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राष्ट्रीय सीमेंट एवं भवन सामग्री परिषद्

(भारत सरकार के डीपीआईआईटी, वाणिज्य एवं उद्योग मंत्रालय के प्रशासनिक शासनाधीन)

NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS

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

३४ कि.मी. स्टोन / 34 Km Stone, दिल्ली–मथुरारोड (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 (सीधी भर्ती)

REQUIRES (Direct Recruitment)

NCB is the premier body under the administrative control of DPIIT, Ministry of Commerce and Industry, Govt. of India for technology development, transfer, continuing education and industrial services for cement and construction industries. NCB has its laboratories located at **Ballabgarh, Hyderabad, Ahmedabad and Bhubaneswar**. NCB requires to fill various positions on direct recruitment basis for the various NCB Units as per the requirements and having **all India Service liability** as required from time to time.

Name of Post	Level (7th CPC)	Post Code	Eligibility Criteria	Nature of post qualification work experience	Upper Age Limit (Years)	No. of Posts (Category)
NCB Cadre Official (Deputy Manager)	Level-10 (Total Posts – 14)	NCB/CME-01	**Qualification:** B.E./B.Tech in chemical engineering with minimum 60% marks in aggregate or equivalent CGPA.	-	28	Total- 01 (SC-01)
		NCB/CME-02	**Qualification:** B.E./B.Tech in electrical engineering with minimum 60% marks in aggregate or equivalent CGPA.	-	28	Total- 01 (UR-01)
		NCB/CME-03	**Qualification:** Full time M.Sc. in environmental science with minimum 60% marks in aggregate or equivalent CGPA. **Experience:** Minimum 05 years of post-qualification experience.	Environment audits / environment monitoring and analysis (air & water) / environment impact assessment / life cycle assessment/ water pollution mitigation / GHG accountability	32	Total- 01 (UR-01)
		NCB/CME-04	**Qualification:** Full time M.Sc. Geology / Applied Geology with minimum 60% marks in aggregate or equivalent CGPA **Experience:** Minimum 05 years of post-qualification experience.	Geological mapping / geological field studies / deposit evaluation / estimation of reserve / mineral exploration	32	Total- 01 (OBC-01)
		NCB/CDR-01	**Qualification:** B.E./B.Tech in civil engineering with minimum 60% marks in aggregate or equivalent CGPA.	-	28	Total- 05 (UR-02 SC-01 OBC-01 EWS-01)

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		NCB/CQC-01	**Qualification:** B.E./B.Tech in electronics & instrumentation / instrumentation with minimum 60% marks in aggregate or equivalent CGPA	-	28	Total- 01 (OBC-01)
		NCB/CRT-01	**Qualification:** M.Sc. chemistry with minimum 60% marks in aggregate or equivalent CGPA and PhD (chemistry) in the area of cement / concrete / construction chemicals / building materials	-	32	Total- 04 (UR-03 ST-01)
NCB Cadre Official (Manager)	Level-11 (Total Posts - 08)	NCB/CME-05	**Qualification:** B.E./B.Tech in chemical engineering with minimum 60% marks in aggregate or equivalent CGPA **Experience:** Minimum 05 years of post-qualification experience. OR **Qualification:** B.E./B.Tech in chemical engineering and M.E./M.Tech in chemical engineering with minimum 60% marks in aggregate or equivalent CGPA in each degree. **Experience:** Minimum 03 years of post-qualification experience.	Plant operation / energy audits / process optimization in cement plants	35	Total- 02 (UR-01 OBC-01)
		NCB/CME-06	**Qualification:**	Project engineering / project management in cement plant	35	Total- 01 (ST-01)

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			B.E./B.Tech in mechanical engineering with minimum 60% marks in aggregate or equivalent CGPA **Experience:** Minimum 05 years of post-qualification experience. OR **Qualification:** B.E./B.Tech in mechanical engineering and M.E./M.Tech in mechanical engineering with minimum 60% marks in aggregate or equivalent CGPA in each degree. **Experience:** Minimum 03 years of post-qualification experience.			
		NCB/CME-07	**Qualification:** B.E./B.Tech in mechanical / chemical engineering with minimum 60% marks in aggregate or equivalent CGPA **Experience:** Minimum 05 years of post-qualification experience. OR **Qualification:** B.E./B.Tech in mechanical / chemical engineering and M.E./M.Tech in mechanical / chemical / Data Science and Artificial Intelligence /Artificial Intelligence / Machine Learning with minimum 60% marks in aggregate or equivalent CGPA in each degree.	For B.E./B.Tech candidates, must have 5 years' experience in industry / R&D out of which at least 3 years' experience in Artificial Intelligence / Machine Learning. For M.E./M.Tech candidates, must have at least 3 years' experience in industry / R&D out which 2 years' experience in Artificial Intelligence / Machine Learning.	35	Total- 01 UR-01

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			Experience: Minimum 03 years of post-qualification experience.			
		NCB/CDR-02	**Qualification:** B.E./B.Tech in civil engineering with minimum 60% marks in aggregate or equivalent CGPA **Experience:** Minimum 05 years of post-qualification experience. OR **Qualification:** B.E./B.Tech in Civil and M.E./M.Tech in Construction technology and management/ building science / structures with minimum 60% marks in aggregate or equivalent CGPA in each degree **Experience:** Minimum 03 years of post-qualification experience.	Research experience in concrete technology focusing on mix design/ durability/ strength characteristics /sustainable construction materials / advance concrete composites/ non-destructive testing, etc	35	Total- 02 (UR-01 SC-01)
		NCB/CRT-02	**Qualification:** M.Sc. chemistry with minimum 60% marks in aggregate or equivalent CGPA and PhD (chemistry) in the area of cement / concrete **Experience:** Minimum 03 years of post-qualification experience.	Cement quality control/ cement manufacturing R&D/ testing in cement or building materials or concrete	35	Total- 02 (UR-01 OBC-01)

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Name of Post	Level (7th CPC)	Post Code	Eligibility Criteria	Nature of post qualification work experience	Upper Age Limit (Years)	No. of Posts (Category)
NCB Cadre Official (Group Manager)	Level-12 (Total posts – 01)	NCB/CME-08	**Qualification:** B.E./B.Tech in electrical engineering with minimum 60% marks in aggregate or equivalent CGPA **Experience:** Minimum 10 years of post-qualification experience OR **Qualification:** B.E./B.Tech in electrical engineering and M.E./M.Tech in electrical engineering with minimum 60% marks in aggregate or equivalent CGPA in each degree **Experience:** Minimum 8 years of post-qualification experience	Project engineering / plant operation of cement plants	40	Total- 01 (UR-01)
NCB Cadre Official (Office Assistant)	Level-6	DGO/SEC-01	**Qualification:** Full time post graduate degree in management /science/commerce with minimum 60% marks in aggregate or equivalent CGPA in each degree **Experience:** Minimum 10 years of post-qualification experience	Office management including liasioning with government organizations /PSU / Autonomous Body having proficiency in MS Office with excellent communication skills	40	Total- 01 (UR-01)
NCB Cadre Official हिंदी सहायक	Level-3	HRS/01	**Qualification:** Full time graduation degree from a recognized University with English and Hindi as compulsory subjects with minimum 60% marks in aggregate or equivalent CGPA.		25	Total- 01 (SC-01)

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Name of Post	Level (7th CPC)	Post Code	Eligibility Criteria	Nature of post qualification work experience	Upper Age Limit (Years)	No. of Posts (Category)
(Assistant-Hindi)			and Recognized diploma or certificate course in translation from Hindi to English & vice versa. and Proficiency in computer operation and practical knowledge of related office software packages (such as working in Hindi and English, using MS Word, Excel, etc.).			
NCB Cadre Official Admin Assistant	Level-3	HRS/02	**Qualification:** Full time B.A. from a recognized University with minimum 60% marks in aggregate or equivalent CGPA. Note: Post is reserved for PwBD candidate under the category 'a' [B-Blind/LV-Low Vision]		25	Total- 01 (UR-01)

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REQUIRES (Direct Recruitment)

GENERAL TERMS AND CONDITIONS / OTHER DETAILS:

1. In addition to the qualification, post qualification experience and upper age limit mentioned above, the following Terms & Conditions are prescribed for direct recruitment of NCB Cadre Officials in National Council for Cement and Building Materials (NCB).
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. **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. **The payment details to be provided as per Annexure I.**
5. **Payment Method:** By SBI Collect Portal or through RTGS/NEFT in favour of National Council for Cement and Building Materials

Details for 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: **SBIN0003794** GST No.: **06AAATN2477N1Z6**

6. Candidates applying for more than one post should send separate application against each post.
7. Reservation & Concession/Age Relaxation applicable as per Government of India Rules.
8. 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 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).
9. No Relaxation/Concession in Qualification and Experience.
10. The Scribe for PwBD shall be as per the extant rules/guidelines of DoPT including OM No 29-6/2019-DD-III dated 10-08-2022, dated 29-08-2018 & 08-02-2019. **Please refer formats enclosed at Annexure II for details.**
11. The crucial date for determining (age) eligibility will be the Closing Date of the receipt of application at NCB Ballabgarh.
12. 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 and joining letter (contract) issued by the Employer along with the application.

13. Applicants shall fill the application form **as per Annexure III** (available at NCB Website i.e. www.ncbindia.com);
    (a) Advertisement Number

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REQUIRES (Direct Recruitment)

(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.

14. Applicants shall enclose the following **self-attested** 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) Receipt of payment / bank transaction details of application fee
    (h) Recent Passport Size (Colour Photograph) – 2 Nos.
    (i) Any other relevant documents

15. 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.
16. 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.
17. 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**.
18. 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.

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REQUIRES (Direct Recruitment)

19. **Only post qualification experience** after completion of minimum essential qualification against which the candidate is applying will be counted as effective experience. In case, where candidate pursuing relevant higher degree, time spent in attaining the degree shall be counted as research experience.
20. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. For level up to L6, the candidates as recommended by the Screening Committee will be invited for a Trade / Skill Test. Those who qualify in the Trade / Skill Test will be invited for competitive Written Examination. For level L10 & L11, written test shall be conducted and those who qualify the written test shall be called for personal discussion. For level L12, personal discussion shall be conducted. The final merit list will be prepared on the basis of the performance of the candidates.
21. Language of Examination: Hindi & English
22. The decision of National Council for Cement and Building Materials (NCB) in all matters relating to eligibility, acceptance or rejection of applications, conduct of Trade Test / Skill Test / Written Test / Personal Discussion 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.
23. Mere fulfilment of qualification may not confer any right to short listing for trade test/ skill test / written examination/ personal discussions.
24. NCB reserves the right to set the syllabus & question papers for various posts. Syllabus for skill / written test is enclosed as **Annexure IV** for various disciplines.
25. 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.
26. No interim enquiries or correspondence will be entertained from any applicant on any of the issues related to the ongoing recruitment process.
27. NCB reserves the right to amend/delete/ or cancel any advertisement (part or full) at any point of time without mentioning any reason.
28. Not all posts need to be filled if suitable candidates are not found.
29. Any amendment or any post advertisement information shall be uploaded on NCB Website only.
30. Canvassing in any form and/or bringing influence political or otherwise will be treated as a disqualification for the post.
31. 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.
32. 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.
33. No travel allowance will be reimbursed for the candidates appearing for Trade Test / Skill Test / Written Examination / Personal Discussion.
34. **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.
35. **How to Apply:** The candidates are requested to download application form (available at NCB website) and submit the same duly filled with recent passport size photograph (2 nos.) 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

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to **The Director General, National Council for Cement and Building Materials, 34 KM Stone, Delhi Mathura Road, (NH-2), Ballabgarh, Haryana, 121004**. Applications through email will not be accepted.

36. 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.
37. NCB cadre officials can submit application for any post as advertised in this advertisement and will be considered as external candidate(s).
38. Pay shall be offered as per 7th CPC and other allowances as per rules of the Council.
39. Candidates may visit NCB website at www.ncbindia.com for Annexures and other details.

*********END********