



# TAMILNADU CEMENTS CORPORATION LIMITED

(A GOVERNMENT OF TAMILNADU UNDERTAKING)

Corporate Office: L.L.A.Building, 735, Anna Salai, Chennai- 600 002.

Phone:044-28525461 Fax :28523991 website: [www.tancem.com](http://www.tancem.com) e-mail:tancempersonnel@gmail.com

## RECRUITMENT NOTIFICATION

**Notification No.3/ACW/2018**

**Date:06.01.2021**

Applications with photostat copies of all certificates are invited from suitable candidates for the posts the details of which are as furnished below:

| S. No.       | Name of the posts  | Reservation |        |         |           |    |        | No.of vacancies | Scale of pay     |
|--------------|--------------------|-------------|--------|---------|-----------|----|--------|-----------------|------------------|
|              |                    | GT          | SC (A) | MBC/DNC | BC (OBCM) | SC | BC (M) |                 |                  |
| 1.           | Personal Assistant | 1           | -      | 1       | 1         | 1  | -      | 4               | Rs.19500-62000   |
| 2.           | Junior Assistant   | 3           | 1      | 2       | 3         | 1  | -      | 10              | Rs.19500-62000   |
| 3.           | Time Keeper        | 1           | 1      | -       | -         | -  | -      | 2               | Rs.5670-102-7710 |
| 4.           | Driver             | 1           | -      | 1       | 1         | -  | -      | 3               | Rs.5680-102-7720 |
| <b>Total</b> |                    |             |        |         |           |    |        | <b>19</b>       |                  |

**# The recruitment is for in the new cement plant at Ariyalur.**

For further details regardingas to apply,the last date for receipt of applications, general information, reservation, eligibility criteria, domain wise distribution of vacancies,method of selection, NOC to be produced etc., visit the website [www.tancem.com](http://www.tancem.com).

**General Manager (Mktg./Admn.)**



# TAMILNADU CEMENTS CORPORATION LIMITED

(A GOVERNMENT OF TAMILNADU UNDERTAKING)

Corporate Office: L.L.A.Building, 735, Anna Salai, Chennai- 600 002.

Phone:044-28525461 Fax :28523991 website: www.tancem.com e-mail:tancempersonnel@gmail.com

## NOTICE OF RECRUITMENT

**Notification No.3/ACW/2018**

**Date: 06.01.2021**

Applications with Photostat copies of all certificates are invited from suitable persons for the following posts in the new cement plant at Ariyalur and their details are furnished below:

| S.No. | Name of the post   | No.of vacancies | Scale of pay     |
|-------|--------------------|-----------------|------------------|
| 1.    | Personal Assistant | 4               | Rs.19500-62000   |
| 2.    | Junior Assistant   | 10              |                  |
| 3.    | Time Keeper        | 2               | Rs.5670-102-7710 |
| 4.    | Driver             | 3               | Rs.5680-102-7720 |
|       | <b>Total</b>       | <b>19</b>       |                  |

**Note:**

The number of vacancies advertised for each post is only approximate and is liable for modification/cancellation including reduction with reference to vacancy position at any time before finalisation of selection.

### **1) Distribution of Vacancies:**

| S.No. | Name of the post   | No.of vacancies | Reservation  |
|-------|--------------------|-----------------|--|
| 1.    | Personal Assistant | 4               | 1. MBC/DNC - WDW - P<br>2. BC (OBCM) - Gen. - P<br>3. GT - WDW - NP<br>4. SC - Gen. - NP   |
| 2.    | Junior Assistant   | 10              | 1. SC(A) - WDW - P<br>2. MBC/DNC - WDW - P<br>3. BC(OBCM) - Gen. - P<br>4. GT-WDW-NP<br>5. SC - Gen. - NP<br>6. MBC/DNC - WDW - NP<br>7. BC (OBCM) - WDW - NP<br>8. GT - WDW - NP<br>9. BC(OBCM) - Gen. - NP<br>10. GT - Gen. - NP |
| 3.    | Time Keeper        | 2               | 1. GT-Gen.-P<br>2. SC (A) - WDW - P  |
| 4.    | Driver             | 3               | 1. MBC/DNC - WDW - P<br>2. BC (OBCM) - Gen. - P<br>3. GT - WDW - NP  |
|       | <b>Total</b>       | <b>19</b>       |  |



# TAMILNADU CEMENTS CORPORATION LIMITED

(A GOVERNMENT OF TAMILNADU UNDERTAKING)

Corporate Office: L.L.A.Building, 735, Anna Salai, Chennai- 600 002.

Phone:044-28525461 Fax :28523991 website: www.tancem.com e-mail:tancempersonnel@gmail.com

## **Important Dates:**

|   |                         |
|---|-------------------------|
| Date of Notification                    | <b>06.01.2021</b>       |
| Last date for submission of application | <b>22.01.2021</b>       |
| Date, Venue and Time of interview       | will be intimated later |

Applications received beyond the stipulated date and time for receipt of application will be rejected.

## **2) Qualification and Age:**

### **a) Age as on 01.01.2021**

| <b>S.No.</b> | <b>Name of the post</b> | <b>Age</b>     |
|--------------|-------------------------|----------------|
| 1.           | Personal Assistant      | Below 35 years |
| 2.           | Junior Assistant        |                |
| 3.           | Time Keeper             |                |
| 4.           | Driver                  |                |

### **b) Educational and Professional qualification:**

| <b>S. No.</b> | <b>Name of the post</b>              | <b>Qualification</b>   | <b>Experience</b>                |
|---------------|--------------------------------------|--|----------------------------------|
| 1.            | Personal Assistant<br>- 4 posts      | Any degree with stenography and typewriting English & Tamil (Higher) with knowledge in Computer operations | Previous experience is desirable |
| 2.            | Junior Assistant<br>- 6 posts        | Any degree with knowledge in computer operations   | Previous experience is desirable |
| 3.            | Junior Assistant(EDP) - 2 posts      | Any degree with minimum 6 months diploma in Computer Science   | Previous experience is desirable |
| 4.            | Junior Assistant (Finance) - 2 posts | B.Com/BBA with knowledge in computer operations  | Previous experience is desirable |
| 5.            | Time Keeper<br>- 2 posts             | Any degree having typing / soft skills   | Previous experience is desirable |
| 6.            | Driver - 3 posts                     | 10th passed having valid LMV driving licence.  | 2 years as driver                |



# TAMILNADU CEMENTS CORPORATION LIMITED

(A GOVERNMENT OF TAMILNADU UNDERTAKING)

Corporate Office: L.L.A. Building, 735, Anna Salai, Chennai- 600 002.

Phone:044-28525461 Fax :28523991 website: [www.tancem.com](http://www.tancem.com) e-mail:[tancempersonnel@gmail.com](mailto:tancempersonnel@gmail.com)

1. Qualifications prescribed for the posts should have been acquired by having pursued **FULL TIME COURSES ONLY**.
2. The qualifications prescribed for the posts must have been obtained by passing the required qualification in the order, i.e. 10<sup>th</sup> +HSC/Diploma+ U.G. Degree, as the case may be, from any University or Institution recognised by the UGC/AICTE/Government.

### **Note:**

- The candidates must possess the requisite qualifications and work experience for posts for which it is prescribed and produce necessary certificates in proof, in original at the time of interview and when required by the Corporation.
- The application should be in **hard copy** only send by post/courier. Online applications will not be entertained.

### **3. General Information:**

- a) Indian Nationals alone are eligible to apply.
- b) The rule of reservation of appointment is applicable to the posts and the distribution of vacancy will be as per the 200 point roster in force.
- c) 30% of reservation for women candidates is applicable for the above mentioned posts. If no qualified and suitable women candidates are available for selection against the vacancies reserved for them, such vacancies will be filled by male candidates belonging to the respective communal categories.
- d) In special categories like differently able persons Government norms will be followed. Decision of the management in this regard is final and binding.
- e) **Certificate of Physical Fitness:** Candidates selected for appointment to the posts will be required to produce a certificate of physical fitness from the Medical Officer of rank as stipulated by Government of Tamil Nadu.
- f) Correct and true information regarding arrest, convictions/debarment/disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalized, participation in agitation or any political organisation, candidature in election for parliament/State Legislature/Local Bodies, etc., if any, should also be furnished to the Tamil Nadu Cements Corporation Ltd., at the time of application, i.e. the details thereof, original of the judgement of Acquittals, order/or G.O. dropping further action in departmental proceedings or any document that may prove the suitability of such candidates for appointment in such cases must be produced at the stage/time of certificate verification/interview.



# TAMILNADU CEMENTS CORPORATION LIMITED

(A GOVERNMENT OF TAMILNADU UNDERTAKING)

Corporate Office: L.L.A.Building, 735, Anna Salai, Chennai- 600 002.

Phone:044-28525461 Fax :28523991 website: [www.tancem.com](http://www.tancem.com) e-mail:[tancempersonnel@gmail.com](mailto:tancempersonnel@gmail.com)

---

- g) Applications containing wrong claims relating to basic qualification/eligibility/ age/category of reservation/Educational qualification/experience is liable for rejection.
- h) Applications not accompanied by Xerox copies of age, education and experience qualification shall be summarily rejected.
- i) A candidate should indicate on the top of the application the post for which he/she is applying. For each post there should be a separate application, there cannot be a common application for more than one post. Application submitted in violation of this instruction will be rejected.
- j) On the envelope in which the application is sent, the post for which it relates to should be superscribed.**
- k) Words signifying masculine gender in these instructions should wherever the context so requires, be taken to include Feminine Gender.

#### **4. Interview:**

1. Candidates short listed based on the fulfilling eligible criteria will be called for an interview to be conducted by the Corporation at Chennai. Any request regarding change of the date of interview will not be entertained under any circumstances. However, the Corporation reserves the right to change the date/venue/time/centre etc., at interview due to unforeseen circumstances.
2. The Selection Committee shall conduct the interview and award marks to the candidates based on their performance in the interview.
3. While appearing for the interview, the candidate should produce all the required and valid original certificates/documents prescribed below. Failure to do so will result in the candidate not being allowed to take the interview. The Corporation takes no responsibility to receive/collect any certificate documents sent separately.
4. Candidates called for attending the personal interview are not eligible for reimbursement of TA/DA.



# TAMILNADU CEMENTS CORPORATION LIMITED

(A GOVERNMENT OF TAMILNADU UNDERTAKING)

Corporate Office: L.L.A.Building, 735, Anna Salai, Chennai- 600 002.

Phone:044-28525461 Fax :28523991 website: www.tancem.com e-mail:tancempersonnel@gmail.com

## **5. How to Apply:**

Candidates should download the applications from our website. www.tancem.com career portal. Eligible candidates should send their filled in applications along with the copies of self-attested documents/testimonials in a cover with superscription of "**Application for the Post of.....**" to the following address by Post/Courier.

**The General Manager (Mktg./Admn.)**  
Tamil Nadu Cements Corporation Limited,  
LLA Buildings, 2<sup>nd</sup> Floor,  
No.735, Anna Salai, Chennai 600 002.

## **6. List of Original Documents to be produced at the time of interview (as applicable)**

1. Interview Call letter in original and one copy of the same.
2. Proof of Date of Birth(Birth Certificate issued by the competent Municipal Authorities or SSLC/X std. with DOB)
3. Photo Identity Proof( with the photo of the candidate clearly visible) issued by the Competent Authority viz., Aadhar Card, Passport, Electors Photo Id Card, PAN Card etc.
4. Mark-sheets & Certificate for SSLC/HSC/Graduation or qualifying degree examination etc.
5. Permanent Community Certificate in electronic form/digitally signed E-certificate issued by the competent authority as stipulated by the Government of Tamil Nadu in the case of SC/SCA/ST/MBC&DC/BC/BC (OBCM) category candidates.  
Candidates serving in Government/Quasi Govt. offices/Public Sector Undertakings (including nationalised banks and financial institutions) are required to produce a No Objection Certificate from their employer at the time of attending the interview, if called for.
6. Experience Certificate
7. Any other relevant documents in support of eligibility.
8. If a candidate has registered his/her name with the **Employment Exchange**, registration details should be furnished.



# TAMILNADU CEMENTS CORPORATION LIMITED

(A GOVERNMENT OF TAMILNADU UNDERTAKING)

Corporate Office: L.L.A.Building, 735, Anna Salai, Chennai- 600 002.

Phone:044-28525461 Fax :28523991 website: [www.tancem.com](http://www.tancem.com) e-mail:[tancempersonnel@gmail.com](mailto:tancempersonnel@gmail.com)

## **Note:**

- i. Non –submission of requisite certificate/documents by the candidate at the time of interview will result in his being not allowed to appear for the interview.
- ii. Issuance of offer of appointment is solely at the discretion of the Corporation and its decision will be final and binding.

## **9. Other Instructions:**

- a) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this notification. Candidates are therefore advised to carefully read this notification and follow all the instructions given.
- b) A candidateshort listed for the interview and a subsequent process is strictly provisional. The mere fact that the call letter(s)/provisional allotment has been issued to the candidate does not imply that his/her candidature has been finally cleared by the Corporation. The Corporation would be free to reject any application, at any stage of the process, in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished incorrect/false/information/certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this notification, no further representation in this regard will be entertained. If any of these shortcomings are detected after appointment in the Corporation, his/her services are liable to be summarily terminated.
- c) Decision of the Corporation in all matters regarding eligibility of the candidate, scrutiny of application on the basis of eligibility criteria, qualifications and other eligibility norms, the documents to be produced for the purpose of the interview, verification etc., and any other matter relating to Recruitment Process will be final and binding on the candidate. No correspondence and personal enquiries shall be entertained by the Corporation in this behalf.
- d) Not more than one application should be submitted by a candidate for one post.
- e) Any canvassing or creating influence for undue advantage shall lead to disqualification from the Recruitment Process.
- f) In case any dispute arises on account of interpretation of clauses in any version of the notification other than English, the English version available in our Corporation's website shall prevail.
- g) A candidate should ensure that the signatureaffixed by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all



# TAMILNADU CEMENTS CORPORATION LIMITED

(A GOVERNMENT OF TAMILNADU UNDERTAKING)

Corporate Office: L.L.A.Building, 735, Anna Salai, Chennai- 600 002.

Phone:044-28525461 Fax :28523991 website: [www.tancem.com](http://www.tancem.com) e-mail:[tancempersonnel@gmail.com](mailto:tancempersonnel@gmail.com)

---

correspondences with the Corporation in future should be identical and there should be no variation of any kind.

- h) Candidates will have to appear for the interview at their own expense.
- i) Appointment of selected candidates is subject to his/her being declared, medically fit and as per other requirements of the Corporation as mentioned in this notification and subject of service and conduct rules of the Corporation.
- j) The Corporation reserves the right to reschedule/change (cancel/modify/ add) any of the criteria, interview/ method of selection and provisional allotment etc.
- k) The Corporation reserves the right to cancel this recruitment program in whole or part without assigning any reasons.
- l) Appropriate action against the candidates found guilty of misconduct / use of unfair means will be taken as per the norms of the Corporation.
- m) The Corporation shall not be responsible if the information/intimation do not reach candidates in case of change in the mobile number, technical fault or otherwise, beyond the control of the Corporation.
- n) Original certificates are not to be sent along with Application Form. Original Certificates are to be produced at the time of interview only
- o) All correspondence with candidates shall be done in post only. All information regarding selection schedule, interview call letters etc. shall be send through post. TANCEM will not be responsible for loss of post sent, due to invalid/wrong address provided by the candidate or delay in delivery of post or non-receipt of information, if the candidate fails to access in time.
- p) The candidates will be called for interview based on self-attested certificates along with copies of testimonials furnished by them. They should produce the original documents, in support of their claim to meet eligibility conditions at the time of interview, failing which such candidates will not be permitted to appear for the interview.





## TAMILNADU CEMENTS CORPORATION LIMITED

(A GOVERNMENT OF TAMILNADU UNDERTAKING)

Corporate Office: L.L.A.Building, 735, Anna Salai, Chennai- 600 002.

Phone:044-28525461 Fax :28523991 website: [www.tancem.com](http://www.tancem.com) e-mail:[tancempersonnel@gmail.com](mailto:tancempersonnel@gmail.com)

---

- q) Incomplete applications without details as regards qualifications, experience and communication address will be summarily rejected.**
- r) Candidature of a registered candidate is liable to be rejected at any stage of recruitment process, if any information provided by the candidate is found to be false or is not found to be in conformity with eligibility conditions mentioned in the advertisement. If this happens after his/her appointment, his/her service will be terminated.
- s) Candidates already removed/terminated/deserted employment with TANCEM will not be considered.

**General Manager (Mktg./Admn.)**



# TAMILNADU CEMENTS CORPORATION LIMITED

(A GOVERNMENT OF TAMILNADU UNDERTAKING)

Corporate Office: L.L.A.Building, 735, Anna Salai, Chennai- 600 002.

Phone:044-28525461 Fax :28523991 website: www.tancem.com e-mail:tancempersonnel@gmail.com

## Application Form

Advertisement Notification No :

Post Applied for :

| I. Personal Data  |  |
|---|--|
| Name (in Capitals)  | <div style="border: 1px dashed green; border-radius: 15px; padding: 10px; text-align: center;">Affix Passport<br/>size photograph<br/>with self-attested</div> |
| Father's /Spouse Name   |  |
| Sex   |  |
| Date of Birth & Age   |  |
| Place of Birth<br>(Village/Town/District/state)                               |  |
| Nationality   |  |
| Religion  |  |
| Mother Tongue   |  |
| Community/Caste   | OC / BC / BC(M) /BC(OBCM) /MBC & DC / SC / ST  |
| Employment Reg.No.<br>and Name of District                                    |  |
| Priority Details<br>(Priority / Non-Priority) If<br>priority, furnish details |  |
| Marital status  | Single / Married / Widow / Divorced  |
| Family Members<br>( Specify Name/ Relationship<br>/ Age/ Occupation)          |  |
| Permanent Address   |  |
| Present Address   |  |
| Address for<br>communication  |  |



# TAMILNADU CEMENTS CORPORATION LIMITED

(A GOVERNMENT OF TAMILNADU UNDERTAKING)

Corporate Office: L.L.A.Building, 735, Anna Salai, Chennai- 600 002.

Phone:044-28525461 Fax :28523991 website: [www.tancem.com](http://www.tancem.com) e-mail:[tancempersonnel@gmail.com](mailto:tancempersonnel@gmail.com)

## II. Educational Data (Give details of schooling and university/Institution)

| From | To | Name of Institution | Name of the Degree | Major Subject | % of Marks |
|------|----|---------------------|--------------------|---------------|------------|
|      |    |                     |                    |               |            |

## III. Experience

| Year |    | Name of the Employer | Post held | Salary drawn | Reason for leaving |
|------|----|----------------------|-----------|--------------|--------------------|
| From | To |                      |           |              |                    |
|      |    |                      |           |              |                    |



# TAMILNADU CEMENTS CORPORATION LIMITED

(A GOVERNMENT OF TAMILNADU UNDERTAKING)

Corporate Office: L.L.A.Building, 735, Anna Salai, Chennai- 600 002.

Phone:044-28525461 Fax :28523991 website: www.tancem.com e-mail:tancempersonnel@gmail.com

| IV. Physical Data & General information's  |  |
|--|--|
| Aadhaar No   |  |
| E-mail id & Contact Mobile No  |  |
| Blood Group  |  |
| Height(in cms)   |  |
| Weight(in kgs)   |  |
| Present status of Health<br>(Major illness/Physical disabilities, if any)<br>Specify with dates of any serious illness or<br>major operation undergone |  |
| Extra- curricular activities   |  |
| Hobbies  |  |
| Name & Address of two References:  |  |
| Any Relative or acquaintance working<br>in this Corporation ?, If so give details  |  |
| Any additional information which you<br>may desire to furnish  |  |

I declare that the above information furnished by me is true to the best of my knowledge and belief.

**Date:**

**Signature of the Applicant**