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NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS
(Under the Administrative Control of Ministry of Commerce & Industry, Govt. of India)
34 km stone, Delhi-Mathura Road (NH-2), Ballabgarh-121004, Haryana, India.
Ph: +91-129- 2666600 Website: www.ncbindia.com

Requires (On Contract Basis)

National Council for Cement and Building Materials, Ballabgarh requires project Engineers, (Mechanical, Electrical & Civil Engineering), Project Scientists (Chemistry), Administrative Staff (HR), Administrative Staff (Secretariat), Purchase Assistants, Office Assistant, Hindi Translator, Senior Hindi Assistant, Electrician and Fitter on Contract Basis for NCB Ballabgarh. For detailed information, please visit the website - www.ncbindia.com. Any amendment or any post advertisement information shall be available on NCB website only. The last date for receipt of application shall be 21 days from the date of publication of this advertisement in the newspapers.

CBC 05207/12/0012/2223

Director General



राष्ट्रीय सीमेंट एवं भवन सामग्री परिषद्

(भारत सरकार के वाणिज्य एवं उद्योग उद्योग मंत्रालय के प्रशासनिक 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 (Mechanical Engineering) Post Code- BLB/01	B.E. / B.Tech (Mechanical Engg.)	Third Party Quality Assurance (TPQA) of: - Firefighting systems, HVAC, Water distribution/treatment system and related accessories (STP/ETP plants), Industrial fans, Pumps, Solar water heating system and related accessories, Passenger Elevators, inspection of assembly, fit-up and installation of structural steel trusses and members etc. - Reviewing drawings & making QAPs, checklists and testing plans for various equipment/ items and systems mentioned above. Energy Audits for cement plants: - Carry out energy audit studies of utilities compressed air system, pumps, HVAC etc. in cement plants, cement grinding units in India.	28 Yrs	Rs. 37,000/-	Total - 03 UR-01 OBC-01 SC-01
2	Project Engineer (Electrical Engineering) Post Code- BLB/02	B.E. / B.Tech (Electrical Engg.)	Third Party Quality Assurance (TPQA) of: - Inspection of internal electrical works for buildings and their electrical drawings. - Inspection of all types of wires and cables, conduits, switches, sockets, regulators, electrical panels, rising mains/ bus ducts, switches, GI pipes, terminal blocks and connectors, cable glands and trays, lamps, tubes and luminaries, fans, fixtures, fittings, HDPE pipes, DG sets, transformers, MCCBs, RCCBs, etc. materials and equipment, rating of components and conformity to standards. Energy Audits for cement plants: - Carry out energy audit studies of electrical aspects like HT/LT motors, transformers, lighting system etc. in	28 Yrs	Rs. 37,000/-	Total-02 UR-01 SC-01

			<p>cement plants, cement grinding units in India.</p> <p>Project Engineering and System Design (PSD) for cement plants:</p> <ul style="list-style-type: none"> - Assist in preparation of PFRs, TEFRs, DPRs, project engineering activities, project procurement assistance, site activities, system design audits and Project Monitoring and Control (PMC). 			
3	<p>Project Engineer (Civil Engineering)</p> <p>Post Code- BLB/03</p>	<p>B.E. / B.Tech (Civil Engg.) with minimum 5 years of post-qualification experience in the supervision and quality assurance of industrial construction</p>	<ul style="list-style-type: none"> - Ensure the quality of civil works at site and preparation & certification of Contractors bill as per execution of work. - Review drawings before execution of work and inform the contractors if any issue which to be resolved before execution. - Overall supervision for managing construction activities carried out by contractors, ensuring the scope of work is achieved in accordance with contract requirement and time frame and compliance with specifications and standards established. - Prepare the Weekly progress report (DPR) & monthly progress report (MPR) to forward to PMC office. - Handling day-to-day progress of work and Liasioning with client representatives including attending regular meetings to keep them informed about of projects. 	33 Yrs	Rs. 43,500/-	UR-01
4	<p>Project Scientist</p> <p>Post Code- BLB/04</p>	<p>M.Sc (Chemistry - Inorganic/Analytical/ Physical)</p>	<ul style="list-style-type: none"> - Conduct research in cement chemistry - Operation of lab equipment - Design, experimentation, trials, analysis of results and preparation of presentations / reports. - Assistance for maintaining NABL and other quality system 	28 Yrs	Rs. 37,000/-	Total-05 UR-02 OBC-01 SC-01 ST-01
5	<p>Administrative Staff (HR)</p> <p>Post Code- BLB/05</p>	<p>MBA (HR) (full-time) or equivalent with proficiency in computers is must</p>	<p>Assistance in Recruitment, Promotion & Superannuation activities, LTC, leaves, appraisal reports, Medical Bills, Co-ordination with retired employees, Officials training, internship, Contract Recruitment ,extension, relieving and experience certificates, manpower contractor bills checking, general office management and other HR related activities.</p>	28 Yrs	Rs. 37,000/-	01 UR
6	<p>Administrative Staff (Secretariat)</p> <p>Post Code- BLB/06</p>	<p>Post Graduate Degree in Management/Science/Commerce</p>	<p>Office management including Liasioning with government organization /PSU / Industry, having proficiency in MS office with excellent English communication skill</p>	28 Yrs	Rs. 37,000/-	01 UR

7	Project Scientist Post Code- BLB/07	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 	30 Yrs	Rs. 39,000/-	01 UR
8	Purchase Assistant Post Code- BLB/08	Graduate in any discipline/Diploma in Material Management with minimum 07 years of post-qualification experience in relevant field. Applicants should have knowledge of import procedures & experience in import of scientific instrument / equipment along with experience in GFR in Govt./ Quasi Govt.	Handling of purchase of equipment, stores, consumables, inspection, issue and maintaining records.	32 Yrs	Rs. 27,100/-	Total – 03 UR – 01 OBC – 01 SC – 01
9	Office Assistant Post Code- BLB/09	(10+2) with minimum 10 years of post-qualification experience in relevant field.	General office management, data entry using MS office/ Handling purchase and maintaining records.	35 Yrs	Rs. 23,000/-	01 UR
10	हिंदी अनुवादक पोस्ट कोड - बीएलबी/10	उम्मीदवार को हिंदी और अंग्रेजी मुख्य विषयों के रूप में प्रथम श्रेणी स्नातक की डिग्री (जिसमें अनिवार्य और वैकल्पिक विषय शामिल हैं) होनी चाहिये। उम्मीदवार को हिंदी प्रयोग (शब्दावली कार्य) का 03 वर्ष का अनुभव और अंग्रेजी से हिंदी या इसके विपरीत अनुवाद कार्य करने का भी अनुभव होना चाहिए।	राजभाषा विभाग, गृह मंत्रालय, भारत सरकार के अनुदेशों का पालन हिंदी से संबंधित फाइलों और अभिलेखों को बनाए रखना आधिकारिक पत्रिकाओं, पुस्तकों, प्रपत्रों, परिपत्रों, मैनुअल, लेखों के प्रकाशनों का हिंदी में अनुवाद करना	28 वर्ष	रु. 23,800/-	01 अनारक्षित
11	कनिष्ठ हिंदी सहायक पोस्ट कोड - बीएलबी/11	उम्मीदवार को मुख्य विषयों के रूप में हिंदी के साथ स्नातक की डिग्री (जिसमें अनिवार्य और वैकल्पिक विषय शामिल हैं)	अंग्रेजी और हिंदी दोनों में सहज टाइपिंग दोनों भाषाओं में टाइपिंग के गति 30 शब्द प्रति मिनट से अधिक होनी चाहिए।	25 वर्ष	रु. 22,400/-	01 अनारक्षित

12	Electrician Post Code- BLB/12	ITI in Electrical Trade with minimum 10 years of experience in relevant field.	<ul style="list-style-type: none"> - Routine maintenance of NCB-Ballabgarh unit & Colony - Operation & maintenance of Sub-station, DG set, Solar PV plant - Handling of LT & HT panels, Diesel Generator Sets, Electrical wiring, power supply related works of laboratory equipment etc Maintenance of lab Equipments - Electricity bill clearances/ Statutory electrical inspections / Liasioning with DHBVN staff. - Record keeping / Internal audit & Inventory management etc. 	35 yrs	Rs. 23,000/-	01 UR
13	Fitter Post Code- BLB/13	ITI in Fitter Trade with minimum 10 years of experience in relevant field.	<ul style="list-style-type: none"> - Repair, Maintenance and Operation of lathe machine, shaper machine, Radial drilling machine, Planer machine etc., - Making of concrete core powder for different size fractions by reducing the core diameter and to retain the core using Lathe machine for R&D project work. - Repairing of different equipment / machinery parts / Maintaining stocks for workshop items. 	35 Yrs	Rs. 23,000/-	01 OBC

Note:-

- 1 All posts shall be filled by contract appointment only.
- 2 The tenure of the contractual position will be initially for a period of one year, which can be extendable depending on the requirement, upto 3 years only.
- 3 Age relaxation is only applicable as per Government of India Rules to candidates belonging to 'SC', 'ST', 'OBC' etc. categories.
- 4 Canvassing in any form and/or bringing influence political or otherwise will be treated as a disqualification for the post.
- 5 Interim queries will not be entertained.
- 6 Incomplete application without the supporting documents and application received after the last date will be summarily rejected and no communication will be made/ entertained in this regard.
- 7 Candidates working in Government/ PSUs/ Autonomous bodies etc. should send their application through proper channel or should send a No Objection Certificate from their present employer along with the application failing which the application shall be summarily rejected.
- 8 The crucial date for determining (age) eligibility will be the last date of receipt of application.
- 9 Interested candidates may apply to the above postal address by sending their application in the prescribed format along with recent passport size photograph to the Director General, National Council for Cement and Building Materials within 21 days from the date of publishing of advertisement in the newspaper, giving all details related to name, age, qualification, experience, postal address, contact number etc. along with self-attested copies of all mark sheets/degrees and experience details. Application received through email etc., will not be considered. (Format is uploaded in NCB website).
- 10 Interested candidates may visit NCB website at www.ncbindia.com for details.
- 11 Any amendment or any post advertisement information shall be uploaded on NCB Website only.
- 12 Candidates applying for more than one post should send separate application.

महानिदेशक
DIRECTOR GENERAL



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**Application Form for Appointment
on Contract Basis**

The hard copy to be filled by the candidate in his/ her own handwriting. All the columns should be properly filled in. Incomplete application form will be rejected summarily.

*Affix recent
passport size
photograph duly
signed by the
candidate*

Advertisement No: C/01/2023 (01)

1. Post applied for and Post Code :
2. Name of candidate (in BLOCK Letters) :
3. Marital Status :
4. Father's / Husband Name :
5. Date of Birth : ____ : ____ : ____
6. Age as on 01.01.2023 : ____ Years ____ Month ____ Days
7. Nationality :
8. Address
a. Correspondence Address :
City & Pin Code :
State :
Mobile No. :
Email ID :

b. Permanent Address :
 City & Pin Code :
 State :
 Mobile No. :
 Email ID :

9. State whether you are a member of : SC
 Schedule Caste/Schedule Tribe/Other ST
 Backward Class. If so, attach an attested OBC
 Copy of the certificate in support of your GEN
 Claim. PH

10. Educational / Professional Qualifications (*a self attested copy of each certificate / marks statement must be enclosed with the application*) :

	Examination Passed	Course Duration	Division	Percentage*	Year of Passing	Board/ University	Subjects
High School							
Intermediate							
Diploma							
Graduate							
Post Graduate							
Ph.D Title (Awarded/Thesis Submitted)							
Any other							

* Wherever CGPA is applicable, the same should be indicated in equivalent actual percentage.

11. Total Experience : Years _____ Months _____

12. Employment Details in (Chronological Order starting from current occupation):

Name & Address of Employer	Post Held	Pay Scale	Date From	Date to	Nature of Duties

(Any additional information may be given in additional sheets)

Declaration: I _____ hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action initiated against me.

Date:

Candidate's Signature

Place:

(_____)
Full Name