

ADVERTISEMENT NO. TCF/02/CONT/ADVT-09/2024

ENGAGEMENT OF EXPERIENCED PERSON 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 03.10.2024, i.e. Thursday 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 Vacancies	Educational Qualification/Experience	Upper age limit	Maximum Fixed monthly pay
1	Sr. Dy. Officer (Marketing / Fin)	01	1. B.Com with Diploma in Marketing 2. Minimum 35 years of experience	Max 61 years	Rs. 33,000.00

- **CONTRACT PERIOD:** For one year, which can be extendable further one year or till attaining the age of 62 years whichever occur earlier as per requirement of corporation. Experience requirement details mentioned in below.
- **UPPER AGE LIMIT:** Upper age limit calculated as on the date of walk in interview.
- **PLACE OF POSTING :** Anywhere in India.
- **ACCOMMODATION:** If posting at unit, Corporation will provide residential accommodation in township (subject to availability of quarter) 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.
- He should medically fit and submit medical certificate at the time of joining

1. EXPERIENCE REQUIREMENT, JOB PROFILE & RESPONSIBILITIES:

Sr. Deputy Officer (Marketing):

- a) Checking of Bank transactions & reconciliation work of Marketing wings.
- b) Handle GST Matters of Karnataka Region & Professional Tax of Karnataka, Maharashtra periodically .
- c) Reconciliation of stock register (quantity / accounting details), daily sales book of all dumps.
- d) Looking after all financial activities of the region.
- e) Periodically conduct the market survey, review of Payment received from the parties.
- f) Preparing & Submitting all the reports periodically, attending statutory audit and internal audit related to marketing and finance department.
- g) Liaisoning work related to Tandur unit.
- h) Any other work assigned by any authority 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 **03.10.2024, i.e. Thursday 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. However, if in case you are deputed for outstation duty, you will be paid TA/ DA as was admissible to you at the time of your superannuation. In case you are required to perform local journeys for official work, Conveyance reimbursement as per your entitlement at the time of superannuation shall be reimbursed.
8. **Selected candidates will pay on lump-sum basis and not eligible for ESI & EPF benefits.**
9. ****Selected candidates should obtain accidental/ Medical insurance policy at their own cost before joining and submit the copy of the same.**
10. The application form can also be downloaded from the link www.cciltd.in/careers.
11. 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.
12. 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: pers_tdo@cciltd.in or on Mobile: 7799938156

s/d
HOD (P&A)

