disciplinary/vigilance case pending/ever instituted against you or have you been barred/disqualified by a Public Service Commission/University or any other educational authority from appearing in its examinations ?	Yes/No
If 'Yes' give details :	

I CERTIFY THAT :

- (a) The information furnished above is correct.
- (b) MY application has/has not been forwarded through proper channel.
- (c) Enclosures –

1. DD No. _____ dated _____ for Rs. _____ drawn on

2. i/
ii/
iii/
iv/
v/

Signature of Applicant

Dated :