



NEYVELI LIGNITE CORPORATION LIMITED

(A "Navratna" Govt. of India Enterprise)

P.O. NEYVELI-607 801, Cuddalore District, Tamil Nadu

(Regd. Office: 135 Periyar EVR High Road, Kilpauk, Chennai-600 010)

CORPORATE OFFICE: HUMAN RESOURCE DEPARTMENT

SPECIAL RECRUITMENT DRIVE FOR SCHEDULED TRIBE

NLC - in search of youth energy

Neyveli Lignite Corporation Limited (NLC), a premier 'NAVRATNA' Public Sector Enterprise with a present Annual Turnover of `4000 Crores (approx.) is spreading its wings in the frontiers of Mining and Power generation. 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, dynamic & result oriented talents for the post of *Graduate Executive Trainee* for its units and facilities located in various parts of the country (and abroad in future).

Discipline	No.of posts	Qualification
Mechanical	30	Degree in Engineering (or) AMIE, in Mechanical with minimum 50% of marks.
Electrical	35	Degree in Engineering (or) AMIE, in Electrical / Electrical & Electronics / Electronics & Communication with minimum 50% of marks.
Mining	25	Degree in Engineering (BE / B.Tech / B.Sc. Engineering of 4 years duration) (or) AMIE, in Mining Engineering with minimum 50% of marks.
Control & Instrumentation	10	Degree in Engineering (or) AMIE, in Instrumentation / Electronics & Instrumentation / Instrumentation & Control Engineering with minimum 50% of marks.
Civil	10	Degree in Engineering (or) AMIE, in Civil / Civil & Structural Engineering with minimum 50% of marks.
Computer	5	Degree in Engineering (or) AMIE, in Computer Science / Computer Engineering / Information Technology (or) PG Degree in Computer Applications with minimum 50% of marks.
Human Resource	5	(a) Degree in any discipline and (b) A 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, with minimum 50% of marks. Additional qualification of Degree in Law is desirable.
Finance	5	Pass in final examinations of Institute of Chartered Accountants of India (CA) / Institute of Cost and Works Accountants of India (ICWAI). (OR) Degree in any discipline with MBA of minimum 2 years duration with specialisation in Finance, with minimum 50% of marks.
Company Secretarial	1	An associate member of the Institute of Company Secretaries of India (ACS) preferably with Degree in Law.
Public Relations	1	Essential a) Degree in any discipline and b) Post Graduate Degree / Diploma of minimum two years duration in Public Relations / Mass Communication / Journalism with 50% of marks. Desirable: a) Degree / Post Graduate Degree in English / Tamil / Hindi. b) Working Knowledge (Read, Write, Speak) of any two out of the following three languages (i.e.) English, Tamil, Hindi.
Legal	1	a) Any graduate with a Bachelor of Law Degree (B.L. / LLB) from a recognized university (or) A pass in B.L. or LL.B (5 years course) from a recognized University. b) Additional qualification such as Degree / Diploma in Labour Law, Contracts etc. will be given weightage.

UPPER AGE LIMIT

Should not have completed 35 years (including 5 years relaxation) of as on 01-01-2012 (i.e. should have born on or after 02-01-1977).

LEVEL OF INDUCTION

Selected candidates will be inducted as Graduate Executive Trainee in E-1 Grade in the pay scale of `16400-3%-40500 and they will be on training for a period of minimum one year (extendable). On completion of training, they will be appointed in E-2 Grade in the pay scale of `20600-3%-46500.

EMOLUMENTS AND OTHER BENEFITS:

During the training period the GETs will be paid Basic Pay of `16400/-, Dearness Allowance (presently 52.4 % of basic pay) and Common Allowance (40% of basic pay) per month. 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; House Building Advance; Group Insurance; etc. as per rules. Eligible residential accommodation (unfurnished) will be provided depending on the place of posting at nominal rent.

PLACE OF POSTING

Selected candidates joining as GET in NLC are required to undergo training / work in any Unit / Area / Place situated in India under the control of Neyveli Lignite Corporation Limited or in any Joint Venture / Associate / Subsidiary company of Neyveli Lignite Corporation Limited, to which they may be posted.

RESERVATIONS & RELAXATIONS

1. No application fee will be charged from the candidates.
2. The upper age limit is relaxed by 5 years for ST Persons with Disability (PWD) and for Ex-Servicemen as per GOI guidelines.
3. Reservations and relaxations for ST / PWD (degree of disability 40% or above) candidates will be as per government guidelines.
4. Persons With Disabilities are required to furnish Medical Certificate in relation to their disability from Medical Board of an approved Government Hospital.
5. The ST/PWD candidates are required to submit requisite certificate in the format prescribed by Government of India and issued by the Competent Authority, at the time of Interview.

METHOD OF SELECTION:

Selection will be based on performance in Written Examination and Personal Interview.

The exact dates & Venue of the Written Examination / Personal Interview shall be communicated to the candidates through e-mail and will also be available in our website www.nlcindia.com.

GENERAL CONDITIONS

1. Only Indian Nationals should apply.
2. All qualifications should be obtained from an Indian University/Institute recognized by AICTE / UGC.
3. Candidates from PSE/Govt./Quasi Govt. should forward the Registration-cum-Application Form through Proper Channel or should produce NOC at the time of Interview.
4. Wherever CGPA/ OGPA or grading system in a degree is awarded; equivalent percentage of marks should be indicated in the ONLINE application form as per norms adopted by the University / Institute. The candidate will have to produce a copy of these norms with respect to his / her university / institute at the time of interview.
5. Depending on response and requirement, the management reserves the right to raise / relax the eligibility conditions.
6. Candidates called for attending the Selection / Personal Interview are eligible for reimbursement of Traveling expenses (To and Fro II Class Train / Bus Fare) for their travel from the Present address to the Selection / Interview Venue by the shortest route, subject to production of proof and NOC in case working in PSE / Govt. / Quasi Govt. Organizations.
7. The appointment of selected candidates will be subject to being found Medically Fit, as per the prescribed health standards of the Corporation and they will be required to undergo medical examination by the Industrial Medical Officer of the Corporation, prior to the appointment after due selection.
8. Candidates are informed that mere submission shall not give them any right to be called for interview / selection and NLC reserves the right not to fill up any or all the posts notified at its discretion and vacancies may also be increased / decreased purely depending upon organizational requirements.
9. The candidates will be called for selection based on Self certified information furnished by them. They should produce the supporting documents, in original, 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.
10. If the ST Certificate has been issued in a language other than English / Hindi, the candidates will be required to submit a self certified translated copy of the same either in English or Hindi.
11. No manual / paper applications will be entertained directly unless registered and applied online.
12. Candidature of a registered candidate 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 is not found to be in conformity with eligibility criteria mentioned in the advertisement.
13. Candidature of the registered candidate is also liable to be rejected if Registration-cum-Application Form is not received (or) received unsigned or without copy of necessary documents / proof to clearly establish his / her eligibility or Community Certificate or received after the last date for receipt of the same or registered online more than once.
14. Candidates already deserted / resigned their appointment from Neyveli Lignite Corporation Limited will not be considered.
15. In case any Ambiguity / Dispute arises on account of interpretation in Hindi Version, English version will prevail.
16. Selected candidates while joining the post of Graduate Executive Trainee will be required to execute a Service Agreement Bond for a total value of Rs.1,00,000/- to serve the Corporation for a minimum period of three years after completion of training.

HOW TO APPLY?

1. Eligible applicants are required to apply **ONLINE** only through NLC's website (www.nlcindia.com). No other means / mode of application will be accepted.
2. Before registering / submitting their applications on the website the candidates should possess the following :-
 - a. Valid E-Mail ID, which should remain valid for atleast one year.
 - b. Scanned Copies of Recent Passport size Colour Photograph of the candidate with white background (not more than 50kb size), Signature of the Candidates (not more than 20kb) in JPEG format.
 - c. Facility to take Print out of the Registration slip.
3. The candidates can access the online application form at www.nlcindia.com. The Online Registration site would be open from 10:00 hours on 18-01-2012 to 17:00 hours on 01-02-2012.
4. After submitting the application through **ONLINE**, a Registration-cum-Application Form will be generated. Candidates are required to print two copies of the same and
 - Retain one copy with them
 - Send the other copy of Registration-cum-Application Form by Post, along with enclosures to clearly establish their eligibility in a cover superscribing "SPECIAL RECRUITMENT DRIVE FOR ST (ADVT. NO. 08/2011)"

To

THE CHIEF MANAGER (HR),
RECRUITMENT CELL, HUMAN RESOURCE DEPARTMENT,
CORPORATE OFFICE, NEYVELI LIGNITE CORPORATION LIMITED,
BLOCK-01, NEYVELI-607 801, TAMILNADU.

 - so as to reach on or before 08-02-2012.

ATTACHMENTS (With Registration-cum-Application Form)

Attested copies of following documents / certificates in proper and valid formats, are to be enclosed: -

- a. Birth Certificate (or) SSLC / Matriculation Mark List (in proof of Date of Birth);
- b. Provisional / Degree Certificates and Consolidated / Semester-wise mark Statements (in proof of Qualification);
- c. ST Community Certificate
- d. Disability Certificate, if applicable.
- e. Discharge Certificate for Ex-Servicemen, if applicable.
- f. Self certified translated copy of the ST/Disability certificate either in English or Hindi

Note:

1. Please do not send any original certificates along with the Registration Slip. Original Certificates are to be produced at the time of Interview, if called.
2. All correspondence with candidates will be done through e-mail only. All information regarding Selection Schedule, Interview Call Letters, etc. will be provided through e-mail, apart from communicating / publishing the same on NLC website. The candidate will be solely responsible for receiving, downloading and printing of interview call letters / any other information shall be of the candidate. NLC will not be responsible for any loss of email sent, due to invalid / wrong email ID provided by the candidate or delivery of Email to spam / bulk mail folder or for delay / not receipt of information if the candidate fails to access his/her mail / website in time.

IMPORTANT DATES

- 1. ONLINE Registration starting Date & Time : 10:00 hours of 18-01-2012**
- 2. ONLINE Registration closing Date & Time : 17:00 hours of 01-02-2012**
- 3. Last Date for Receipt of Registration Slips : 17:00 hours of 08-02-2012**