



NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS

(Under the Administrative Control of DPIIT, Ministry of Commerce and Industry, Govt. of India)
NCB Bhavan, Old Bombay Road, Near Raidurgam Police Station, Chitrapuri Colony PO,
Hyderabad-500 104, Telangana Phone : 040-23180400/417; Website : www.ncbindia.com

REQUIRES ON CONTRACT BASIS FOR NCB – HYDERABAD UNIT

S.NO.	POST	ELIGIBILITY CRITERIA	WORK RESPONSIBILITIES	AGE LIMIT (MAX)	CONSOLIDATED SALARY (RS.) PER MONTH	NO. OF POSTS
1	Project Engineer (Civil) Post Code: HYD/01	BE/B.Tech (Civil Engg.) with min. 2 years of relevant post-qualification experience OR ME/M.Tech (any specialization in Civil Engg.)	- Quality Control, Quality Audit/Assurance of major Civil Engg. Projects. - Possessing knowledge in Indian Code of Practice in the field of Civil Engg.	30	39000/-	Total :7 UR-3 OBC-2 SC-1 ST-1
2	Project Engineer (Electrical) Post Code: HYD/02	BE/B.Tech (Electrical Engg.) with min. 2 years of relevant post-qualification experience OR ME/M.Tech (any specialization in Electrical Engg.)	- Inspection of internal electrical works for buildings and their electrical drawings. - Inspection of all types of wires & cables, conduits, switches, sockets, regulators, electrical panels, rising mains/bus ducts, switches, GI pipes, terminal blocks & connectors, cable glands & trays, lamps, tubes & luminaries, fans, fixtures, fittings, HDPE pipes, DG sets, transformers, MCCBs', RCCBs', etc. materials and equipment, rating of components & conformity to standards.	30	39000/-	UR-1
3	Project Scientist (Chemistry) Post Code: HYD/03	M.Sc. (Chemistry – Inorganic/Analytical/Physical)	- Conduct research in cement chemistry. - Operation & Calibration of lab equipment. - Design, experimentation, trials, analysis of results & preparation of presentations and reports. - LCF studies - Assistance for maintaining NABL & other quality systems.	28	37000/-	UR-1
4	Lab Analyst (NDT) Post Code: HYD/04	Dip. (Civil) with min. 1 year of relevant post-qualification experience. Experience in NABL (ISO/IEC17025) accredited lab is preferable.	- Quality Control, Testing, preferably in NDT of Concrete Structures. - Updating of documents of laboratory equipment & accessories.	26	22,400/-	OBC-1
5	Lab Analyst (CON) Post Code: HYD/05	Dip. (Civil) with min. 1 year of relevant post-qualification experience.	- Quality Control/Testing of materials preferably Concrete Structure & Concrete making materials. - Updating of documents of laboratory equipment & accessories.	26	22,400/-	OBC-1
6	Lab Analyst (CRT) Post Code: HYD/06	B.Sc. (PCM) with min. 5 years of relevant post-qualification experience. Experience in NABL (ISO/IEC 17025) accredited lab is preferable.	- Testing of physical properties of cement & cementitious materials, aggregates, hardened concrete (compressive/ flexural strength/durability etc.)	30	25,200/-	Total: 2 UR-1 SC-1
7	Office Asst. Post Code: HYD/07	Graduate in any discipline with min. 10 years of relevant post-qualification experience. Proficiency in English & Hindi. Knowledge of MS Office (PPT/Word/Excel) etc. is preferable	- Office Correspondence - Data compilation and updation. - Organising Video Conferences/ Meetings/Webinars/ Training Programmes through WebEx/ Offline mode - Co-ordinating with participants, faculty etc. - Preparation of training modules/agendas. - Assisting for correspondence, presentations etc.	35	29,600/-	UR-1
8	Office Asst. (MMS) Post Code : HYD/08	Graduate in any discipline with 10 years of relevant post-qualification experience along with PG Diploma in Materials Management. Proficiency in English & Hindi. Knowledge of MS Office is preferable	- Knowledge in purchase procedures as per GFR, GeM, CPPP. - Quotations & Issue of Purchase Orders. - Store inventory management - Bill forwarding. - Maintenance of Registers. - Data management.	35	29,600/-	UR-1
9	Office Asst. (FAS) Post Code : HYD/09	B.Com with min. of 10 years of relevant post-qualification experience. Experience in using TALLY based Accounting Software and MS Office (PPT/Word/Excel) etc is preferable	- Computer based Financial Management & Accountancy (TALLY) - Bank Reconciliation Statement (BRS), Trial Balance, Balance Sheet - Taxation & Statutory matters (GST,TDS,EPF,ESI etc.) - Salary management - Payment of allowances (Medical, Tours, LTC claims etc.)	35	29,600/-	UR-1

GENERAL TERMS AND CONDITIONS / OTHER DETAILS:

1. In supersession of existing Terms & Conditions on the subject cited above, the following Terms & Conditions are being prescribed for contract recruitment of NCB Contract Officials in National Council for Cement and Building Materials (NCB) until such time as these Terms & Conditions are modified further. These Terms & Conditions will be effective from prospective date.
2. The applicant must be a citizen of India.
3. The Advertisement number and post code is to be clearly indicated on the top of the envelope containing the application as well as in the application format.
4. Candidates applying for more than one post should send separate application against each post.
5. Reservation & Concession/Age Relaxation applicable as per Government of India Rules.
6. SC/ST/OBC(NCL)/PWDs/EWS/Ex-Serviceman candidates shall produce the required certificate in the prescribed format duly signed by the issuing authority at the time of Written Examination. OBC(NCL)/EWS candidates shall produce the certificate valid for appointment to the post under the Government of India (Central Government).
7. No Relaxation/Concession in Qualification and Experience.
8. The crucial date for determining (age) eligibility will be the Closing Date of the receipt of application at NCB Hyderabad.
9. Candidate(s) working in Government/PSUs/ Autonomous bodies etc. shall submit their application through proper channel or shall submit 'No Objection Certificate' from their present employer along with the application. Advance copy received on or before the closing date of the receipt of application at NCB will be considered provisionally. Employees on contract basis / young professionals need to submit the copy of appointment (contract) letter issued by the Employer along with the application.
10. Applicants shall fill the application form (available at NCB Website i.e. www.ncbindia.com);
 - (a) Advertisement Number
 - (b) Post Code
 - (c) Name of the applicant
 - (d) Father / Spouse Name
 - (e) Date of Birth, Nationality
 - (f) Address for correspondence
 - (g) Category (SC/ST/OBC/EWS etc)
 - (h) Educational Qualification details from High School onwards
 - (i) Experience in detail
 - (j) Declaration
 - (k) Contact details (Mobile no., email id)
 - (l) Signature of the candidate with date and place.
11. Applicants shall enclose the following documents along with the application:
 - (a) Proof of Date of Birth
 - (b) Identity Proof (any one of the following): Aadhar Card, Pan Card, Passport, Voter I-Card, Driving License or any other identity card issued by Govt. of India.
 - (c) Caste Certificate (SC/ST/OBC etc.) and EWS Certificate from Competent Authority.
 - (d) Copies of Educational Qualifications (certificates & mark sheets)
 - (e) Experience certificates from the employer
 - (f) No Objection Certificate from employer wherever required
 - (g) Recent Passport Size (Colour Photograph) – 2 Nos.
 - (h) Any other relevant documents

12. In case of Boards/ Universities/ Institutes awarding CGPA etc. grades, candidates are required to convert the same in to percentage based on the formula as per their Board/ University/ Institute. A copy of conversion formula of grades into percentage, issued by the Boards/ Universities/ Institutes is to be enclosed with the application.
13. If any document/ certificate furnished is in a language other than Hindi or English, a self-attested transcript of the same is to be submitted.
14. Applications received at NCB without any / or all information as mentioned in point no. (10) and without any / all documents (enclosure along with application) as mentioned in point no. (11) shall be rejected and will not be considered.
15. Incomplete application and / or application(s) received after the last date for whatever reason, including postal delay, will neither be considered nor any correspondence in this regard will be entertained.
16. Only post qualification experience after completion of minimum essential qualification against which the candidate will apply will be counted as effective experience.
17. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidates as recommended by the Screening Committee will be invited for written test.
 - a. For the Post Codes: (HYD/01, HYD/02, HYD/03) – Those who qualify in the written test will be invited for personal discussion. The final merit list will be prepared on the basis of the performance of the candidate in the personal discussion.
 - b. For the Post Code: (HYD/04, HYD/05, HYD06, HYD/07, HYD/08, HYD/09) – The final merit list will be prepared on the basis of the performance of the candidates in the written test only.
18. The decision of the Director General of National Council for Cement and Building Materials (NCB) in all matters relating to eligibility, acceptance or rejection of applications and not to fill up all or any of the posts will be final and binding on the candidates and no enquiry or correspondence shall be entertained in this regard from any individual.
19. Mere fulfillment of qualification may not confer any right to short listing for written examination.
20. NCB reserves the right to set the syllabus & question papers for various posts.
21. NCB reserves the right to increase the minimum aggregate percentage (%) or equivalent CGPA of qualification for any / all posts as advertised or change any other criteria during the screening and shortlisting stage.
22. No interim enquiries will be entertained from any applicant on any of the issues related to the ongoing recruitment process.
23. NCB reserves the right to amend/delete/ or cancel any advertisement (part or full) at any point of time without mentioning any reason.
24. Not all posts need to be filled if suitable candidates are not found.
25. Any amendment or any post advertisement information shall be uploaded on NCB Website (www.ncbindia.com) only.
26. Canvassing in any form and/or bringing influence political or otherwise will be treated as a disqualification for the post.
27. All selected officials shall be required to submit Police verification and medical examination report from the authorized Medical Practitioner before their joining. However, in the event of urgent requirement they may be joined immediately upon their availability, subject to submission of Medical Examination Report at the time of joining and Police Verification Report within a period of 02 months after joining.

28. The officials may be expected to conduct themselves in accordance with the rules and regulations of the National Council for Cement and Building Materials. You may be expected to demonstrate high moral character, integrity, secrecy of office and dedication of work while discharging duties.
29. No travel allowance will be reimbursed for the candidates appearing for Written Examination and Personal Discussion.
30. Last Date for Receipt of Applications: *21 days from the date of publication of the advertisement (first day of the week) of publication in the Employment News*. Extension of Last date and further change, if any, would be intimated on the NCB website i.e. www.ncbindia.com.
31. How to Apply: The candidates are requested to download application form (available at NCB website) and submit the same duly filled to the above postal address with recent passport size photograph (2 nos.) to ***The Unit-in-Charge, National Council for Cement and Building Materials, Hyderabad*** giving all details as mentioned in point no. 10 along with self-attested documents copies as mentioned in the point no. 11 of this advertisement.
32. Application once made will not allowed to be withdrawn.
33. NCB contract officials can submit application for any post as advertised in this advertisement and will be considered as external candidate(s).
34. Candidates may visit NCB website at www.ncbindia.com for details.

UNIT-IN-CHARGE