



Cement Corporation of India Limited

(A Govt. of India Enterprise)

Rajban Cement Factory

P.O. RajbanTeh. Paonta Sahib Dist. Sirmour (HP)

Phone: 01704 –266223

Email: rjopers@gmail.com



Advertisement No. RCF/HR/Advt.07/2025

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 qualified and experienced professionals for the following position on Fixed Term Contract basis at Rajban Cement Factory through a **Walk-In-Interview** on **20.01.2026 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	Remuneration Max. Fixed
1.	Assistant Officer (M&CS)	01	Graduation + One year Computer Diploma in Office Management Minimum 2 years of experience in SAP B1 Software Key Responsibilities: Operational support for all SAP users (Finance, Marketing, Production, MM & other departments)	Rs. 32,000/-P.M.

- An annual increment of 5% shall be admissible on completion of each year of service, subject to satisfactory performance
- **Contract period:** Minimum period of One year and extendable by another Three-year period.
- The maximum period of the contract tenure shall be 4 years or until the employees' reaches 60 years of age, which is earlier.
- Experience requirement details mentioned above.
- Eligible for Provident Fund as per the provisions of the EPF Act.

Age Limit :

- **Maximum age:** 60 years.

Experience Requirement, Job Profile & responsibilities:

- Candidate must have knowledge of SAP B1 software
- Operational support for all SAP users (Finance, Marketing, Production, MM & other departments)

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 20.01.2026 at 10.00 a.m.** The registration of the candidates will be open between **10.00 a.m. to 11.45 a.m. only.**

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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.

Or

The candidates who cannot appear physically for Walk-in-interview may give their option for online interview by sending an application along with resume & other relevant documents by 19.01.2026 on email rjopers@gmail.com . Interview of such candidates will be conducted through online on the same date and time i.e. **20.01.2026 at 10.00 a.m.** (necessary link will be provided to the candidates separately).

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. Selected candidates will eligible for PF as EPF act (MP) Act.
7. Selected candidates will pay on lumpsum basis and not eligible for ESI & others 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 downloading from the link www.ccilttd.in/careers
10. The Management of CCI reserves the right to reject any candidature in view of incomplete information provided by candidate or for any other person.
11. The selected candidate shall be entitled to 20 (Twenty) leave per year which are non-encashable, however, same can be accumulated in case of extension of the contract by CCI. No other leave shall be admissible to you.
12. The entitlement of TA/DA of the Corporation as applicable to S-3 of employees , if required to go on tour.
13. 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.
14. Maternity Leave as per Government Rule.

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.

HOD (HR)



CEMENT CORPORATION OF INDIA LIMITED
(A Govt. of India Undertaking)
Application Form
ADVT.No.RJO/HR/Advt.07/2025

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 20.01.2026	
4.	Category (Please tick one)	SC ☐ ST ☐ OBC (Non creamy layer) ☐ EWS ☐ General ☐
5.	Whether differently abled (if Yes details)	Yes ☐ Type:VH/HH/OH , %age____ No ☐
6.	Sex (Please tick one)	Female ☐ Male ☐
7.	Nationality*	
8.	Present Employment Status (Please tick one)	Public Sector ☐ Government ☐ Private Sector ☐ Not working ☐ Autonomous ☐
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 : Pincode:.		State :	
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 Government / Semi-Govt. / Public Sector Undertaking / Autonomous body other than Cement Corporation of India Limited?	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. RJO/HR/Advt.07/2025** on CCI website. I further declare that, I have never been debarred from applying for any Government job.

Date: _____

Signature of Applicant

Place: _____