



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:02/2020

NLC India Limited (NLCIL), a premier 'NAVRATNA' Public Sector Enterprise with a present Annual Turnover of INR.7145.92 crore 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 young energetic, dynamic & result oriented talents for recruitment to the post of **Graduate Executive Trainee (GET)** in the following disciplines for its units and facilities located in 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.

1.0 VACANCIES:

Discipline	Code	Vacancies	Reservation						Educational Qualification
			UR	OBC(NCL)	SC	ST	EWS	PwBD	
Mechanical	001	125	52	32	20	09	12	02 OH (OA,OL) 03 HH	Full Time / Part Time Bachelor degree in Mechanical Engineering / Mechanical & Production Engineering. (Minimum qualifying marks in notified qualification is 60 % for UR/EWS /OBC (NCL) & 50% for SC/ST.)
Electrical (EEE)	002	65	25	19	10	05	06	01 OH (OL) 01HH	Full Time / Part Time Bachelor degree in Electrical Engineering /Electrical & Electronics Engineering/ Power Engineering (Minimum qualifying marks in notified qualification is 60 % for UR/EWS /OBC (NCL) & 50 % for SC/ST.)
Electrical (ECE)	003	10	06	01	01	01	01	--	Full Time / Part Time Bachelor degree in Electronics & Communication Engineering. (Minimum qualifying marks in notified qualification is 60 % for UR/EWS /OBC (NCL) & 50 % for SC/ST.)
Civil	004	05	02	02	01	00	00	--	Full Time / Part Time Bachelor degree in Civil Engineering / Civil & Structural Engineering. (Minimum qualifying marks in notified qualification is 60 % for UR/OBC (NCL) & 50 % for SC.)
Control & Instrumentation	005	15	06	04	03	01	01	01 OH (OL) 01 HH	Full Time / Part Time Bachelor degree in Instrumentation Engineering / Electronics & Instrumentation Engineering / Instrumentation & Control Engineering. (Minimum qualifying marks in notified qualification is 60 % for UR/EWS /OBC (NCL) & 50 % for SC/ST.)
Computer	006	05	04	01	00	00	00	--	Full Time / Part Time Bachelor degree in Computer Science Engineering / Computer Engineering / Information Technology (or) Full Time / Part Time PG Degree in Computer Applications. (Minimum qualifying marks in notified qualification is 60 % for UR/OBC (NCL).)
Mining	007	05	01	02	02	00	00	--	Full Time / Part Time Bachelor degree in Mining Engineering. (Minimum qualifying marks in notified qualification is 60 % for UR/OBC (NCL) & 50 % for SC.)
Geology	008	05	03	01	01	00	00	--	Full Time / Part Time M.Tech Geology (or) M.Sc Geology. (Minimum qualifying marks in notified qualification is 60 % for UR/OBC (NCL) & 50 % for SC.)
Finance	009	14	05	05	02	01	01	01 HH	Pass in final examination of Institute of Chartered Accountants of India (CA) / Institute of Cost Accountants of India (CMA) (or) Degree in any discipline with MBA of minimum 02 years' duration with specialization in Finance with 60% marks for UR/EWS/OBC (NCL)& 50% marks for SC/ST. Note: (1) Candidates possessing MBA should have acquired the same after passing graduation / degree in any discipline; (2) Candidates whose MBA Certificate does not indicate relevant specialization are required to produce any proof from the University/Institution in which studied, indicating the specialization in clear terms (or) Marks / Score Card in proof of having studied minimum of two subjects in Finance Management in the Final Year (in case of non-semester pattern)/in last two semesters (in case of semester pattern).
Human Resource	010	10	03	03	02	01	01	01 VH (B,LV)	a) Degree in any discipline; and b) Post Graduate Degree in Social Work / Business Administration / Business Management with specialization in Personnel Management / Industrial Relations / Labour-Welfare (OR) Post Graduate Degree / Diploma of minimum two years' duration in Personnel Management / Industrial Relations / HRM / Labour Welfare / Labour Management / Labour Administration / Labour Studies. (Minimum qualifying marks in PG Degree / PG Diploma is 60 % for UR/EWS /OBC (NCL) & 50 % for SC/ST.) c) Additional qualification of Degree in Law is desirable. Note: (1) Candidates not possessing Graduation / Degree are not eligible to apply. (2) Post Graduate Degree / Diploma should have been completed after obtaining a degree in any discipline; (3) Candidates whose PG Degree / Diploma Certificate does not indicate relevant specialization are required to produce any proof from the University / Institution in which they studied indicating the specialization in clear terms (or) Marks / Score Card in proof of having studied minimum two subjects in Human Resource, (i.e.) in Personnel Management / Human Resource Management / Industrial Relations / Labour Welfare / Labour Management / Labour Administration / Labour Studies in the Final Year in case of non-semester pattern / in last two semesters in case of semester pattern.

Abbreviation: OL - One Leg, OA- One Arm, B-Blind, LV- Low vision, HH- Hearing Handicapped, VH - Visually Handicapped, OH - Orthopaedically Handicapped.

* Reservation for PwBD candidates is in accordance with Government of India Directives.

Note - 1

- i) Qualifications notified above for each discipline are sacrosanct. Any other qualifications, which are regarded / classified as equivalent or having combination of branches other than the notified one will not be considered.
- ii) 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.

Note - 2

- i) Wherever percentage of marks is not awarded by the University / Institute and only Grades (GPA / CGPA / CQPI) are awarded, the same should be converted to the exact equivalent percentage of marks for example "On a 10-point scale GPA / CGPA / CQPI of 6.0 will be considered as 60 %."
- ii) For the purpose of calculating the aggregate final marks, the aggregate marks of all years / semesters / trimesters would be taken. Rounding of percentage (%) will not be acceptable under any circumstances, hence 60% of marks and above for UR/EWS /OBC (NCL) & 50 % of marks and above for SC/ST will only be considered.

2.0 UPPER AGE LIMIT:

Upper Age Limit, in years (As on 01/03/2020)			
General / EWS	OBC(NCL)	SC	ST
30	33	35	35

3.0 INDUCTION

Candidates joining NLCIL as Graduate Executive Trainee (GET) will undergo training for One year. During Training period, basic pay of INR. 50,000 in the scale of pay of INR. 50,000-1,60,000 (E-2 Grade) will be paid. On successful completion of training, the trainees will be absorbed in E3 Grade in the scale of pay INR. 60,000-1,80,000 with a basic pay of INR. 60,000.

4.0 PLACE OF POSTING

Selected candidates are liable to be posted to any Unit/Area/Place under the control of NLCIL or any Joint Venture / Associate / Subsidiary company of NLCIL during the period of training or on regularisation.

5.0 RESERVATIONS & RELAXATIONS

- 5.1 Reservation and relaxations for SC/ST/OBC (non-creamy layer)/ EWS / PwBD (degree of disability 40% & above) & Ex-servicemen candidates will be as per Government of India guidelines.
- 5.2 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.
- 5.3 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.
- 5.4 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.
- 5.5 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.
- 5.6 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 on or after 01.04.2019 from competent authority failing which, they will not be permitted to appear for the interview under OBC (NCL) category.
- 5.7 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 on or after 01.04.2019 from competent authority failing which, they will not be permitted to appear for the interview under EWS category.
- 5.8 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.
- 5.9 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.
- 5.10 Wherever there is no reservation for Persons with Benchmark Disabilities, PwBD candidates are allowed to apply as General candidates subject to the posts having been identified suitable for such disabilities. The Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment have identified the jobs/posts suitable to be held by persons with benchmark disabilities and the physical requirement for all such jobs/posts vide their Notification No.16-15/2010-DD-III dated 29th July, 2013. The categories of PwBD candidates who are eligible to apply for the post is given in Annexure-I.
- 5.11 Upper age limit indicated at para 2.0 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.

6.0 COMPUTER BASED ON-LINE EXAMINATIONS:

- 6.1 Candidates fulfilling the notified norms will be called to appear for **Computer Based Online Examination**.
- 6.2 Candidates called for Computer Based Online Examination are required to make their own arrangements for their travel and stay and they will not be entitled for any reimbursement.
- 6.3 The On-line Exam will be held for a duration of 02 (Two) Hours.
- 6.4 The Question Paper will consist of two parts; Part-I with 40 questions on Quantitative aptitude, Logical Reasoning, General Awareness, Data Interpretation and General English and Part-II with 80 Questions on Professional Knowledge (Discipline related), totally 120 objective type questions with multiple choice answers.

- 6.5 Each question will carry 01 (One) mark. For a wrong answer chosen, there will be negative marking. For every wrong answer 1/4 mark (0.25 mark) will be deducted.
- 6.6 No marks will be awarded for un-attempted questions.
- 6.7 The question paper will be in English language Only.
- 6.8 The qualifying marks in the Computer Based Online Examination for shortlisting for personal interview will be as follows:

For General(UR) / EWS Candidates	For OBC (Non-Creamy Layer) SC/ST / PwBD Candidates
Minimum 50 %	Minimum 40 %

7.0 EXAM CENTRES:

- 7.1 Applicants must choose five examination centers (First 03 choices shall be from any single state. 4th choice must be from another state and 5th choice must be from other than the above 02 states) in the order of their preferences and choice of examination centers once exercised is final. Any further request for change of examination centers will not be considered under any circumstances. Depending upon the choices exercised by the applicant, examination center will be allocated based on the number of candidates choosing a particular center. NLCIL reserves the right to allocate any examination centre to an applicant or to change the centre opted by the candidates or to add or cancel any center.

8.0 METHOD OF SELECTION:

- 8.1 Candidates who qualify in the Computer Based Online Examination will be shortlisted for personal interview in the order of merit based on the Marks scored in the examination. The number of candidates to be considered for personal interview will be 6 times the number of vacancies notified.
- 8.2 The names of candidates shortlisted for personal interview will be disseminated through NLCIL website (www.nlcindia.com). **The link for downloading the Call Letters to the shortlisted candidates for Personal Interview will be hosted in NLCIL website.** Shortlisted candidates will also be informed through e-mail / SMS.
- 8.3 Minimum qualifying marks in the Personal Interview will be 50% for General(UR) / EWS and 40 % for OBC (NCL)/ SC/ST / PwBD candidates.
- 8.4 The final selection will be based on the aggregate of marks scored by the candidate in the Computer Based Online Examination and Interview (80% weightage for Computer Based Online Examination Score and 20% weightage for Personal Interview).

9.0 COMPENSATION PACKAGE AND OTHER BENEFITS:

- 9.1 Selected candidates will be placed in the pay scale of INR.50000-160000 (E-2 Grade) and offered attractive compensation package (CTC approximately Rs.13.64 Lakhs per annum). They will be on training for a period of minimum one year (extendable). During the training period the GETs will be paid Basic Pay, Dearness Allowance (presently 17.2% of basic pay) and Common Allowance (35% of basic pay) per month.
- 9.2 In addition to the above, they will be paid Performance Related Pay annually and entitled for superannuation benefit (30% of basic pay + Dearness Allowance), free Medical treatment for self and dependents; HBA, Group Insurance; etc. as per rules. Eligible residential accommodation (unfurnished) will be provided depending on the place of posting at nominal rent.

10.0 GENERAL CONDITIONS:

- 10.1 Only Indian Nationals are eligible to apply.
- 10.2 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.
- 10.3 Candidates who have Passed the notified qualification only are eligible to apply.
- 10.4 Candidates from PSE/Govt./Quasi Govt. should produce No Objection Certificate (NOC) at the time of Interview.
- 10.5 Depending on the response and requirement, NLCIL reserves the right to raise / relax the eligibility conditions.
- 10.6 Candidates are informed that mere submission of applications shall not give them any right to be called for Interview / Selection. NLCIL 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.
- 10.7 Candidates belonging to SC/ST/PwBD category 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.).
- 10.8 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.
- 10.9 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.
- 10.10 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.
- 10.11 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.
- 10.12 Candidates already removed / terminated / deserted their employment from NLCIL will not be considered.
- 10.13 Persons already resigned from NLCIL may also apply, subject to fulfilling the notified eligibility criteria.
- 10.14 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.

- 10.15 In case of persons in the category of blindness, locomotor disability (both arm affected – BA) and cerebral palsy, the facility of Scribe shall be given / opted for, if so desired by the person, as per the relevant provisions of Act / Rules / Guidelines of Govt. of India, Ministry of Social Justice & Empowerment. Scribe certificate, as applicable, in the prescribed format has to be uploaded.
- 10.16 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.
- 10.17 Candidates can contact the **Helpline No.022-68202715** between 10:00 Hours and 17.30 Hours on all working days i.e., Monday to Saturday or write to nlcilhelpdesk2020@gmail.com. Candidates are hereby advised not to contact telephone numbers of any other officials / divisions.

11.0 SERVICE & AGREEMENT BOND:

Selected candidates while joining as Graduate Executive Trainee in NLCIL will have to execute a Service Agreement Bond for a value of INR.1,00,000/- to serve the Company for a minimum period of three years after completion of training.

12.0 HOW TO APPLY?

- 12.1 Candidates should apply only through online mode in NLCIL website www.nlcindia.com.
- 12.2 **No manual / paper applications will be entertained directly.**
- 12.3 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.
- 12.4 Scrutiny of applications for short listing of candidates for written examination / interview will be solely based on documents / certificates uploaded by the candidates at the time of registration / submission of application through ONLINE.
- 12.5 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.
- 12.6 The Online application portal will be active from **10:00 hours on 18/03/2020 to 23:55 hours on 17/04/2020**.
- 12.7 Candidates applying for more than one post should apply and submit separate Registration-cum-Application Form and receipt for fee along with the requisite enclosures for each post (s).
- 12.8 Candidates should submit single application only for any post. In case of multiple applications / registrations for any post, the last registered applications shall only be considered.

13.0 PAYMENT OF APPLICATION FEE:

- 13.1 Candidates are required to pay a non-refundable amount of Rs.854/- [INR 500/-towards Application fee plus INR 354/- (Inclusive of 18% GST) towards Processing fee] through e-payment (Using SBIMOPS through the online application).
- 13.2 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.
- 13.3 The application fee mentioned above does not include service charges or any other charges that bank may levy.
- 13.4 The amount paid towards application fee / processing fee will not be refunded under any circumstances.
- 13.5 Detailed instructions for making online payment are available in login page of NLCIL Online Application Portal.

14.0 IMPORTANT GUIDELINES FOR UPLOADING DOCUMENTS

- 14.1 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.
- 14.2 In support of educational qualification(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) will result in over writing and only the last uploaded file will get saved.
- 14.3 Candidates are requested to scan and upload the self-attested copies of following documents / certificates.
- 14.3.1 Recent passport size Colour photograph, taken after 01/01/2020
- 14.3.2 Scanned image of candidate's signature (in dark Blue or Black ink)
- 14.3.3 Proof for Date of Birth (Birth Certificate (or) SSLC / Matriculation / HSC Mark Sheet).
- 14.3.4 Copy of AADHAR Card
- 14.3.5 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].
- 14.3.6 Community Certificate (in case of candidates belonging to SC/ST/OBC-NCL / EWS categories)
- 14.3.7 Disability Certificate in case of PwBD candidates
- 14.3.8 Proof for Ex-servicemen viz. Discharge Certificate for Ex-Servicemen, etc.

Sl. No	Documents	File type	File size not exceeding
1	High quality Passport size Colour photograph (3.5 cm Width × 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 of Date of Birth (Birth Certificate (or) SSLC / Matriculation / HSC Mark Sheet).	PDF or JPG	250 KB
4	Copy of AADHAR Card	PDF or JPG	250 KB
5	Copy of Educational qualification(s) [Provisional Certificate [or] Diploma /Degree / Post Graduate Degree Certificate(s) and Consolidated or Semester wise Mark Sheet(s) in chronological order]	PDF (kindly refer para 14.2 before uploading)	2.5 MB
6	Copy of Community Certificate (applicable to SC/ST/EWS/OBC -NCL Categories only)	PDF or JPG	250 KB
7	Copy of Disability Certificate (applicable for PwBD candidates)	PDF or JPG	250 KB
8	Proof for Ex-Servicemen (applicable for Ex-Servicemen only)	PDF or JPG	250 KB

15.0 Information regarding Selection Schedule will be communicated to the shortlisted candidates through NLCIL'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 NLCIL's website and the same need to be downloaded and printed by the candidate concerned.

16.0 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.

17.0 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

18.0 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	17.04.2020 at 23:55 hrs
Last Date for On-line payment of Fees	17.04.2020 at 23:55 hrs
Date of Examination (Tentative)*	26.05.2020 & 27.05.2020

*Any change in the indicated date for Computer Based Online Examination, shall be intimated through NLCIL website www.nlcindia.com.

ANNEXURE-I

Name of Discipline	Category of Disability Identified Suitable for the Post
Mechanical	OH (OA, OL), HH
Electrical (EEE)	OH (OL), HH
Electrical (ECE)	OH (OL), HH
Civil	OH (OA, OL), HH
Control & Instrumentation	OH(OL), HH
Computer	OH (OA, OL, BL, OAL) HH
Mining	None
Geology	OH (OA, OL), HH
Finance	OH (OA, OL, BL, OAL, BLOA) HH
Human Resource	OH (OA, OL, BL, OAL) VH (B, LV) HH

“CREATING WEALTH FOR WELL BEING”

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