



## 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

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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 (Electrical Engineering) Post Code- BLB/01	B.E. / B. Tech (Electrical / Electrical & Electronics/ Electrical & Instrumentation Engg.)	<b>Third Party Quality Assurance (TPQA)</b> 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. <b>Energy Audits</b> for cement plants: - Carry out energy audit studies of electrical aspects like HT/LT motors, transformers, lighting system etc. in cement plants, cement grinding units in India. <b>Project Engineering and System Design (PSD)</b> for cement plants: - Assist in preparation of PFRs, TEFRs, DPRs, project engineering activities, project procurement assistance, site activities, system design audits and Project Monitoring and Control (PMC).	28 Yrs	Rs. 37,000/-	Total – 04 UR-02 OBC-01 SC-01
2.	Project Engineer (Civil Engineering) Post Code- BLB/02	B.E. / B.Tech (Civil Engg.) with min. 2 years of post-qualification experience Or M.E./ M.Tech (Civil Engg.) with minimum 1 year of post-qualification experience.	- Non-destructive testing/repair and rehabilitation of reinforced concrete structures/quality control & quality assurance in repair projects, possessing knowledge in Indian & International Code of practices in the field of civil engineering buildings/structures.	30 Yrs	Rs. 39,000/-	Total - 03 UR-01 EWS-01 SC-01

3.	Project Engineer (Civil Engineering) Post Code- BLB/03	B.E. / B.Tech (Civil Engg.) with min. 3 years of post-qualification experience.	<ul style="list-style-type: none"> <li>- Repair &amp; maintenance works of office building, residential quarters, water proffing of roof for office buildings, liaisoning with different Govt. deptts. Like CPWD, MCF etc.</li> <li>- All type of aluminum fabrication works for office buildings, repair and rectification of Expansion Joints, renovation of different laboratories &amp; washrooms.</li> <li>- Preparation of estimates for civil related jobs, overall supervision of all maintenance related works and contribution in drafting annual procurement in those areas</li> <li>- Work of Fire NOC: Carrying out specification requirements with various equipment and accessories; by liaising with Fire deptt., Haryana.</li> </ul>	30 Yrs	Rs. 40,500/-	EWS-01
4.	Project Engineer (Civil Engineering) Post Code- AHD/01	B.E. / B.Tech (Civil Engg.) with min. 5 years of post-qualification experience.	<ul style="list-style-type: none"> <li>- RCC Bridge works, concrete road works, building works, quality control, quality assurance of major civil Engg. Projects of Bridges and High rise building with basement.</li> <li>- Posting at NCB-Ahmedabad.</li> </ul>	33 Yrs	Rs. 43,500	Total – 02 UR - 01 OBC – 01
5.	Senior Lab Technician Post Code- AHD/02	B.Sc. (PCM) with min. 10 years of post-qualification experience in physical and chemical testing of different types of building materials, NDT etc.	<p>To carry out:</p> <ul style="list-style-type: none"> <li>- physical and chemical testing of different types of building materials, NDT</li> <li>- Posting at NCB-Ahmedabad.</li> </ul>	35 Yrs	Rs.29,600	UR- 01
6.	Lab Analyst (Chemical) Post Code- BLB/04	B.Sc. (PCM) with min. 5 years of post-qualification experience.  Experience in NABL (ISO/IEC 17025) accredited lab is preferable.	<p>To carry out:</p> <ul style="list-style-type: none"> <li>- chemical testing of various types of materials like hydraulic cements, clinker, raw materials, additives, aggregates, admixtures, refractory, water etc.</li> <li>- Maintenance and up keeping of chemical testing lab</li> </ul>	30 Yrs	Rs.25,200	Total – 04 UR-02 OBC-01 SC-01
7.	Lab Analyst (Physical) Post Code- BLB/05	B.Sc. (PCM) with min. 01 year of post-qualification experience.  Experience in NABL (ISO/IEC 17025) accredited lab is preferable.	<p>To carry out:</p> <ul style="list-style-type: none"> <li>- physical testing of various types of hydraulic cements, clinker, fly ash, slag, aggregate, bricks etc.</li> <li>- Various other physical testing lab related activities.</li> </ul>	26 Yrs	Rs.22,400	OBC - 01
8.	Lab Analyst (Physical) Post Code- BLB/06	Diploma in Civil Engineering with min. 01 year of post-qualification experience.  Experience in NABL (ISO/IEC 17025) accredited lab is preferable	<p>To carry out:</p> <ul style="list-style-type: none"> <li>- physical testing of various types of hydraulic cements, clinker, fly ash, slag, aggregate, bricks etc.</li> <li>- Various other physical testing lab related activities.</li> </ul>	26 Yrs	Rs.22,400	OBC – 01

9.	Designer (Mechanical)  Post Code- BLB/07	B.E. / B.Tech (Mechanical Engg.) with min. 03 years of post- qualification experience	- Preparation & Review of Flowsheets, layout, G.A. drawings, structural & fabrication details  - Fluent in AutoCAD, good communication (writing) and computer skills.  - Equipment sizing and selection for material handling equipment	30 Yrs	Rs. 40,500/-	OBC-01
10.	हिंदी अनुवादक  पोस्ट कोड - बीएलबी/08	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/-	अनुसूचित जनजाति - 01
11.	Purchase Assistant  Post Code- BLB/09	<b>Essential:</b> Graduate in any discipline.  <b>Desirable:</b> PG Diploma in Material Management shall be preferred.  Minimum 12 years of post-qualification experience in import procedures, purchase procedures as per GFR, GeM, CPPP and computer data entry in the relevant field.	Knowledge of import procedures, purchase procedures as per GFR, GeM, CPPP and computer data entry.	37 Yrs	Rs. 31, 000/-	UR-01
12.	Stores Assistant  Post Code- BLB/10	<b>Essential:</b> Graduate in any discipline.  <b>Desirable:</b> PG Diploma in Material Management shall be preferred.  Minimum 15 years of post-qualification experience in store inventory management, material inward / outward, bill forwarding etc. computer data entry. in relevant field.	Store inventory management, material inward / outward, bill forwarding etc. computer data entry.	40 Yrs	Rs. 33,900/-	UR-01

13.	Stores Assistant Post Code- BLB/11	<b>Essential:</b> Graduate in any discipline.  Minimum 10 years of post-qualification experience in bill forwarding, LD calculation, GeM CRAC generation, computer data entry in relevant field.	Bill forwarding, LD calculation, GeM CRAC generation, computer data entry.	35 Yrs	Rs. 29,600/-	UR-01
14.	Office Assistant Post Code- BLB/12	Graduate in any discipline with minimum 10 years of post-qualification experience in relevant field.  <b>Essential Requirement:</b> Proficiency in English & Hindi Knowledge of MS Office (PPT/Word/Excel) Photoshop/Corel Draw	Travel Booking, Transportation arrangements, bilingual typing, drafting of letters/notes, E-office & Liaisoning with local authorities.	35 Yrs	Rs 27,900/-	OBC-01
15.	Receptionist Post Code- BLB/13	-Graduate in any discipline with 60% marks or equivalent CGPA. <b>Essential Requirement</b> -Excellent communication in English & Hindi and interpersonal skills -Proficient in basic computer skills and MS office.	Attending of outgoing and incoming telephone calls, interaction with office guests / visitors and other miscellaneous activities pertaining to General Administration like letter typing, air/rail ticket booking, billing, maintaining data in excel format, processing of Telephone bills of NCB officials etc.	28 Yrs	Rs 23,800	UR-01
16.	Project Engineer (Electronics & Instrumentation on Engineering) Post Code- BLB/14	B.E. / B.Tech (Electronics & Instrumentation) with min. 7 years of post-qualification experience. Or M.E. / M.Tech (Electronics & Instrumentation) with minimum 5 year of post-qualification experience.	- Experience in instrumentation and control system. - Assists in project engineering activities, project procurement assistance, site activities etc. - Quality Control & Quality Assurance - Training & skill development	35 Yrs	Rs 48,500	UR-01
17.	Office Assistant Post Code- AHD/03	Graduate in any discipline with minimum 10 years of post-qualification experience in relevant field.	- Sample collection, bilingual typing, drafting of letters/notes, preparation of Test Certificate. - Posting at NCB-Ahmedabad.	35 Yrs	Rs.29,600	UR- 01

**Note:-**

- 1 All posts are for Indian Nationals.
- 2 All posts shall be filled by contract appointment only.

- 3 The tenure of the contractual position will be initially for a period of one year, which can be extendable depending on the requirement, upto maximum 3 years only.
- 4 Reservation & Concession/relaxation applicable as per Government of India Rules.
- 5 Canvassing in any form and/or bringing influence political or otherwise will be treated as a disqualification for the post.
- 6 Interim queries will not be entertained.
- 7 Incomplete application without the supporting documents (Date of Birth (caste, disability certificate if applicable), experience certificate, etc.) and, application received after the last date will be summarily rejected and no communication will be made/entertained in this regard.
- 8 Candidates working in Government/ PSUs/ Autonomous bodies etc. shall send their application through proper channel or shall send a 'No Objection Certificate' from their present employer along with the application, failing which the application shall be summarily rejected at the time of screening.
- 9 The crucial date for determining (age) eligibility will be 21 days after the date of publication (starting date of the week) in Employment News.
- 10 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 Employment News, 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).
- 11 Interested candidates may visit NCB website at [www.ncbindia.com](http://www.ncbindia.com) for details.
- 12 No relaxation/concession in academic qualification and experience.
- 13 NCB reserves the right to amend/delete/ or cancel any advertisement (part or full) at any point of time without mentioning any reason.
- 14 Written Test followed by personal discussion will be conducted by Selection Committee for the shortlisted candidates/applicants after the screening by Screening Committee.
- 15 NCB reserves the right to set the syllabus & question papers for various posts.
- 16 Any amendment or any post advertisement information shall be uploaded on NCB Website only.
- 17 Candidates applying for more than one post should send separate application.

**महानिदेशक**  
**DIRECTOR GENERAL**