



# राष्ट्रीय सीमेंट एवं भवन सामग्री परिषद् (भारत सरकार के वाणिज्य एवं 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)

बल्लभगढ़ - १२१००४ / Ballabgarh-121004, हरियाणा / Haryana, भारत / India

दूरभाष / Ph : +91-129- 2666600; वेबसाइट / Website: - www.ncbindia.com

आवश्यकता है (सीधी भर्ती)

REQUIRES (Direct Recruitment)

Name of the Post	Level as per 7 <sup>th</sup> CPC	Post Code	Eligibility Criteria	Work Responsibilities	Upper Age Limit (Years)	No. of Posts & category
NCB Cadre Official  Deputy Manager  (Personal & Administration)	Level-10	HRS-01	<p><b>Essential:</b></p> <p>(i) Graduate degree from a recognized University.</p> <p>(ii) 15 years of post-qualification experience in Administration/ Establishment /Human Resource / Personnel / Vigilance/ and other administration related matters in Central Govt. /State Govt./ PSU's/Autonomous Bodies.</p> <p><b>Desirable:</b></p> <p>(i) Diploma or Certificate Course in Office Management</p> <p>(ii) Diploma or Certificate Course in Computer Application.</p> <p>(iii) Must have working knowledge of e-office, Computer Applications.</p>	The candidate shall be responsible for recruitment, personnel, establishment, security management, manpower planning, training and development, legal, vigilance, pay fixation/revision and other administrative matters.	45 Yrs	01 (UR)



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NCB Cadre Official  Deputy Manager  (Finance & Accounts)	Level-10	FAS-02	<p><b>Essential:</b></p> <p>(i) Graduate degree from a recognized University in Economics / Commerce / Finance or qualified CA/ICWA.</p> <p>(ii) 15 years of post-qualification experience (for graduate degree) and 08 years of post-qualification experience (for CA/ICWA) in maintaining finance / accounting matters, accounts compilation, budget, Internal Audit and commercial accounting and other account related matters of Central Govt. /State Govt./ PSU's/Autonomous Bodies.</p> <p><b>Desirable:</b></p> <p>(i) Specialisation in Finance/Accounting / Commerce at the Post Graduate Level.</p> <p>(ii) Diploma or Certificate Course in Tally and Working knowledge of PFMS.</p>	The candidate shall be responsible for financial management, cost accounting, Budgeting, Internal Audit, finalization of accounts, taxation, balance sheet and other account related matters.	45 Yrs	01 (UR)



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REQUIRES (Direct Recruitment)

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			(iii) Must have working knowledge of e-office, Computer Applications.			
NCB Cadre Official  Deputy Manager  (Materials Management Services)	Level-10	MMS-03	<p><b>Essential:</b></p> <p>(i) Graduate degree from a recognized University.</p> <p>(ii) 15 years of post-qualification experience in maintaining stores accounts, handling purchase functions, tendering, E-procurement process, Contracts, AMCs, inventory Control, knowledge of purchase and contract procedure, knowledge of GFR and GeM procurement function of Central Govt. /State Govt./ PSU's/Autonomous Bodies.</p> <p><b>Desirable:</b></p> <p>(i) Post Graduate Diploma or Diploma in Materials Management / Warehousing Management / Purchase / Logistics or Public Procurement from a recognized University.</p>	The candidate shall be responsible for handling purchase, stores as per GFR, GeM and CPPP, management of inventory, tender, material management and other store and purchase related matters.	45 Yrs	01 (UR)



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**REQUIRES (Direct Recruitment)**

Name of the Post	Level as per 7 <sup>th</sup> CPC	Post Code	Eligibility Criteria	Work Responsibilities	Upper Age Limit (Years)	No. of Posts & category
			(ii) Certificate course in GeM procurement and Materials / Purchase Management. (iii) Working knowledge of CPPP, E-Procurement and GeM portal. (iv) Must have working knowledge of e-office, Computer Applications.			

**GENERAL TERMS AND CONDITIONS / OTHER DETAILS:**

1. In supersession of existing Terms & Conditions on the subject cited above, the following Terms & Conditions are being prescribed for direct recruitment of NCB Cadre 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.
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.



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**REQUIRES (Direct Recruitment)**

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.: <b>37301477161</b> PAN No.: <b>AAATN2477N</b>	MICR Code: <b>110002194</b> TAN No.: <b>DELN09625</b>	IFSC Code: <b>SBIN0003794</b> GST No.: <b>06AAATN2477N1Z6</b>
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- Candidates applying for more than one post should send separate application against each post.
- Relaxation / Concession in age, qualification and experience are as per Govt. of India rules.
- All the three posts advertised herewith are of unreserved category. No relaxation / concession in age, qualification and experience for all the three posts.
- The crucial date for determining (age) eligibility will be the Closing Date of the receipt of application at NCB Ballabgarh.
- 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. 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.
- Applicants shall fill the application form (available at NCB Website i.e. [www.ncbindia.com](http://www.ncbindia.com));
  - Advertisement Number
  - Post Code
  - Name of the applicant
  - Father / Spouse Name
  - Date of Birth, Nationality



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- (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.

12. 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) Receipt of payment / bank transaction details of application fee
- (h) Recent Passport Size (Colour Photograph) – 2 Nos.
- (i) Any other relevant documents

13. 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.

14. 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.



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15. Applications received at NCB without any / or all information as mentioned in point no. (11) and without any / all documents (enclosure along with application) as mentioned in point no. (12) shall be rejected and will not be considered.
16. 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.
17. Only post qualification experience after completion of minimum essential qualification against which the candidate will apply will be counted as effective experience.
18. 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 examination. Those who qualify in the written examination will be invited for personal discussion. The final merit list will be prepared on the basis of the performance of the candidates in the personal discussion.
19. 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.
20. Mere fulfilment of qualification may not confer any right to short listing for written examination.
21. NCB reserves the right to set the syllabus & question papers for various posts.
22. 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.
23. No interim enquiries will be entertained from any applicant on any of the issues related to the ongoing recruitment process.
24. NCB reserves the right to amend/delete/ or cancel any advertisement (part or full) at any point of time without mentioning any reason.
25. Not all posts need to be filled if suitable candidates are not found.
26. Any amendment or any post advertisement information shall be uploaded on NCB Website only.



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27. Canvassing in any form and/or bringing influence political or otherwise will be treated as a disqualification for the post.
28. 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.
29. 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.
30. No travel allowance will be reimbursed for the candidates appearing for Written Examination & Personal Discussion.
31. **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.
32. **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. 11 along with self-attested documents copies as mentioned in the point no. 12 of this advertisement.
33. 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.
34. NCB regular officials can submit application for any post as advertised in this advertisement and will be considered as horizontal entry.
35. Candidates may visit NCB website at www.ncbindia.com for details.

\*\*\*\*\*END\*\*\*\*\*



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## Application Form for Appointment on Direct Recruitment 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.: R/05/2025 (01)

1. Post applied for and Post Code :
2. Name of Candidate (in Block Letters) :
3. Marital Status :
4. Father's / Spouse Name :
5. Date of Birth : \_\_\_\_ : \_\_\_\_ : \_\_\_\_
6. Age : \_\_\_\_ Years \_\_\_\_ Month \_\_\_\_ Days
7. Nationality :
8. Address :
  - a. Correspondence Address :
  - City & Pin Code :
  - State :
  - Mobile No. :
  - Email ID :



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## Application Form for Appointment on Direct Recruitment Basis

b. Permanent Address :

City & Pin Code :

State :

Mobile No. :

Email ID :

9. Category (Please put tick mark) :

SC ☐

ST ☐

OBC ☐

GEN ☐

PH ☐

EWS ☐

Ex-Servicemen ☐

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 (Class X)							
Intermediate (Class XII)							
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.



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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