



NLC India Limited

(‘Navratna’ - Government of India Enterprise)
RECRUITMENT CELL / HR DEPARTMENT / CORPORATE OFFICE
Block-1, Neyveli-607 801, Cuddalore District, Tamil Nadu



Advt.No:03/2020

NLC India Limited (NLCIL), a premier “NAVRATNA” Public Sector Enterprise with a present annual turnover of INR. 7145.92 crore (approx.) is spreading its wings in the frontiers of Mining (Lignite & Coal), Thermal Power generation and Renewable energy. The Corporate plan of the company has many ambitious expansion schemes for massive capacity augmentation in the years to come. To add to its strength and fuel its growth, the company is looking for energetic, dynamic & result oriented talents for recruitment to the posts under following heads for its various projects at Neyveli, Barsingsar, Bithnok, Talabira, South Pachwara and other locations of solar / wind power projects / sites including its subsidiaries and Joint Ventures at Tuticorin (NTPL) Tamil Nadu, Ghatampur (NUPPL) Uttar Pradesh.

Sl. No.	Post	Grade	Number of vacancies & reservation of posts	Educational Qualification	Length & Area of Work Experience
SURVEY					
01	Assistant Manager (Survey)	E-1	15 – Posts (UR-08, EWS-01, OBC-03, SC-02, ST-01)	i) Diploma in Mining (or) Mining & Mine Survey (or) Mine Survey. and ii) Mine Surveyor’s certificate of competency under CMR 2017.	Minimum Post qualification experience of 05 years in the area of Mine surveys & Leveling.

1.0 PAY SCALES, CTC, UPPER AGE LIMIT & REQUIRED LENGTH OF POSTS QUALIFICATION EXPERIENCE:

Sl. No.	Grade	Pay Scale	CTC per annum (in INR. Approx.) \$	Upper Age Limit, in years (As on 01/03/2020)				Required Post Qualification Experience in Years (as on 01/03/2020) #
				UR/EWS	OBC	SC	ST	
01	E-1	40000 - 140000	10.91 Lakhs	30	33	35	35	05 Years

(#) - The length of experience indicated includes minimum 2 years’ experience in the immediate lower scale of pay in respect of applicants working in Central Public Sector Enterprises / State Public Sector Enterprises / Central Government / State Governments.

In respect of applicants working in private sector, the candidate must have been drawing a CTC not less than 50% of notified CTC at the time of making application, as well as on the date of the interview / selection for the above post.

(\$) - In Addition to the CTC mentioned above, Company provides free Medical treatment for self and dependents; House Building Advance; Group Insurance; etc., as per rules. Eligible type of residential accommodation (unfurnished) will be provided at nominal rent in Company Townships.

2.0 INDUCTION: -

Depending upon qualification, area / length of experience (including 2 years experience in immediate lower scale for PSE /Govt. Employees) as well as Upper age limit and performance in the Interview, as the case may be, the selected candidates will be considered for suitable placement.

3.0 PLACE OF POSTING: -

Selected candidates are liable to be posted to any Unit / Area / Place under the control of NLC India Limited or in any Joint Venture / Associate / Subsidiary company of NLC India Limited.

4.0 RESERVATION &RELAXATIONS: -

- 4.1 Reservation and relaxations for SC/ST/OBC (non-creamy layer)/ EWS / PwBD (degree of disability 40% & above) & Ex-serviceman candidates will be as per Government of India guidelines.
- 4.2 Candidates belonging to SC/ST, PwBD & Ex-Servicemen categories are exempted from payment of application fee. However, they are required to pay a non-refundable amount of INR.354/- (Inclusive of 18% GST) towards Processing fee.
- 4.3 The Upper age limit is relaxable by 5 years for SC/ST; 3 years for OBC (Non-Creamy Layer), 10 Years for Persons with Benchmark Disabilities (13 years for PwBD-OBC&15 years for PwBD-SC/ST). Reservation for Ex-Servicemen as per Govt. of India guidelines. However, in all the cases of relaxation, maximum age limit is 58 years as on 01/03/2020.
- 4.4 Candidates belonging to OBC (NCL)/ SC/ST categories should meet the eligibility norms notified for UR category for consideration against unreserved (UR) vacancies. In other words, OBC (NCL) /SC/ST candidates applying against unreserved posts shall be considered under general standard of merit and no relaxations (except payment of application fee for SC / ST candidates) shall be available for the candidates.
- 4.5 OBC Candidates belonging to “Creamy Layer” are not entitled to avail any concession otherwise extended to OBC (NCL) category. Such candidates have to indicate their category as UR.
- 4.6 Candidates belonging to OBC (Non Creamy Layer) category should upload valid OBC (Non-Creamy Layer) certificate in the prescribed format (applicable for purpose of reservation in appointment to posts under Government of India as contained in DOPT Memo No.36036/2/2013- Estt. (Res.) dated 30-05-2014) obtained from competent authority. However, at the time of personal interview they should produce OBC (NCL) certificate obtained from competent authority on or after 01.04.2019 failing which, they will not be permitted to appear for the interview under OBC (NCL) category.
- 4.7 Candidates belonging to Economically Weaker Sections (EWS) will have to furnish self-attested copy of valid Income & Asset certificate issued by the competent authority as per OM No.36039/1/2019-Estt (Res.) dated 31.01.19 of DoPT, Ministry of PPG&P, Govt. of India. However, at the time of personal interview they should produce Income and Asset Certificate for Economically Weaker Sections obtained from competent authority on or after 01.04.2019 at the time of personal interview failing which, they will not be permitted to appear for the interview under EWS category.
- 4.8 PwBD candidates should possess valid disability certificate issued by a Competent Authority as prescribed vide The Rights of Persons with Disabilities Act, 2016 (RPWD Act, 2016). Such certificate shall be subject to verification/re-verification as may be decided by the Board/ competent authority.
- 4.9 Category (EWS/SC/ST/OBC/ PwBD /Ex-servicemen) once filled in the online application form will not be changed and no benefit of other category will be admissible later on. Candidates belonging to EWS/SC/ST/OBC/ PwBD /Ex-servicemen are required to submit requisite certificate in the format prescribed by Government of India and issued by the Competent Authority.
- 4.10 Upper age limit indicated at para 1.0 does not apply to employees currently on the rolls of NLCIL or its Subsidiary companies /Joint ventures. However, they should have minimum 02 years of remaining service as on the crucial date (01.03.2020). They are also exempted from payment of Application fee and processing fee.

5.0 METHOD OF SELECTION: -

- 5.1 Selection will be based on Personal Interview. However, the management reserves the right to conduct Screening Test for short listing the candidates for Personal Interview.
- 5.2 The exact date & venue of the selection will be hosted in NLCIL website apart from sending SMS to shortlisted candidates to their registered mobile number to download the Call Letter in the NLCIL website using their registered e-mail id and password.
- 5.3 Minimum qualifying marks in the personal interview will be 50% for General (UR) / EWS & 40% for OBC (NCL) / SC/ST candidates.

6.0 GENERAL CONDITIONS: -

- 6.1 Only Indian Nationals are eligible to apply.
- 6.2 All qualifications should have been acquired from Indian Universities/Institutes, recognized by UGC or AICTE (whichever is applicable) or any other appropriate statutory authority in India.
- 6.3 Candidates who possess the notified qualification only are eligible to apply.
- 6.4 Candidates from PSE/Govt./Quasi Govt. should produce No Objection Certificate (NOC) at the time of Interview.
- 6.5 Depending on the response and requirement, NLCIL reserves the right to raise / relax the eligibility conditions.
- 6.6 Candidates are informed that mere submission of applications shall not give them any right to be called for Interview / Selection. NLCIL India Limited reserves the right not to fill up any or all the posts notified at its discretion and vacancies may also be increased / decreased depending upon organizational requirements.
- 6.7 Candidates called for Personal Interview are eligible for reimbursement of Travelling expenses (II class Sleeper fare in any Train or Bus Fare as the case may be) for their travel from the Communication address to the Personal Interview venue by the shortest route, subject to production of proof for travel and NOC (incase of candidate working in PSE/ Govt./ Quasi Govt.).
- 6.8 The appointment of selected candidates will be subject to being found Medically Fit as per the prescribed health standards of NLCIL and they will be required to undergo medical examination by the Industrial Medical Officer of the Company, prior to being appointed after due selection.
- 6.9 Candidates will be called for selection based on Self certified information along with copies of testimonials uploaded by them. They should produce the original documents, in support of their meeting eligibility conditions, at the time of Interview failing which such candidates will not be permitted to appear for the interview and Travelling Allowance will not be reimbursed to them.
- 6.10 If the SC/ST/OBC (NCL) / EWS/Disability certificate has been issued in a language other than English / Hindi, the candidates should submit a self-certified translated copy of the same either in English or Hindi.
- 6.11 Candidature of a registered applicant is liable to be rejected at any stage of recruitment process or after recruitment or on joining, if any information provided by the candidate is false or if not found to be in conformity with eligibility criteria mentioned in the advertisement, the Candidate's employment will be terminated.
- 6.12 Candidates already removed / terminated / deserted their employment from NLC India Limited will not be considered.
- 6.13 Persons already resigned from NLC India Limited may also apply, subject to fulfilling the notified eligibility criteria.
- 6.14 A candidate who has availed Voluntary Retirement (VR) from CPSE/PSU/State PSU/Central Govt./State Govt. and having received ex-gratia payment as VR compensation can also apply provided that he/she is prepared to repay/return the VRS compensation to the PSU from where he has received such compensation to the extent required as laid down in the VR scheme/relieving letter and other Govt. rules as applicable at the time of VR. If such candidate who has got VR is selected by NLCIL the appointment order would be sent to such person only after getting clearance from the PSU concerned about the repayment of ex-gratia compensation. Further, all instructions/guidelines of Government of India issued in respect of VRS will also apply apart from the above.
- 6.15 NLCIL reserves the right to cancel/ restrict/enlarge/ modify /reopen /alter the recruitment process, if the need so arises, without issuing any further notice or assigning any reason thereof.
- 6.16 Candidates can contact the Helpline No. 04142 255135 between 10:00 Hours and 17.30 Hours on all working days. Candidates are hereby advised not to contact telephone numbers of any other officials / divisions.

7.0 HOW TO APPLY?

- 7.1 Candidates should apply only through online mode in NLCIL website **www.nlcindia.com**.
- 7.2 No manual / paper applications will be entertained directly.
- 7.3 After submitting applications through ONLINE, candidates should take a print out of registration cum application form and produce it along with self-attested copies of certificates / documents, at the time of document verification to be conducted prior to Personal Interview.
- 7.4 Scrutiny of applications for short listing of candidates for written test / interview will be solely based on documents / certificates uploaded by the candidates at the time of registration / submission of application through ONLINE.
- 7.5 Before registering / applying online, the candidates should ensure that they have valid e-mail ID, which should remain valid at least for one year or till the recruitment process is completed.
- 7.6 The Online application portal will be active **from 10:00 hours on 18-03-2020 to 17:00 hours on 07-04-2020**.
- 7.7 Candidates should submit single application only. In case of multiple applications / registrations, the last registered applications shall only be considered.

8.0 PAYMENT OF APPLICATION FEE:

- 8.1 Candidates are required to pay a non-refundable amount of INR.854/- [INR 500/-towards Application fee plus INR 354/- (inclusive of 18% GST) towards Processing fee] through ONLINE, using State Bank Collect facility available at **www.onlinesbi.com**.
- 8.2 Candidates belonging to SC/ST/PwBD& Ex-Servicemen categories are exempted from paying application fee. However, they have to pay a non-refundable amount of INR.354/- (inclusive of 18% GST) towards processing fee.
- 8.3 The application fee mentioned above does not include service charges or any other charges that bank may levy.
- 8.4 The amount paid towards application fee / processing fee will not be refunded in any circumstances.
- 8.5 Detailed instructions for making online payment are available in login page of NLCIL Online Application Portal.

9.0 IMPORTANT GUIDELINES FOR UPLOADING DOCUMENTS:

- 9.1 Candidates are requested to ensure that only legible self attested documents are uploaded. Also they are requested to ensure that the documents that they have uploaded are legible for e-verification.
- 9.2 In support of educational qualification(s) and experience(s) all documents are to be arranged in chronological order in a single pdf file and to be uploaded. Any attempt to upload multiple pdf files for educational qualification(s) and experience(s) will result in over writing and only the last uploaded file will get saved.

9.3 Candidates are requested to scan and upload the self-attested copies of following documents / certificates.

- 9.3.1 Recent passport size Colour photograph, taken after 01/01/2020
- 9.3.2 Scanned image of candidate's signature (in dark Blue or Black ink).
- 9.3.3 Proof for Date of Birth (Birth Certificate (or) SSLC / Matriculation / HSC Mark Sheet).
- 9.3.4 Copy of AADHAR Card
- 9.3.5 Proof for possessing notified Qualifications (either Provisional or Diploma /Degree / Post Graduate Degree Certificate(s) and Consolidated or Semester wise Mark Sheet(s) in chronological order].
- 9.3.6 Experience Certificate(s), from the present / previous employer(s) in support of notified experience.
- 9.3.7 Copy of latest Pay Slip or Pay Certificate.
- 9.3.8 Proof for minimum two years' experience in the immediate lower scale (wherever applicable).
- 9.3.9 Community Certificate (in case of candidates belonging to SC/ST/OBC-NCL categories).
- 9.3.10 Disability Certificate in case of PwBD candidates.
- 9.3.11 Proof for Ex-servicemen Viz. Discharge Certificate for Ex-Servicemen, etc.

Sl. No.	Documents & File type	File type	File size not exceeding
1	High quality Passport size Colour photograph (3.5 cm Width x 4.5 cm Height, taken after 01/01/2020 in a professional studio).	JPEG	50 KB
2	Good quality image of candidate's signature (in dark Blue or Black ink)	JPEG	50 KB
3	Proof for Date of Birth (Birth Certificate (or) SSLC / Matriculation / HSC Mark Sheet)	PDF or JPG	250 KB
4	Copy of AADHAR	PDF or JPG	250 KB
5	Copy of Educational Qualifications [either Provisional or Diploma /Degree / Post Graduate Degree Certificate(s) and Consolidated or Semester wise Mark Sheet(s) in chronological order]	PDF(kindly refer para 9.2 before uploading)	2.5 MB
6	Copy of Experience Certificate(s), from the present / previous employer(s) in support of notified experience. (in Chronological order)	PDF(kindly refer para 9.2 before uploading)	2.5 MB
7	Copy of latest Pay Slip or Pay Certificate	PDF or JPG	250 KB
8	Proof for minimum two years experience in the immediate lower scale (wherever applicable)	PDF or JPG	250 KB
9	Copy of Community Certificate (applicable to SC/ST/EWS/OBC –NCL Categories only)	PDF or JPG	250 KB
10	Copy of Disability Certificate (applicable for persons with disabilities)	PDF or JPG	250 KB
11	Proof for Ex-servicemen viz. Discharge Certificate for Ex-Servicemen, etc (applicable for Ex-Serviceman only)	PDF or JPG	250 KB

10.0 Information regarding Selection Schedule will be communicated to the shortlisted candidates through NLC India Limited's website besides e-mail to their Registered e-mail address and message through SMS to their registered Mobile Number. The Call Letter for Interview will be uploaded in NLC India Limited's website and the same need to be downloaded and printed by the candidate concerned.

11.0 Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Chennai and the Courts/Tribunals/Forums (Jurisdiction Courts) at Chennai shall have sole and exclusive jurisdiction.

12.0 APPLICATION FEES:

Category	Application Fees	Processing Fees	Total Fees
UR / EWS / OBC (NCL) candidates	INR 500 / -	INR 354 [INR 300/- plus INR 54/- (18% GST)]	INR 854
SC /ST / PwBD/ Ex-servicemen candidates	Exempted	INR 354 [INR 300/- plus INR 54/-(18% GST)]	INR 354

13.0 IMPORTANT DATES:

Opening of On-line submission of application Date & Time	18.03.2020 at 10:00 hrs
Closing of On-line submission of application Date & Time	07.04.2020 at 17:00 hrs
Last Date for On-line payment of Fees	07.04.2020 at 17:00 hrs

“CREATING WEALTH FOR WELL BEING”

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