



TAMILNADU CEMENTS CORPORATION LIMITED

(A GOVERNMENT OF TAMILNADU UNDERTAKING)

Corporate Office: L.L.A.Building, 735, Anna Salai, Chennai- 600 002.

Phone:044-28525461 Fax :28523991 website: www.tancem.com e-mail:tancempersonnel@gmail.com

NOTICE OF RECRUITMENT

Notification No.2/ACW/2019

Date:6.09.2019

Applications with Photostat copies of all certificates are invited from suitable persons for the following posts and the details are furnished below:

S.N	Name of the posts	Reservation						No. of vacancies	Scale of pay (Revised from 1.10.2017)
		GT	SC(A)	MBC/DNC	BC (OBCM)	SC	BC (M)		
1	Company Secretary	Open to All						1	Gross pay Rs.76000/-pm
2	Manager(Chemical)- Production	1	-	-	-	-	-	1	Rs.61900- 196700
3	Technical Executive (Mech)	2	-	3	4	2	-	11	Rs.36200- 114800
4	CCR Operators	3	1	3	5	3	1	16	Rs.35600- 112800
5	X- Ray Analyst	1	1	1	2	1	-	6	
6	Shift Chemist	1	1	1	1	1	-	5	
Total								40	

For further details regarding how to apply, last date of receipt of applications, General information, reservation, Eligibility Criteria, domain wise distribution of vacancies, Method of Selection, NOC to be produced etc., visit the website www.tancem.com

Sr.Manager / Deputy Collector



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S. No.	Name of the post	No. of vacancies	Scale of pay
1.	Company Secretary	1	
2.	Manager (Chemical)- Production	1	Rs.61900-196700
3.	Technical Executive (Mechanical)	11	Rs.36200-114800
4.	CCR Operators	16	Rs.35600-112800
5.	X- Ray Analyst	6	
6.	Shift Chemist	5	
Total		40	

Note 1:

- The one selected for the post of Company Secretary will be posted to the Corporate Office, Chennai.
- Those selected for other posts are for the new cement plant at Ariyalur.

Note 2:

The number of vacancies advertised for each post is only approximate and is liable for modification/cancellation including reduction with reference to vacancy position at any time before finalisation of selection.



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1) Distribution of Vacancies:

S. No.	Name of the post	No. of vacancies	Reservation
1	Company Secretary	1	<ul style="list-style-type: none">• Open to all
2	Manager (Chemical)- Production	1	<ul style="list-style-type: none">• GT- General- Priority
3	Technical Executive (Mechanical)	11	<ol style="list-style-type: none">1. MBC/DNC - Priority2. BC (OBCM) - Priority3. SC - Non priority4. MBC/DNC - Non priority5. BC (OBCM)–Women Dest.Widow - Non priority6. Gen. Turn –Women Dest.Widow - Non priority7. BC (OBCM) - Non priority8. Gen. Turn - Non priority9. SC –Women Dest. Widow Non priority10.MBC/DNC - Non priority11.BC (OBCM) - Non priority
4	CCR Operators	16	<ol style="list-style-type: none">1. SC (A) Women Dest. Widow -Priority,2. SC - General - Non priority3. MBC/DNC –Women Dest.Women - priority4. BC (OBCM) – Women Dest.Widow - Non priority5. General Turn –Women Dest.Widow -



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			<p>Non priority</p> <p>6. BC (OBCM) - Non priority</p> <p>7. General Turn - Non priority</p> <p>8. SC –Women Dest. Widow –Non priority</p> <p>9. MBC/DNC - Non priority</p> <p>10. BC (OBCM) - Non priority</p> <p>11. BC (M) – Priority</p> <p>12. SC - Non priority</p> <p>13. MBC/DNC - Non priority</p> <p>14. BC (OBCM) – Women –Non priority</p> <p>15. General Turn - Women -Priority</p> <p>16. BC(OBCM) - Priority</p>
5	X- Ray Analyst	6	<p>1. SC (A) Women Dest. Women –priority</p> <p>2. BC(OBCM)- Priority,</p> <p>3. General Turn Women Dest. Widow - Non Priority,</p> <p>4. SC -Non Priority,</p> <p>5. MBC/DNC Women Dest. Widow Non Priority</p> <p>6. BC Women-Non Priority</p>
6	Shift Chemist	5	<p>1. SC (A) Women Dest. Widow –priority</p> <p>2. MBC/DNC Women Dest. Widow- Priority</p> <p>3. BC(OBCM)- Priority,</p> <p>4. General Turn Women – Non Priority,</p> <p>5. SC - Non Priority,</p>
Total		40	



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2) Important Dates:

Date of Notification	08.09.2019
Last date for submission of application	01.10.2019 at 5.45pm
Date, Venue and Time of interview	will be intimated later

Applications received beyond the stipulated date and time for receipt of application will be rejected.

3) Qualification and Age:

a) Age as on 01.07.2019

S.No.	Name of the post	Age
1.	Company Secretary	<ul style="list-style-type: none">Maximum of 45 years (relaxable in deserving cases)
2.	Manager (Chemical)- Production	<ul style="list-style-type: none">Below 45 years
3.	Technical Executive (Mechanical)	<ul style="list-style-type: none">Below 35 years
4.	CCR Operators	
5.	X- Ray Analyst	
6.	Shift Chemist	



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b) Educational and Professional qualification:

S. No.	Name of the post	Qualification	Experience
1.	Company Secretary	<ul style="list-style-type: none">Any Degree, with ACS (preference to the additional qualification of CA/ICWA)	<ul style="list-style-type: none">Minimum of 3 years experience as Company Secretary in a reputed organization.
2.	Manager (Chemical)- Production	<ul style="list-style-type: none">B.E / B.Tech in Chemical Engg. / M. Sc. (Chemistry)	<ul style="list-style-type: none">18 years in Modern Cement Plant of which at least 3 years as departmental head
3.	Technical Executive (Mechanical)	<ul style="list-style-type: none">B.E. / B.Tech. in Mechanical Engg.	<ul style="list-style-type: none">3 years experience in vertical roller mill in a Cement Plant.
4.	CCR Operators	<ul style="list-style-type: none">B.E. / B.Tech. in Chemical Engg. /B.Sc.(Chemistry)/ M.Sc.(Chemistry)/ Dip. in Chemical Engg.	<ul style="list-style-type: none">3 years in Modern Cement Plant
5.	X- Ray Analyst	<ul style="list-style-type: none">B.Sc.(Chemistry)/M.Sc.(Chemistry)	<ul style="list-style-type: none">3 years in Modern Cement Plant
6.	Shift Chemist	<ul style="list-style-type: none">B.Sc.(Chemistry)/M.Sc.(Chemistry)	<ul style="list-style-type: none">3 years in Modern Cement Plant



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1. All the educational qualifications, graduation/post-graduation etc., shall be from an University recognized by the UGC/Government. Technical Qualification (B.E./B.Tech./AMIE) and MBA etc. shall be from an Institution recognised/approved by AICTE/UGC wherever applicable.
2. Qualifications prescribed for the posts should have been acquired by having pursued **FULL TIME COURSES ONLY**.
3. For posts where experience is essential, the experience shall be post qualification experience on FULL TIME BASIS.
4. The qualifications prescribed for these posts should have been obtained by passing the required qualification in the order, i.e. 10th + HSC/Diploma+ U.G. Degree, as the case may be, from any University or Institution recognised by the UGC/AICTE/Government.

Note:

- The candidates must possess the requisite qualifications and work experience as prescribed above and produce necessary certificates, in original at the time of interview and when required by the Corporation.
- They should be knowledgeable in Computer operations.

5. General Information:

- a) Indian Nationals alone are eligible to apply.
- b) The rule of reservation of appointment is applicable to the posts and the distribution of vacancy will be as per the 200 point roster in force.
- c) 30% of reservation for women candidates is applicable for the above mentioned posts. If no qualified and suitable women candidates are available for selection against the vacancies reserved for them, those vacancies will be filled by male candidates belonging to the respective communal categories.



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- d) In respect of maximum age stipulated, it will be relaxable in deserving cases. In special categories like differently able persons Government norms will be followed. Decision of the management in this regard is final and binding.
- e) **Certificate of Physical Fitness:** Candidates selected for appointment to the posts will be required to produce a certificate of physical fitness from the Medical Officer of rank as stipulated by Government of Tamil Nadu.
- f) Correct and true information regarding arrest, convictions /debarment /disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalized, participate in agitation or any political organisation, candidature in election for parliament/State Legislature/Local Bodies, etc., if any, should also be furnished to the Tamil Nadu Cements Corporation Ltd., at the time of application, i.e. the details thereof, original of the judgement of Acquittals, order/or G.O. dropping further action in departmental proceedings or any document that may prove the suitability of such candidates for a Government appointment in such cases must be produced at the stage/time of certificate verification/interview.
- g) Applications containing wrong claims relating to basic qualification/eligibility/ age/category of reservation/Educational qualification will be liable for rejection.
- h) Applications not accompanied by Xerox copies of age, education and experience qualification shall be summarily rejected.
- i) A candidate applying for more than one post should apply for each post separately, he cannot submit an application for more than one post. Application submitted in violation of this instruction will be rejected.
- j) **On the envelope in which the application is sent, the post for which it relates to should be super scribed.**



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k) Words of Masculine gender in these instructions should wherever the context so requires be taken to include Feminine Gender.

6. Interview:

1. Candidates who have been short listed based on the fulfilling eligible criteria will be called for an interview to be conducted by the Corporation at Chennai. Any request regarding change of the date of interview will not be entertained under any circumstances. However, the Corporation reserves the right to change the date/venue/time/centre etc., of interview in unforeseen circumstances.
2. The Selection Committee shall conduct the interview and award marks to the candidates based on their performance in the interview.
3. While appearing for the interview, the candidate should produce all the required and valid original certificates/documents prescribed below. In the absence of original certificates/documents/candidature of the candidate shall not be allowed to take the interview. Corporation takes no responsibility to receive/collect any certificate/remittance document sent separately.
4. Candidates called for attending the personal interview are not eligible for reimbursement of TA/DA.

7. How to Apply:

Candidates should download the applications from our website.www.tancem.com career portal. Eligible candidates should send their filled in applications along with the copies of self-attested documents/testimonials in a cover with superscription of “Application for the Post of.....” to the following address by Post/Courier.



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The Senior Manager/Dy. Collector

Tamil Nadu Cements Corporation Limited,

LLA Buildings, 2nd Floor, No.735, Anna Salai, Chennai 600 002.

8. List of Original Documents to be produced at the time of interview(as applicable)

1. Interview Call letter in original and one copy of the same.
2. Proof of Date of Birth (Birth Certificate issued by the competent Municipal Authorities or SSLC/X std with DOB)
3. Photo Identity Proof(with the photo of the candidate clearly visible) issued by the Competent Authority viz., Aadhar Card, Passport, Electors Photo Id Card, PAN Card etc.
4. Mark-sheets & Certificate for SSLC/HSC/Graduation or qualifying degree examination etc.
5. Permanent Community Certificate in electronic form/digitally signed E-certificate issued by the competent authority as stipulated by the Government of Tamil Nadu in the case of SC/SCA/ST/MBC&DC/BC/BC(OBCM) category candidates.
Candidates serving in Government/Quasi Govt. offices/Public Sector Undertakings (including nationalised banks and financial institutions) are required to produce a No Objection Certificate from their employer at the time of attending the interview, if called for.
6. Experience Certificate
7. Any other relevant documents in support of eligibility.

Note: Non –submission of requisite certificate/documents by the candidate at the time of interview will debar his/her candidature from further participation in the recruitment process.



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Issuance of offer of appointment is solely at the discretion of the Corporation and its decision will be final and binding.

8. Other Instructions:

- a) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this notification. Candidates are therefore advised to carefully read this notification and follow all the instructions given.
- b) A candidate short listed for the interview and a subsequent process is strictly provisional. The mere fact that the call letter(s)/provisional allotment has been issued to the candidate does not imply that his/her candidature has been finally cleared by the Corporation. The Corporation would be free to reject any application, at any stage of the process, in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished incorrect/false/information/certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this notification, no further representation in this regard will be entertained. If any of these shortcomings are detected after appointment in the Corporation, his/her services are liable to be summarily terminated.
- c) Decision of Corporation in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the interview, verification etc., and any other matter relating to Recruitment Process will be final and binding on the candidate. No correspondence and personal enquiries shall be entertained by the Corporation in this behalf.



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- d) Not more than one application should be submitted by the candidate. In case of multiple applications only the latest valid (submitted) application will be retained.
- e) Any dispute arising out of this notification including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Chennai.
- f) Any canvassing or creating influence for undue advantage shall lead to disqualification from the Recruitment Process.
- g) In case any dispute arises on account of interpretation of clauses in any version of the notification other than English, the English version available in our Corporation's website shall prevail.
- h) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the Corporation in future should be identical and there should be no variation of any kind.
- i) Candidates will have to appear for the interview at their own expense.
- j) Appointment of selected candidates is subject to his/her being declared, medically fit and as per other requirements of the Corporation as mentioned in this notification and subject of service and conduct rules of the Corporation.
- k) The Corporation reserves the right to reschedule/change (cancel/modify/add) any of the criteria, interview/ method of selection and provisional allotment etc.
- l) The Corporation reserves the right to cancel this recruitment program in whole or part without assigning any reasons.
- m) Appropriate action against the candidates found guilty of misconduct / use of unfair means will be taken as per the norms of the Corporation.



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- n) The Corporation shall not be responsible if the information/intimation do not reach candidates in case of change in the mobile number, technical fault or otherwise, beyond the control of the Corporation.
- o) Original certificates are not to be sent along with Application Form. Original Certificates are to be produced at the time of interview only
- p) All correspondence with candidates shall be done through the post only. All information regarding selection schedule, interview call letters etc. shall be send through post. TANCEM will not be responsible for loss of post sent, due to invalid/wrong address provided by the candidate or delay in delivery of post or non-receipt of information, if the candidate fails to access in time.
- q) The candidates will be called for interview based on self-attested certificates along with copies of testimonials furnished by them. They should produce the original documents, in support of their claim to meet eligibility conditions at the time of interview, failing which such candidates will not be permitted to appear for the interview.
- r) Incomplete applications like qualifications, experience details, communication details will be summarily rejected.
- s) Candidature of a registered candidate is liable to be rejected at any stage of recruitment process, if any information provided by the candidate is found to be false or is not found to be in conformity with eligibility conditions mentioned in the advertisement. If this happens after his/her appointment, his/her service will be terminated.
- t) Candidates already removed/terminated/deserted their employment from TANCEM will not be considered.



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Application Form

Advertisement Notification No :

Post Applied for :

I. Personal Data	
Name (in Capitals)	<div style="border: 1px dashed green; border-radius: 15px; padding: 10px; text-align: center;">Affix Passport size photograph with self-attested</div>
Father's /Spouse Name	
Sex	
Date of Birth & Age	
Place of Birth (Village/Town/District/state)	
Nationality	
Religion	
Mother Tongue	
Community/Caste	OC / BC / BC(M) /BC(OBCM) MBC & DC / SC / ST
Employment Reg.No. and Name of District	
Priority Details (Priority / Non-Priority) If priority, furnish details	
Marital status	Single / Married / Widow / Divorced
Family Members (Specify Name/ Relationship / Age/ Occupation)	
Permanent Address	
Present Address	
Address for communication	



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II. Educational Data (Give details of schooling and university/Institution)

From	To	Name of Institution	Name of the Degree	Discipline	% of Marks

III. Experience

Year		Name of the Employer	Post held	Salary drawn	Reason for leaving
From (Date)	To (Date)				



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IV. Physical Data & General information's	
Aadhaar No	
E-mail id & Contact Mobile No	
Blood Group	
Height(in cms)	
Weight(in kgs)	
Present status of Health (Major illness/Physical disabilities, if any) Specify with dates of any serious illness or major operation undergone	
Extra- curricular activities	
Hobbies	
Name & Address of two References	
Any Relative or acquaintance working in this Corporation ?, If so give details	
Any additional information which you may desire to furnish	

I declare that the above information furnished by me is true to the best of my knowledge and belief.

Date:

Signature of the Applicant