

राष्ट्रीय सीमेंट एवं भवन सामग्री परिषद
(भारत सरकार के वाणिज्य एवं उद्योग मंत्रालय के शासनाधीन)
NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS
(Under the Administrative Control of Ministry of Commerce & Industry, Govt. of India)
३४ कि.मी. स्टोन/34 Km Stone, दिल्ली-मथुरा रोड (राष्ट्रीय राजमार्ग-२) Delhi-Mathura Road (NH-2)
बल्लबगढ़-१२१००४/ Ballabgarh-121004, हरियाणा/ Haryana, भारत /India
दूरभाष / Ph : +91-129- 2666600; वेबसाइट/Website: - www.ncbindia.com

आवश्यकता है (अनुबंध के आधार पर)
REQUIRES (on Contract Basis)

S. No.	Post	Eligibility Criteria	Work Responsibilities	Age Limit (Max)	Consolidated Salary (Rs Per Month)	No. of Posts
1.	Project Engineer (Civil) Post Code: BBSR/01	BE / B.Tech (Civil Engg.) with minimum 2 years of post-qualification experience OR ME /M.Tech (any specialization in Civil Engg.).	<ul style="list-style-type: none">Quality Control, Quality Audit/Assurance of major Civil Engg. Projects.Possessing knowledge in Indian Code of Practice in the field of Civil Engg. <i>Posting at NCB-Bhubaneswar.</i>	30 Yrs	Rs. 39000/-	Total-3 UR-1 OBC-1 SC-1
2.	Project Scientist (Chemistry) Post Code: BBSR/02	M.Sc. (Chemistry – Inorganic/Analytical/ Physical)	<ul style="list-style-type: none">Conduct research in cement chemistry.Operation & Calibration of lab equipment.Design, experimentation, trials, analysis of results & preparation of presentations and reports.Assistance for maintaining NABL & other quality systems. <i>Posting at NCB-Bhubaneswar.</i>	28 Yrs	Rs. 37000/-	ST-1
3.	Project Scientist Post Code: BLB/CME/03	M.Sc (Chemistry or Environment Science) having 2 years of post-qualification experience in environment lab.	<ul style="list-style-type: none">To carry out stack monitoring at cement plants.To carry out Ambient Monitoring Studies at Construction Sites / Cement Plants.Testing in Air Lab.Maintaining NABL documents of Air Lab.Setting up of Water Lab. <i>Posting at NCB-Ballabgarh.</i>	30 Yrs	Rs. 39,000/-	UR-1

S. No.	Post	Eligibility Criteria	Work Responsibilities	Age Limit (Max)	Consolidated Salary (Rs Per Month)	No. of Posts
4.	Project Engineer (Mechanical) Post Code: BLB/CME/04	B.E. / B.Tech (Mechanical Engineering) with minimum 3 years of post-qualification experience.	Project Engineering & Management related to cement plant projects covering the following: <ul style="list-style-type: none"> Carrying out Basic Engineering & Preparation of Tender Specifications in package/ Turnkey mode including bid evaluation of the offers. Detailed and review engineering including preparation of BOQ/BOM of various equipments and systems for cement plant. Review of Technical Specifications of main plant and auxiliary equipment. Inspection of equipment Project Management covering the site supervision during erection and commissioning of project. <p><i>Posting at NCB-Ballabgarh.</i></p>	32 Yrs	Rs. 40,500/-	UR-1
5.	Project Engineer (Electrical) Post Code: BLB/CME/05	B.E. /B.Tech (Electrical Engineering) with minimum 5 years of post-qualification experience.	Project Engineering & Management related to cement plant projects covering the following: <ul style="list-style-type: none"> Carrying out Basic Engineering & Preparation of Tender Specifications in package/ Turnkey mode including bid evaluation of the offers. Detailed and review engineering including preparation of BOQ/BOM of various equipments and systems for cement plant. Review of Technical Specifications of main plant and auxiliary equipment. Inspection of equipment Project Management covering the site supervision during 	33 Yrs.	Rs. 43,500/-	OBC-1

S. No.	Post	Eligibility Criteria	Work Responsibilities	Age Limit (Max)	Consolidated Salary (Rs Per Month)	No. of Posts
			erection and commissioning of project. <i>Posting at NCB-Ballabgarh.</i>			
6.	Project Engineer (Mechanical) Post Code: BLB/CME/06	B.E. / B.Tech (Mechanical Engineering)	<ul style="list-style-type: none"> Candidates having basic knowledge of software like AutoCAD/ MS Projects/CFD softwares are preferred. Fluency in MS Office (Word, Excel, Powerpoint). <i>Posting at NCB-Ballabgarh.</i>	28 Yrs	Rs. 37,000/-	EWS-1
7.	Project Engineer (Civil) Post Code: BLB/CDR/07 (CTM-1)	B.E. / B.Tech – Civil Engineering having minimum 02 years of relevant post-qualification experience. Or M.E. / M.Tech (Civil Engineering)	<ul style="list-style-type: none"> Quality control & quality assurance in civil engineering projects. Possessing knowledge in Indian & International code of practices in the field of civil engineering building / structures. <i>Posting at NCB-Ballabgarh.</i>	30 Yrs	Rs. 39000/-	Total-3 UR-1 OBC-1 SC-1
8.	Accounts Assistant Post Code: BLB/FIN/08	Full time B.Com with Minimum 11 years of post-qualification experience.	<ul style="list-style-type: none"> Financial accounting, Bills receivable and payable, EPF, salary preparation and assisting in income tax matter, Reconciliation of Back Accounts, Knowledge of accounting software tools like Tally ERP & MS Office etc. <i>Posting at NCB-Ballabgarh.</i>	36 Yrs	Rs. 30,500/-	OBC-1
9.	Accounts Assistant Post Code: BLB/FIN/09	Full time B.Com. with minimum 3 years post-qualification experience.	<ul style="list-style-type: none"> Financial accounting, handling trial balance, reconciliation of bank accounts & branch accounts, Invoicing and working knowledge of tally software etc. <i>Posting at NCB-Ballabgarh.</i>	28 Yrs	Rs. 25,200/-	UR-1
10.	Office Assistant Post Code: BLB/HRS/10	Full time Graduate with 10 years of post-qualification experience.	<ul style="list-style-type: none"> Recruitment, Promotion, RTI, Internships, leaves etc. and should have hands on with MS Office. <i>Posting at NCB-Ballabgarh.</i>	35 Yrs	Rs. 29,600/-	UR-1
11.	Laboratory Assistants Post Code: BLB/CDR/11	B.Sc (PCM) / 03 year Diploma in Civil Engineering with minimum 02 years post-qualification experience.	<ul style="list-style-type: none"> Testing of construction materials and / or concrete structures along with basic knowledge of non-destructive testing. <i>Posting at NCB-Ballabgarh.</i>	28 Yrs	Rs. 23,100/-	Total - 03 UR-01 EWS-01 ST-01

S. No.	Post	Eligibility Criteria	Work Responsibilities	Age Limit (Max)	Consolidated Salary (Rs Per Month)	No. of Posts
12.	Technical Assistant Post Code: BLB/CQC/12	Diploma (Mechanical / Electrical / Instrumentation) with 60% marks in aggregate or equivalent CGPA with minimum 07 years of post-qualification experience in calibration of various equipment in the fields of force, mass, dimensions etc. uncertainty calculations, knowledge of ISO/IEC17025. Working knowledge of computers especially MS-Word and MS-Excel etc.	<ul style="list-style-type: none"> Calibration of various equipment in the fields of force, mass, dimensions etc. uncertainty calculations, knowledge of ISO/IEC17025. <p><i>Posting at NCB-Ballabgarh.</i></p>	32 Yrs	Rs. 27,100/-	SC-1
13.	Technical Assistant Post Code: BLB/CQC/13	Full time B.Sc / B.Com with minimum 60% marks in aggregate or equivalent CGPA with minimum 02 years of post-qualification experience in invoicing, stock management, records and documentation.	<ul style="list-style-type: none"> Assistance in CRM/BNDs activities (documentation, material stock management, invoicing etc.) Assistance in proficiency testing (maintaining of record and communication with stake holders etc). <p><i>Posting at NCB-Ballabgarh.</i></p>	28 Yrs	Rs. 23,100/-	OBC-1

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 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.
- 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.
- 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-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).
- 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 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: (BBSR/01, BBSR/02, BLB/CME/03, BLB/CME/04, BLB/CME/05, BLB/CME/06 and BLB/CDR/07) – 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: (BLB/FIN/08, BLB/FIN/09, BLB/HRS/10, BLB/CDR/11, BLB/CQC/12 and BLB/CQC/13) – 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 fulfilment 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 Director General, National Council for Cement and Building Materials, 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.

महानिदेशक
DIRECTOR GENERAL

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