

**CENTRE FOR INDUSTRIAL INFORMATION SERVICES  
(Press Clipping Service)**

News Paper

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**राष्ट्रीय सीमेंट एवं भवन सामग्री परिषद्**  
(भारत सरकार के वाणिज्य एवं उद्योग मंत्रालय के प्रशासनिक शासनाधीन)  
**NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS**

(Under the Administrative Control of Ministry of Commerce & Industry, Govt. of India)

34 कि.मी. स्टोन/ 34 Km Stone, दिल्ली-मथुरा रोड (राष्ट्रीय राजमार्ग-2) Delhi-Mathura Road (NH-2)

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आवश्यकता है (सोची भर्ती)

**REQUIRES (Direct Recruitment)**

विज्ञापन संख्या /Advertisement No.: R/02/2024 (01)

Name of Post	Level (7th CPC)	Post Code	Eligibility Criteria	Work Responsibilities	Upper Age Limit (Years)	No. of Posts
NCB Cadre Official (Lab Analyst)	Level-3	CRT-01	<b>Qualification:</b> Full time B.Sc (PCM) with minimum 60% marks in aggregate or equivalent CGPA. <b>Experience:</b> Minimum 03 years of post qualification experience in testing of cement and building materials.	Physical/chemical testing of various types of hydraulic cements, clinker, fly ash, slag, aggregate, bricks etc.	28	Total -06 UR-02, SC-02 OBC-01 EWS-01
NCB Cadre Official (Lab Analyst)	Level-3	CDR-02	<b>Qualification:</b> Full time Diploma in Civil Engineering with minimum 60% marks in aggregate or equivalent CGPA. <b>Experience:</b> Minimum 03 years of post qualification experience in the field of non-destructive testing (like rebound hammer test, ultrasonic pulse velocity test, half-cell potential test, carbonation depth measurement etc.) of concrete structures.	Non destructive testing of concrete structures	28	Total-02 UR-01 OBC-01
NCB Cadre Official (Lab Analyst)	Level-3	CDR-03	<b>Qualification:</b> Full time B.Sc (PCM) with minimum 60% marks in aggregate or equivalent CGPA. <b>Experience:</b> Minimum 03 years of post qualification experience in physical testing of cement, cementitious materials (like fly ash, slag, silica fume, etc.), aggregate, bricks, tiles along with durability test of concrete.	Physical testing of building materials	28	Total- 03 UR-01, SC-01 ST-01
NCB Cadre Official (Lab Analyst)	Level-3	CDR-04	<b>Qualification:</b> Full time Diploma in Civil Engineering with minimum 60% marks in aggregate or equivalent CGPA. <b>Experience:</b> Minimum 03 years of post qualification experience in concrete mix design and evaluation of fresh concrete properties (like slump test, bleeding test, initial setting and final setting time, air content etc.) and hardened concrete properties (like compressive strength, flexural strength etc.)	Concrete mix design and evaluation of concrete admixture	28	OBC-01
NCB Cadre Official (Lab Analyst) (Calibration Services)	Level-3	CQC-05	<b>Qualification:</b> Full time diploma in Mechanical Engineering / Instrumentation Engineering with minimum 60% marks in aggregate or equivalent CGPA. <b>Experience:</b> Minimum 03 years of post qualification experience in calibration of laboratory equipment.	Calibration of laboratory equipment such as mass, force, volume, thermal etc.	28	UR-01
NCB Cadre Official (Lab Analyst) (Standard Reference Materials and Interlaboratory Services)	Level-3	CQC-06	<b>Qualification:</b> Full time B.Sc (PCM) with minimum 60% marks in aggregate or equivalent CGPA. <b>Experience:</b> Minimum 03 years of post qualification experience in testing of cement and building materials.	Activities related to development of certified reference materials, proficiency testing etc.	28	OBC-01
NCB Cadre Official (Junior Assistant)	Level-3	CQC-07	<b>Qualification:</b> Full time graduate with minimum 60% marks in aggregate or equivalent CGPA. <b>Experience:</b> Minimum 03 years of post qualification experience in data entry, documentation and office management.	Data entry, office management, filing, e-office system etc.	28	OBC-01
NCB Cadre Official (Designer)	Level-3	CME-08	<b>Qualification:</b> Full time Diploma in Mechanical Engineering with minimum 60% marks in aggregate or equivalent CGPA. Proficiency in AutoCAD. <b>Experience:</b> Minimum 03 years of post qualification experience in preparation & review of flowsheet, layout, general arrangement drawings.	Preparation & review of flowsheets, layout, general arrangement drawings.	28	UR-01
NCB Cadre Official (Lab Analyst)	Level-3	CME-09	<b>Qualification:</b> Full time B.Sc (PCM) with minimum 60% marks in aggregate or equivalent CGPA. <b>Experience:</b> Minimum 03 years of post qualification experience in sampling, sample analysis, data collection, report preparation using MS Office.	Collection and monitoring of environmental data, operation of environmental equipment, sample testing (physical & chemical) and other jobs related to environment projects.	28	Total -02 UR-01 EWS-01
NCB Cadre Official (Junior Assistant)	Level-3	HRS-10	<b>Qualification:</b> Full time graduate with minimum 60% marks in aggregate or equivalent CGPA. <b>Experience:</b> Minimum 03 years of post qualification experience in relevant area.	Travel booking, transportation arrangements, canteen arrangements, security, e-office & liaisoning with local authorities.	28	Total-02 UR-01, SC-01

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Name of Post	Level (7th CPC)	Post Code	Eligibility Criteria	Work Responsibilities	Upper Age Limit (Years)	No. of Posts
			(Proficiency in English & Hindi, good communication skills & working knowledge of MS Office).			
NCB Cadre Official (Junior Assistant)	Level-3	HRS-11	<b>Qualification:</b> Full time graduate with minimum 60% marks in aggregate or equivalent CGPA. <b>Experience:</b> Minimum 03 years of post qualification experience in relevant area. (Proficiency in English & Hindi, good communication skills & working knowledge of MS Office).	Assistance in maintaining employee database, recruitment, wages and salary administration, all personnel related jobs.	28	UR-01
NCB Cadre Official (Junior Assistant)	Level-3	CCE-12	<b>Qualification:</b> Full time graduate with minimum 60% marks in aggregate or equivalent CGPA. <b>Experience:</b> Minimum 03 years of post qualification experience in data entry, documentation and office management. (Proficiency in English & Hindi, good communication skills & working knowledge of MS Office).	<ul style="list-style-type: none"> <li>Data entry, drafting of letter / note, developing graphics, formatting of reports and other administration work.</li> <li>Coordination with faculty and trainees.</li> <li>Maintaining all files, records, information pertaining to training programme.</li> <li>Training hostel management.</li> </ul>	28	Total-02 UR-01, ST-01
NCB Cadre Official (Junior Assistant) (Stores and Purchase)	Level-3	MMS-13	<b>Qualification:</b> Full time B.Sc / B.Com having minimum 60% marks in aggregate or equivalent CGPA with post graduate diploma in materials management. <b>Experience:</b> Minimum 03 years of post qualification experience in purchase procedure as per GFR, GEM portal and CPPP / Stores inventory management with Central / State / Autonomous / PSU or any other govt. organization.	Purchase procedure as per GFR, GEM portal and CPPP / Stores inventory management, computer data entry, material inward / outward, bill forwarding, etc.	28	Total-02 UR-01 EWS-01
NCB Cadre Official (Junior Assistant)	Level-3	FAS-14	<b>Qualification:</b> Full time B.Com with minimum 60% marks in aggregate or equivalent CGPA. <b>Experience:</b> Minimum 03 years of post qualification experience in finance & accounts with Central / State / Autonomous / PSU or any other govt. organization.	Financial accounting and cost accounting, handling trial balance, balance sheet, reconciliation of bank accounts, bills receivable and payable, salary preparation and working in tally software.	28	SC-01
NCB Cadre Official (Senior Assistant)	Level-5	FAS-15	<b>Qualification:</b> Full time B.Com with minimum 60% marks in aggregate or equivalent CGPA. <b>Experience:</b> Minimum 12 years of post qualification experience in finance & accounts with Central / State / Autonomous / PSU or any other govt. organization.	Financial accounting and cost accounting, handling balance sheet, bills receivable and payable, filing GST returns and assisting in income tax matter by using latest financial software tools.	40	UR-01
NCB Cadre Official (Junior Assistant)	Level-3	CIS-16	<b>Qualification:</b> Any full time graduate with minimum 60% marks in aggregate or equivalent CGPA along with 6 months certificate course in computer proficiency (MS Office). <b>Experience:</b> Minimum 03 years of post qualification experience in office management including report preparation using MS Office in Central / State / Autonomous / PSU or any other govt. organization.	Office management including preparing annual reports, presentations, etc.	28	OBC-01

**GENERAL TERMS AND CONDITIONS / OTHER DETAILS:**

In supersession of existing Terms & Conditions on the subject cited above, the following Terms & Conditions are being prescribed for direct recruitment of NCB Cadre 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.

- The applicant must be a citizen of India.
- 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.
- Application Fee:** Rs. 500/- (Rupees Five Hundred only) per post. Candidates belonging to Schedule Caste (SC), Schedule Tribe (ST), persons with disabilities, ex-servicemen and women candidates are exempted from payment of application fee.
- Payment Method:** By SBI Collect Portal or through RTGS/NEFT in favour of National Council for Cement and Building Materials  
**ECS Payment: State Bank of India, CRI Faridabad Branch, Faridabad-121004**

SB Account No.: 37301477161  
PAN No.: AAATN2477N

MICR Code: 110002194  
TAN No.: DELN09625

IFSC Code: SBIN003794  
GST No.: 06AAATN2477N1Z6

- Candidates applying for more than one post should send separate application against each post.
- Reservation & Concession/Age Relaxation applicable as per Government of India Rules.
- SC/ST/OBC(NCL)/PWDs/EWS/Ex-Servicemen candidates shall produce the required certificate in the prescribed format duly signed by the issuing authority at the time of Trade Test/ Written Examination. OBC(NCL)/EWS candidates shall produce the certificate valid for appointment to the post under the Government of India (Central Government).
- No Relaxation/Concession in Qualification and Experience.
- The crucial date for determining (age) eligibility will be the Closing Date of the receipt of application at NCB Ballabgarh.
- Candidate(s) working as regular employee 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, failing which the application shall be summarily rejected at the time of screening. 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.
- Applicants shall fill the application form (available at NCB Website i.e. [www.ncbindia.com](http://www.ncbindia.com));
  - Advertisement Number
  - Post Code
  - Name of the applicant
  - Father / Spouse Name
  - Date of Birth, Nationality
  - Address for correspondence
  - Category (SC/ST/OBC/EWS etc)
  - Educational Qualification details from High School onwards
  - Experience in detail
  - Declaration
  - Contact details (Mobile no., email id)
  - Signature of the candidate with date and place.
- Applicants shall enclose the following documents along with the application:
  - Proof of Date of Birth
  - 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.
  - Caste Certificate (SC/ST/OBC etc.) and EWS Certificate from Competent Authority.
  - Copies of Educational Qualifications (certificates & mark sheets)
  - Experience certificates from the employer

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- (f) No Objection Certificate from employer wherever required  
(h) Recent Passport Size (Colour Photograph) -2 Nos.
- (g) Receipt of payment / bank transaction details of application fee  
(i) Any other relevant documents
14. In case of Boards/ Universities/ Institutes awarding CGPA etc. grades, candidates are required to convert the same into 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.
  15. 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.
  16. Applications received at NCB without any / or all information as mentioned in point no. (12) and without any / all documents (enclosure along with application) as mentioned in point no. (13) shall be rejected and will not be considered.
  17. 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.
  18. Only post qualification experience after completion of minimum essential qualification against which the candidate will apply will be counted as effective experience.
  19. 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 a Trade Test. Those who qualify in the Trade Test will be invited for Competitive Written Examination. The final merit list will be prepared on the basis of the performance of the candidates in the Competitive Written Examination.
  20. **Language of Examination:** Hindi & English
  21. 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, conduct of Trade Test 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.
  22. Mere fulfilment of qualification may not confer any right to shortlisting for written examination.
  23. NCB reserves the right to set the syllabus & question papers for various posts.
  24. 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.
  25. No interim enquiries will be entertained from any applicant on any of the issues related to the ongoing recruitment process.
  26. NCB reserves the right to amend/delete/ or cancel any advertisement (part or full) at any point of time without mentioning any reason.  
Not all posts need to be filled if suitable candidates are not found.
  28. Any amendment or any post advertisement information shall be uploaded on NCB Website only.
  29. Canvassing in any form and/or bringing influence political or otherwise will be treated as a disqualification for the post.
  30. 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.
  31. 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.
  32. No travel allowance will be reimbursed for the candidates appearing for Trade Test & Written Examination.
  33. **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](http://www.ncbindia.com).
  34. **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 **Director General, National Council for Cement and Building Materials**, giving all details as mentioned in point no. 12 along with self-attested documents copies as mentioned in the point no. 13 of this advertisement.
  35. Application once made will not allowed to be withdrawn and fees once paid will neither be refunded nor can be held for any other recruitment or selection process.
  36. NCB regular officials can submit application for any post as advertised in this advertisement and will be considered as external candidate(s).
  37. Candidates may visit NCB website at [www.ncbindia.com](http://www.ncbindia.com) for details.