

CEMENT CORPORATION OF INDIA LIMITED

(A Government of India Enterprise)

Core 5, SCOPE Complex,

7 Lodhi Road, New Delhi 110003

Advertisement No. – 4/15

WALK IN INTERVIEW

Cement Corporation of India Ltd. (CCI) intends to engage Private Secretaries for its senior level Executives on fixed term contractual basis, initially for one year period, consolidated remuneration through walk-in-interview.

The job specifications for the above engagement are as under:-

The candidate should be Graduate with a speed of 120 wpm in shorthand and 50 wpm in typing, computer savvy, with proficiency in MS Office (Word, PowerPoint, Excel). He should have minimum 15 years working experience with senior executives viz., CMD, Directors etc. The candidate is required to execute all secretarial functions of senior executives including independent correspondence, organising meetings, appointments and travel arrangements. Special attributes for good command over spoken and written English with an excellent communication skills, meticulous organisational abilities.

Age limit: Maximum 65 years with sound physical and mental health. Persons retired from CCI and meeting the above eligibility criteria shall have added advantage.

Tenure: Initially for one year. Further extendable depending upon the requirement and performance of the incumbent.

Remuneration: Consolidated, negotiable.

Eligible interested candidates may appear for walk-in-interview at above address on **27th October 2015 at 10.30 AM Hours** with resume and all requisite testimonials of educational qualifications, experience etc.

SR. MANAGER (PERSONNEL)