



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
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ADVERTISEMENT NO. TCF/02/CONT/ADVT-01/2025 **ENGAGEMENT OF EXPERIENCED PERSONS ON FIXED TERM CONTRACT BASIS**

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 positions on Fixed Term Contract basis at Tandur Cement Factory.

CCI wishes to engage the following positions for Tandur Cement factory through a **Walk-in Interview on 25.02.2025, i.e. Tuesday at 10.00 am** at CCI Ltd., Tandur Cement Factory, Karankote Village, Tandur Mandal, Vikarabad district, Telangana. Details of the available positions along with essential and desirable qualifications are given below:

S N	Post	No. of posts	Educational Qualification/ Experience	Upper age limit	Maximum Fixed monthly pay
1	Asst. Engineer (Electrical)	1	1. LEE (Licensed Electrical Engineer) 2. Minimum 25 years of experience in Cement Industry	62 years	Rs. 21,300.00
2	Dy. Officer (Marketing)	1	1. Any Graduation 2. Minimum 25 years of experience in Cement Industry	62 years	Rs. 23,000.00
3	Jr. Officer (M M)	1	1. Any Graduation 2. Minimum 25 years of experience in Cement Industry	62 years	Rs. 18,000.00

- **CONTRACT PERIOD:** Initially for one year period, which can extended further till attaining the age of 65 years. Experience requirement details mentioned in below. Reservation will be as per Govt. of India guidelines.
- **UPPER AGE LIMIT:** As mentioned against each post
- **ACCOMMODATION:** If required corporation will provide quarter in township at regular nominal rent & electricity charges during the period to attend duties in shifts and during emergency requirement of unit.
- **LEAVE:** The selected candidate(s) shall be entitled for 01 day paid leave per month during engagement.

➤ **JOB PROFILE & RESPONSIBILITIES:**

1. Asst. Engineer (Electrical):

- a) Operation, maintenance and troubleshooting of HT slip-ring induction motors.
- b) Operation and maintenance of 132/6.6 KV switchyard and equipments.
- c) Maintenance of SF6 Beakers, ACBs and VCBs
- d) Having good knowledge for the isolation and restoration of HT breakers, HT feeders, drives and electrical equipment.
- e) Coordination with packing day to day work progress with senior management.
- f) Any other works assigned by competent authority/ HOD (E&I) from time to time

2. Dy. Officer (Marketing):

- a) Gate sale issuing delivery advice in SAP to the dealers and 53s grade parties against their orders and payments by confirming from bank and Issue credit notes for monthly discounts to the eligible dealers
- b) Process tender time to time for dispatch of cement to various destinations from Tandur Unit.
- c) Monitor for monthly requirement of HDPE bags after verification of daily dispatch / available bags after being discussed with HOD (MKTG).
- d) Allocations of FOR orders to concern authorized or common pool transporters for placing trucks in time.
- e) Coordination with transporters for maintains smooth dispatch of cement.
- f) Any other works assigned by competent authority/ HOD (Marketing) from time to time

3. Jr. Officer (M M):

- a) Re-viewing and verifying purchase indent details for accuracy and completeness ensuring timely processing and forwarding purchase indent.
- b) Scrutinizing and evaluating tender responses to identify suitable vendors. Ensuring compliance with procurement policies and procedures.
- c) Communicate with vendors/parties to seek techno commercial clarifications and addressing deviations and discrepancies in tender bids.
- d) Process refunds of Earnest Money Deposit (EMD), Security Deposit (SD) and performance Bank Guarantee (BG) for tenderers. Verifying eligibility and documentation for refunds.
- e) Opening, processing and finalizing all Original Equipment Manufacturer (OEM) single tenders. Handling tenders for both small and high-value items and conduct technical and commercial evaluations of OEM and single tenders.
- f) Supervise and maintain proper book keeping and record keeping systems.
- g) Other miscellaneous activities assigned by competent authority/ HOD (MM) from time to time.

➤ **HOW TO APPLY:**

Interested candidates shall report at CCI Ltd., Tandur Cement Factory, Karankote Village, Tandur Mandal, Vikarabad District, Telangana 501158 on **25.02.2025, i.e. Tuesday 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, extra-curricular 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. Reservation will be as per Govt. of India guidelines.
3. Maternity Leaves: As per Government of India rules.
4. 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 10.00 AM on the interview day for registration.
5. Canvassing in any form is liable to rejection of the candidature.
6. The Company will not provide accommodation & TA/ DA for candidates appearing for the interview.
7. Selected candidates will pay on lump-sum basis and not eligible for ESI & EPF benefits.
8. Selected candidates should obtain accidental/ Medical insurance policy at their own cost before joining and submit the copy of the same.
9. The application form can also be downloaded from the link www.ccilttd.in/careers.
10. It is purely a fixed term engagement and Management of CCI reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason.
11. The selected candidate should have a clear record and his/ her engagement is based on receipt of vigilance clearance, if engaged from Government/ PSU.

➤ **MEDICAL EXAMINATION:**

1. Candidates shortlisted after interview are to appear for document verification with their medical reports signed by Chief Medical Officer (CMO) of a Govt. of Hospital, in the prescribed format of CCI as per medical standards of CCI.
2. The candidate's medical reports shall be examined by CCI's Factory Medical Officer before document verification.
3. Candidates found to be medically unfit, as per CCI's recruitment rules; will not be considered for document verification.

➤ **NOTE:** Any Query please contact HOD (P&A) on email: jp.pal@ccilttd.in or on Mobile: 8712620403

s/d
HOD (P&A)