



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.1/ACW/2018

Date:16.09.2018

Applications with Photostat copies of all certificates are invited from suitable persons for the following posts and the details are furnished below:

S.N	Name of the posts	Reservation					No. of vacancies	Scale of pay (Revised from 1.10.2017)
		GT	SC(A)	MBC /DNC	BC (OBCM)	SC		
Officer								
1	Manager(Electrical)	1	-	-	-	-	1	₹61900-196700
2	Manager(Mechanical)	1	-	-	-	-	1	
3	Dy. Manager(P&QA)	1	-	-	-	-	1	₹59300-187700
4	Dy. Manager(Inst.)	1	-	-	-	-	1	
5	Dy. Manager(Finance)	-	-	1	-	-	1	
6	Asst.Manager(Materials)	1	-	-	-	-	1	₹56100-177500
7	Asst.Manager(P&A)	-	-	1	-	-	1	
8	Executive(Mech)LS/CR	1	1	-	-	-	2	₹36200-114800
9	Executive(Mech)Raw mill	1	1	1	-	-	3	
10	Executive (Mech) Kiln	1	1	1	-	-	3	
11	Executive(P&A)	1	-	-	-	-	1	
Junior Management Cadre								
12	Accountant	1	-	-	-	-	1	₹35600-112800
13	CCR Operators-Plant /LSC	2	1	2	1	1	7	
14	Shift Chemist	1	1	1	-	-	3	
15	X- Ray Analyst	1	1	1	-	-	3	
Staff & worker								
16	Electrician	1	1	1	1	-	4	₹4930-82-6570
17	Instrument Mechanic	1	1	1	1	-	4	₹4930-82-6570
18	Personal Assistant	1	1	-	-	-	2	₹19500-62000
19	Junior Assistant	2	-	-	-	-	2	₹19500-62000
20	Time Keeper	1	1	-	-	-	2	₹4920-82-6560
21	Driver	1	1	-	-	-	2	₹4930-82-6570
Total							46	

For further details regarding how to apply, last date of 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

Deputy Secretary/Managing Director i/c



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S.No.	Name of the post	No.of vacancies	Scale of pay (Revised from 1.10.2017)
1	Manager(Electrical)	1	₹61900-196700
2	Manager(Mechanical)	1	
3	Deputy Manager(Process &Quality Assurance)	1	₹59300-187700
4	Deputy Manager (Instrumentation)	1	
5	Deputy Manager(Finance)	1	
6	Assistant Manager(Materials)	1	₹56100-177500
7	Assistant Manager(Personnel &Administration)	1	
8	Executive(Mechanical)Lime Stone Crusher	2	₹36200-114800
9	Executive(Mechanical) Raw mill	3	
10	Executive (Mechanical) Kiln	3	
11	Executive(Personnel &Administration)	1	
12	Accountant	1	₹35600-112800
13	CCR Operators-Plant/Lime Stone Crusher	7	
14	Shift Chemist	3	
15	X- Ray Analyst	3	
16	Electrician	4	₹4930-82-6570
17	Instrument Mechanic	4	₹4930-82-6570
18	Personal Assistant	2	₹19500-62000
19	Junior Assistant (Materials)	1	
20	Junior Assistant (EDP)	1	
21	Time Keeper	2	₹4920-82-6560
22	Driver	2	₹4930-82-6570
Total		46	

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.



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1. Distribution of Vacancies:

S.N	Name of the post	No.of vacancies	Reservation
1	Manager(Electrical)	1	• GT- General- Priority
2	Manager(Mechanical)	1	• GT- General- Priority
3	Deputy Manager(Process &Quality Assurance)	1	• GT- General- Priority
4	Deputy Manager (Instrumentation)	1	• GT- General- Priority
5	Deputy Manager(Finance)	1	• MBC/DNC-Women Desti. Widow – Priority
6	Assistant Manager(Materials)	1	• GT- General- Priority
7	Assistant Manager(Personnel &Administration)	1	• MBC/DNC- Women Desti. Widow - Priority
8	Executive(Mechanical)Lime Stone Crusher	2	• GT- General- Priority • SC(A)-Women Dest.Widow - Priority
9	Executive(Mechanical) Raw mill	3	• GT- General- Priority • SC(A)-Women Dest.Widow - Priority • MBC/DC-Women Dest. widow-Priority
10	Executive (Mechanical) Kiln	3	• GT- General- Priority • SC(A)-Women Dest.Widow-Priority • MBC/DC-Women Dest.widow-Priority
11	Executive(Personnel &Administration)	1	• GT- General- Priority
12	Accountant	1	• GT- General- Priority
13	CCR Operators-Plant/Lime Stone Crusher	7	• GT- General- Priority • SC(A)-Women Dest.Widow -Priority • MBC/DC-Women Dest.widow-Priority • BC(OBCM)-General-Priority • GT- Women Dest.widow – Non Priority • SC – General–Non Priority • MBC/DC - Women Dest. widow –Non Priority



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14	Shift Chemist	3	<ul style="list-style-type: none">• GT- General- Priority• SC(A)-Women Dest. Widow-Priority• MBC/DC-Women Dest. widow-Priority
15	X- Ray Analyst	3	<ul style="list-style-type: none">• GT- General- Priority• SC(A)-Women Dest.Widow-Priority• MBC/DC-Women Dest.widow-Priority
16	Electrician	4	<ul style="list-style-type: none">• GT- General- Priority• SC(A)-Women Dest.Widow - Priority• MBC/DC-Women Dest.widow -Priority• BC(OBCM)-General-Priority
17	Instrument Mechanic	4	<ul style="list-style-type: none">• GT- General- Priority• SC(A)-Women Dest.Widow - Priority• MBC/DC-Women Dest.widow -Priority• BC(OBCM)-General-Priority
18	Personal Assistant	2	<ul style="list-style-type: none">• GT- General- Priority• SC(A)-Women Dest.Widow - Priority
19	Junior Assistant (Materials)	1	<ul style="list-style-type: none">• GT- General- Priority
20	Junior Assistant (EDP)	1	<ul style="list-style-type: none">• GT- General- Priority
21	Time Keeper	2	<ul style="list-style-type: none">• GT- General- Priority• SC(A)-Women Dest.Widow-Priority
22	Driver	2	<ul style="list-style-type: none">• GT- General- Priority• SC(A)-Women Dest.Widow-Priority
Total		46	

2. Important Dates:

Date of Notification	16.09.2018
Last date for submission of application	10.10.2018 at 5.00pm
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.



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3. Qualification and Age:

a) Age as on 01.07.2018

S.No	Name of the post	Age
1	Manager(Electrical)	• Below 45 years (Relaxable in deserving cases)
2	Manager(Mechanical)	
3	Deputy Manager (Process &Quality Assurance)	• Below 40 years (Relaxable in deserving cases)
4	Deputy Manager (Instrumentation)	
5	Deputy Manager (Finance)	
6	Assistant Manager(Materials)	• Below 35 years (Relaxable in deserving cases)
7	Assistant Manager(Personnel &Administration)	
8	Executive(Mechanical)Lime Stone Crusher	• Below 35 years (Relaxable in deserving cases)
9	Executive(Mechanical) Raw mill	
10	Executive (Mechanical) Kiln	
11	Executive(Personnel &Administration)	
12	Accountant	
13	CCR Operators-Plant/Lime Stone Crusher	
14	Shift Chemist	
15	X- Ray Analyst	
16	Electrician	
17	Instrument Mechanic	
18	Personal Assistant	
19	Junior Assistant (Materials)	
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21	Time Keeper	
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b) Educational and Professional qualification

S.No	Name of the post	Qualification	Experience
1	Manager(Electrical)	B.E / B.Tech (Electrical & Instrumentation)	• 15 years (in one million ton capacity Cement Plant)
2	Manager(Mechanical)	B.E / B. Tech (Mechanical)	
3	Deputy Manager (Process &Quality Assurance)	B.E./B.Tech-(Chemical)	• 10 years (in one million ton capacity Cement Plant)
4	Deputy Manager (Instrumentation)	B.E./B.Tech(Instrumentation)	• 10 years (in one million ton capacity Cement Plant)
5	Deputy Manager (Finance)	CA / CMA	• 2 years of experience with proven track record on Costing, Budgeting Taxation and Finalization of Accounts.
6	Assistant Manager (Materials)	B.Tech./B.E. + Diploma in Material Management	• 5 Years in the field of materials inventory
7	Assistant Manager (Personnel &Administration)	Master of Social Work or M.B.A (Optional Subject - HR) or M.A. (Sociology) or Post Graduates possessing DLLAL / PG Degree / Diploma - Personnel Management & Industrial Relations awarded by the recognised University / Institutions	• 5 years experience in the filed of personnel administration out of which 3 years in the level of Executive (P&A) / Officer Cadre.



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8	Executive(Mechanical) Lime Stone Crusher	B.E / B. Tech (Mech)	• 5 years (in one million ton capacity Cement Plant)
9	Executive(Mechanical) Raw mill	B.E / B. Tech (Mech)	• 5 years (in one million ton capacity Cement Plant)
10	Executive (Mechanical) Kiln	B.E / B. Tech (Mech)	• 5 years (in one million ton capacity Cement Plant)
11	Executive (Personnel &Administration)	Master of Social Work or M.B.A (Optional Subject - HR) or M.A. (Sociology) or Post Graduates possessing DLLAL / PG Degree / Diploma - Personnel Management & Industrial Relations awarded by the recognised University / Institutions	• 2 years experience in the field of personnel and administration.
12	Accountant	10th + 12th + B.Com degree	• 5 years in the field of Finance/Accounts
13	CCR Operators- Plant/Lime Stone Crusher	B.E./B.Tech-Chemical	• 5 years (in one million ton capacity Cement Plant)
14	Shift Chemist	B.Sc/M.Sc-Chemistry	• 5 years (in one million ton capacity Cement Plant)
15	X- Ray Analyst	B. Sc / M.Sc (Chemistry)	• 5 years (in one million ton capacity Cement Plant)
16	Electrician	ITI - Electrician with 'C' License	• 5 years (in one million ton capacity Cement Plant)
17	Instrument Mechanic	ITI Instrumentation	• 5 years (in one million ton capacity Cement Plant)



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18	Personal Assistant	10th + 12th +Any Degree having typing (English & Tamil Both Higher) / Soft skills (MS Office)	• 2 Years as Steno / Typist/equivalent
19	Junior Assistant (Materials)	B.Sc - Degree + Soft Skills (Ms Office)	• 2 Years in the field of materials inventory
20	Junior Assistant (EDP)	B.Sc(Computer Science) Degree with PG Diploma in Computer Application	• 2 YEARS in the field of EDP
21	Time Keeper	10th + 12th + Any Degree having typing / soft skills (MS Office)	• 5 years experience as Time Keeper
22	Driver	10th or 12th passed / failed having valid LMV driving licence.	• 5 years as Driver

1. All the educational qualifications, graduation/post-graduation etc., shall be from an University recognized by the UGC/Government. Technical Qualification (B.E./B.Tech./AMIE) and MBA etc. shall be from an Institution recognised/approved by AICTE/UGC wherever applicable.
2. All the qualification degrees shall be by way of **FULL TIME COURSES ONLY**.
3. For posts where experience is essential, the experience shall be post qualification experience on FULL TIME BASIS.
4. The qualification prescribed for these posts should have been obtained by passing the required qualification in the order, i.e. 10th +HSC/Diploma+ U.G. Degree, as the case may be, from any University or Institution recognised by the UGC/AICTE/Government.



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Note:

- The candidate must possess the requisite qualifications and work experience as prescribed above and produce necessary certificates, in original at the time of interview and when required by the Corporation.
- Knowledge of MS Office or equivalent package & Skills to operate Computer is desirable.

5. 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, those vacancies will be filled by male candidates belonging to the respective communal categories.
- d) In respect of maximum age stipulated, it will be relaxable in deserving cases. In special categories like Differently abled 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, participate 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



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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 a Government appointment in such cases must be produced at the stage/time of certificate verification/interview.

- g) Applications containing wrong claims relating to basic qualification/eligibility/ age/category of reservation/Educational qualification will be liable for rejection.
- h) Words of Masculine gender in these instructions should wherever the context so requires be taken to include Feminine Gender.

6. Interview:

1. Candidates who have been 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., of interview in 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. In the absence of original certificates/documents/candidature of the candidate shall not be allowed to take the interview. Corporation takes no responsibility to receive/collect any certificate/remittance document sent separately.
4. Candidates called for attending the personal interview are not eligible for reimbursement of TA/DA.



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7. 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 Senior Manager/Dy. Collector

Tamil Nadu Cements Corporation Limited,

LLA Buildings, 2nd Floor,

No.735, Anna Saalai, Chennai 600 002.

8. 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



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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.

Note: Non –submission of requisite certificate/documents by the candidate at the time of interview will debar his/her candidature from further participation in the recruitment process.

Issuance of offer of appointment is solely at the discretion of the Corporation and its decision will be final and binding.

8. 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 candidate short listed for the interview and subsequent processes 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.



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- c) Decision of Corporation in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, 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 the candidate. In case of multiple applications only the latest valid (submitted) application will be retained.
- e) Any dispute arising out of this notification including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Chennai.
- f) Any canvassing or creating influence for undue advantage shall lead to disqualification from the Recruitment Process.
- g) 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.
- h) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the Corporation in future should be identical and there should be no variation of any kind.
- i) Candidates will have to appear for the interview at their own expense.
- j) 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.



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- k) The Corporation reserves the right to reschedule/change (cancel/modify/ add) any of the criteria, interview/ method of selection and provisional allotment etc.
- l) The Corporation reserves the right to cancel this recruitment program in whole or part without assigning any reasons.
- m) Appropriate action against the candidates found guilty of misconduct / use of unfair means will be taken as per the norms of the Corporation.
- n) 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.
- o) Original certificates are not to be sent along with Application Form. Original Certificates are to be produced at the time of interview only
- p) All correspondence with candidates shall be done through the 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.
- q) 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.
- r) Incomplete applications like qualifications, experience details, communication details will be summarily rejected.
- s) Candidature of a registered candidate is liable to be rejected at any stage of recruitment process, if any information provided by the candidate is



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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.

- t) Candidates already removed/terminated/deserted their employment from TANCEM will not be considered.

Deputy Secretary/Managing Director i/c



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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 size photograph with self-attested</div>
Father's /Spouse Name	
Sex	
Date of Birth & Age	
Place of Birth (Village/Town/District/state)	
Nationality	
Religion	
Mother Tongue	
Community/Caste	OC / BC / BC(M) /BC(OBCM) MBC & DC / SC / ST
Employment Reg.No. and Name of District	
Priority Details (Priority / Non-Priority) If priority, furnish details	
Marital status	Single / Married / Widow / Divorced
Family Members (Specify Name/ Relationship / Age/ Occupation)	
Permanent Address	
Present Address	
Address for communication	



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

From	To	Name of Institution	Name of the Degree	Discipline	% of Marks

III. Experience

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



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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 (Major illness/Physical disabilities, if any) Specify with dates of any serious illness or major operation undergone	
Extra- curricular activities	
Hobbies	
Name & Address of two References	
Any Relative or acquaintance working in this Corporation ?, If so give details	
Any additional information which you 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