



Cement Corporation of India Limited
(A Government of India Enterprise)
Tandur Cement Factory P.O CCI TANDUR,
Dist: Vikarabad, (TS) Pin: 501158
Tel. No.08411-247224, Fax No.08411-247243
CIN U74899DL1965GOI004322
Email – tandur@cementcorporation.co.in

Cement Corporation of India Limited, Tandur Unit intends to engage Data Entry Operators on short term contract basis initially for a period of 02 years. The details of job specifications, age, remuneration etc as under:-

Job specification : Graduate having at least one year duration certificate / Diploma course of Data Entry Operator from recognized Institution with knowledge of computer operations i.e. MS Office (MS word/Excel/Power etc)with one year experience.

Persons having working knowledge of ERP/Tally package operation will have an added advantage.

Age : Maximum age limit is **28 years as on 31st January 2017.**

Remuneration : Consolidated remuneration is Rs. 12,000/- per month + accommodation at unit on concessional rent if required.

Interested persons meeting the above eligibility criteria may apply in the prescribed format enclosing therewith all the requisite attested copies of documents to The HOD (P&A), Cement Corporation of India Limited, (A Government Of India Enterprise) Tandur Cement Factory, P.O. CCI Tandur, Vikarabad (Dist) Telangana State. Pin: 501 158 within 10 days of the publication of the advertisement. Short listed eligible candidates may be called for skill test / Computer proficiency test as per discretion of the Corporation for which **no TA/DA shall be paid.**



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Please affix your recent passport size photograph

APPLICATION FORMAT FOR DATA ENTRY OPERATORS ON CONTRACT BASIS

(To be filled in English in capital letters by the candidate only)

1. Medium for Test English

PERSONAL DATA

1(a) Name of the applicant : _____
 (in capital letters)
 (b) Father's name/Husband's name : _____

2 (a) Mailing Address : _____

(b) Telephone No. Office _____ Residence _____

(c) Mobile No. _____ E-Mail _____

(d) Home Town _____

3. (a) Date of Birth b) Exact Age Years Months
 (as on 31st January 2017)

(c) State to which you belong _____

(d) Nationality _____ (e) Religion _____

4. (a) Category SC ST OBC (Non creamy layer) General

(b) In case SC/ST/OBC state Caste/Tribe _____

Also attach attested copy of Certificate from prescribed authority. In case of OBC the certificate should have been issued after

5. (a) Sex : Male/ Female (b) Material status : Single/Married/Widowed/Divorcee

6. ACADEMIC & PROFESSIONAL QUALIFICATIONS

Examination/ Degree passed	/college/ Institution	Year of passing	Board/ University	Class/ Division	% of marks obtained	Subjects studied

7. PARTICULARS OF EXPERIENCE , if any :

(i) Total Experience post qualification Years Months

(ii) Details of experience stating from present with scales . Please give details of different positions held each Organization with dates:

Employer's name & complete address (Start from present employer)	Period of employment		Designation and scale of pay	Basic Pay	Total Emolu ments	Exact Nature of duties/ functions	Reasons for leaving
	From	To					

8. Nature of present employment i.e. Regular/Ad-hoc/
Temporary/ Permanent

9. In case the present employment is held on
Deputation /Contract basis please state.

(a) The date of initial appointment

(b) Period of appointment on deputation/
Contract.

10. Have you ever been arrested in a criminal cases or convicted, fined or , or imprisoned for violation of any law(excluding minor traffic violation) or is any disciplinary/vigilance case pending/ever instituted against you or have you been barred/disqualified by a Public Service Commission/University or any other educational authority from appearing in its Examinations?

Yes/No

If 'Yes give details:

11. CERTIFY THAT

- (a) The information furnished above is correct
- (b) My application has / has not been forwarded through proper channel
- (c) Enclosures

Date:

Signature of Applicant