



NEYVELI LIGNITE CORPORATION LIMITED

NAVRATNA - Government of India Enterprise
Regd. Office: 'Neyveli House', No. 135, Periyar EVR High Road, Chennai 600 010.
CORPORATE OFFICE: BLOCK -1, NEYVELI-607 801, TAMIL NADU

Special Recruitment Drive for Persons with Disabilities (PWD)

Advt. No.08 /2015

Neyveli Lignite Corporation Limited (NLC), a premier 'NAVRATNA' Public Sector Enterprise with present Annual Turnover of Rs. 6087 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. The Company is inviting applications exclusively from **Persons with Disabilities (PWD)** for recruitment to the following posts:-.

A) NAME OF THE POST, GRADE, NUMBER OF VACANCIES, QUALIFICATION & EXPERIENCE REQUIREMENTS AND CATEGORIES OF PWDs SUITABLE FOR THE POSTS

Sl. No.	Post	Grade	No.of Posts & Reservation	Qualification & Experience	Categories of the disabled suitable for jobs
HUMAN RESOURCE					
1	Deputy Manager (HR)	E-3	1 (SC-1)	(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. Additional qualification of Degree in Law is desirable. Experience: Minimum ONE year Post qualification experience (excluding training period) in Human Resource / Personnel Management / Industrial Relations / Labour Welfare (For candidates working in Government / PSE, the one year post qualification experience should be in the immediate lower scale of pay in CPSEs, (i.e.) Rs.20600-3%-50500 (or) equivalent).	VH (B, LV)
2	Graduate Executive Trainee (HR)	E-2	3 (UR-2 OBC-1)	(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 60% marks for UR/OBC & 50% marks for SC/ST. Additional qualification of Degree in Law is desirable.	
a)	Candidates not possessing Graduation/ Degree need not apply.				
b)	Candidates whose PG Degree/Diploma Certificate does not indicate relevant specialization are required to produce the Marks Sheet / Score Card or any proof from the university / institution in which studied indicating the specialization.				
VH-Visually Impaired, B=Blind, LV=Low Vision.					

Sl. No.	Post	Grade	No.of Posts & Reservation	Qualification & Experience	Categories of the disabled suitable for jobs
OFFICIAL LANGUAGE					
3	Hindi Officer	E-3	1 (UR-1)	Any degree with English as a subject and Post Graduate Degree in Hindi, both from a recognized university. Experience: Minimum FOUR YEAR post qualification experience in Terminological work in Hindi, translation from English to Hindi or vice-versa preferably of technical / scientific literature and implementation of Official Language Policy / Official Languages Act / Rules of Government of India. Preference will be given to such candidates having experience in any Central / State Govt. Offices, Govt. Undertakings / PSEs/ Central autonomous bodies / Quasi Govt. / Judicial / Regulatory bodies. Experience in teaching will not be considered (Candidates working in Government / PSE should have minimum two years of post qualification experience in the immediate lower scale of pay in CPSEs, (i.e.) Rs.20600-3%-50500 (or) equivalent).	VH (B, LV)
4	Hindi Officer	E-2	3 (UR-2 OBC-1)	Any degree with English as a subject and Post Graduate Degree in Hindi, both from a recognized university.	
PUBLIC RELATION					
5	Deputy Manager (PR)	E-3	1 (UR-1)	(a) Degree in any discipline and (b) Post Graduate Degree / Diploma of minimum two years duration in Public Relations / Mass Communication / Journalism . Desirable : (i) Degree / Post Graduate Degree in English / Tamil / Hindi; (ii) Working Knowledge (Read, Write, Speak) of any two out of the following three languages (i.e.) English, Tamil, Hindi. Experience: Minimum ONE year post qualification experience (excluding training period) in the field of Public Relations. (For candidates working in Government / PSE, the one year post qualification experience should be in the immediate lower scale of pay in CPSEs, (i.e.) Rs.20600-3%-50500 (or) equivalent).	VH (B, LV)
6	Graduate Executive Trainee (PR)	E-2	2 (UR-2)	(a) Degree in any discipline and (b) Post Graduate Degree / Diploma of minimum two years duration in Public Relations / Mass Communication / Journalism, with 60% marks for UR/OBC & 50% marks for SC/ST. Desirable : (i) Degree / Post Graduate Degree in English / Tamil / Hindi; (ii) Working Knowledge (Read, Write, Speak) of any two out of the following three languages (i.e.) English, Tamil, Hindi.	
VH-Visually Impaired, B=Blind, LV=Low Vision.					

Sl. No.	Post	Grade	No.of Posts & Reservation	Qualification & Experience	Categories of the disabled suitable for jobs
MECHANICAL					
7	Deputy Executive Engineer (Mechanical)	E-3	2 (UR-1 SC-1)	Degree Mechanical Engineering (or) AMIE in Mechanical Engineering. Experience: Should have minimum ONE YEAR relevant post qualification work experience (excluding training period), preferably in Thermal / Solar / Wind Power Plant(s). (For candidates working in Government / PSE, the one year post qualification experience should be in the immediate lower scale of pay in CPSEs, (i.e.) Rs.20600-3%-50500 (or) equivalent).	OH/HH (OA, OL, HH)
8	Graduate Executive Trainee (Mechanical)	E-2	3 (UR-1 ST-2)	Degree in Mechanical Engineering (or) AMIE in Mechanical Engineering, with 60% marks for UR/OBC & 50% marks for SC/ST.	
ELECTRICAL					
9	Deputy Executive Engineer (Electrical)	E-3	1 (UR-1)	Degree in Electrical / Electrical & Electronics / Electronics & Communication Engineering (or) AMIE in Electrical / Electrical & Electronics / Electronics & Communication Engineering. Experience: Should have minimum ONE YEAR relevant post qualification work experience (excluding training period), preferably in Thermal / Solar / Wind Power Plant(s). (For candidates working in Government / PSE, the one year post qualification experience should be in the immediate lower scale of pay in CPSEs, (i.e.) Rs.20600-3%-50500 (or) equivalent).	OH/HH (OL, HH)
10	Graduate Executive Trainee (Electrical)	E-2	2 (UR-1 OBC-1)	Degree in Electrical / Electrical & Electronics / Electronics & Communication Engineering (or) AMIE in Electrical / Electrical & Electronics / Electronics & Communication Engineering, with 60% marks for UR/OBC & 50% marks for SC/ST.	
CIVIL					
11	Deputy Executive Engineer (Civil)	E-3	1 (UR-1)	Degree in Civil / Civil & Structural Engineering (or) AMIE in Civil / Civil & Structural Engineering. Experience: Should have minimum ONE YEAR relevant post qualification work experience (excluding training period), preferably in Thermal / Solar / Wind Power Plant(s). (For candidates working in Government / PSE, the one year post qualification experience should be in the immediate lower scale of pay in CPSEs, (i.e.) Rs.20600-3%-50500 (or) equivalent).	OH/HH (OL, OA, HH)
12	Graduate Executive Trainee (Civil)	E-2	2 (UR-2)	Degree in Civil / Civil & Structural Engineering (or) AMIE in Civil / Civil & Structural Engineering, with 60% marks for UR/OBC & 50% marks for SC/ST.	
OH=Orthopedically Impaired, HH-Hearing Impaired, OA-One Arm, OL-One Leg.					

Sl. No.	Post	Grade	No. of Posts & Reservation	Qualification & Experience	Categories of the disabled suitable for jobs
COMPUTER					
13	Deputy Manager (Computer)	E-3	1 (UR-1)	a) Degree in Engineering in Computer Science / Computer Engineering / Information Technology; (or) b) AMIE in Computer Science / Computer Engineering / Information Technology; (or) c) PG Degree in Computer Applications. Experience : Should have minimum ONE YEAR of post qualification experience (excluding training period) in the area of Information Technology, (i.e) in Applications Development / Network Administration / Hardware etc. Those with experience in implementation of ERP/SAP will have an added advantage. (For candidates working in Government / PSE, the one year post qualification experience should be in the immediate lower scale of pay in CPSEs, (i.e.) Rs.20600-3%-50500 (or) equivalent).	OH/HH (OA, OL, BL, HH)
14	Graduate Executive Trainee (Computer)	E-2	2 (UR-1 OBC-1)	a) Degree in Engineering in Computer Science / Computer Engineering / Information Technology, with 60% marks for UR/OBC & 50% marks for SC/ST; (or) b) AMIE in Computer Science / Computer Engineering / Information Technology; (or) c) PG Degree in Computer Applications, with 60% marks for UR/OBC & 50% marks for SC/ST.	

**SUPERVISOR AND NON-EXECUTIVE POSITIONS
(FOR THE CANDIDATES HAVING DOMICILE OF TAMIL NADU STATE ONLY)**

1	Junior Engineer Trainee (Mechanical)	S-1	5 (UR-3 OBC-1 SC-1)	Should have passed Diploma in Mechanical Engineering from a recognized Institution, with 60% marks for UR/OBC & 50% marks for SC/ST.	OH/HH (OA, OL, HH)
2	Junior Engineer Trainee (Electrical)	S-1	3 (UR-1 OBC-1 SC-1)	Should have passed Diploma in Electrical / Electrical & Electronics / Electronics & Communication Engineering from a recognized Institution, with 60% marks for UR/OBC & 50% marks for SC/ST.	OH/HH (OL, HH)
3	Junior Engineer Trainee (Civil)	S-1	3 (UR-1 OBC-1 SC-1)	Should have passed Diploma in Civil / Civil & Structural Engineering from a recognized Institution, with 60% marks for UR/OBC & 50% marks for SC/ST.	OH/HH (OA, OL, BL, HH)
4	Assistant / Clerical	W-3	6 (UR-4 OBC-1 SC-1)	Should have passed any Degree. Preferable: Pass in Junior / Senior Grade Typewriting Examination in English (or) Hindi and exposure to office work.	VH (B, LV)
5	Asst. Service Worker / Trainee	W-OA	60 (UR-44 SC-15 ST-1)	Should have passed VIII Standard (8 th Std.) and above.	VH-25 Posts & HH-35 Posts (B, LV, HH)

OH=Orthopedically Impaired, HH-Hearing Impaired, OA-One Arm, OL-One Leg, BL=Both Leg, VH-Visually Impaired, B=Blind, LV=Low Vision.

**SUPERVISOR AND NON-EXECUTIVE POSITIONS
(FOR THE CANDIDATES HAVING DOMICILE OF RAJASTHAN STATE ONLY)**

Sl. No.	Post	Grade	No. of Posts & Reservation	Qualification & Experience	Categories of the disabled suitable for jobs
1	Assistant / Clerical	W-3	1 (UR-1)	Should have passed any Degree. Preferable: Pass in Junior / Senior Grade Typewriting Examination in English (or) Hindi and exposure to office work.	VH (B, LV)
2	Asst. Service Worker / Trainee	W-0A	4 (UR-4)	Should have passed VIII Standard (8 th Std.) and above	VH (B, LV) 02 Posts HH 02 Posts
VH-Visually Impaired, B=Blind, LV=Low Vision. HH-Hearing Impaired					

B) AGE LIMIT , SCALE OF PAY & CTC

Sl. No	Grade	Upper Age Limit in Years (As on 01-09-2015) *			Pay Scale (in Rs.)	CTC per annum (approx.) \$
		PWD-UR	PWD-OBC	PWD-SC/ST		
1	E 3	42	45	47	Rs.24900-3%-50500	10.26 Lakhs
2	E 2	40	43	45	Rs.20600-3%-46500	8..50 Lakhs
3	S 1	40	43	45	Rs.13000-3%-34000	4.73 Lakhs
4	W3	40	43	45	Rs.10300-3%-28390	3.75 Lakhs
5	W0 A	40	43	45	Rs.7000 -2% -10000	2.55 Lakhs
*	All the candidates should have been completed 18 years of age as on 01/09/2015. The Upper age limit is relaxable for Ex-Servicemen as per Govt. of India rules. However, in all the cases of relaxation, maximum age limit is 58 years as on 01-09-2015.					
\$	In Addition to the CTC mentioned above, Company provides Area based allowance @ minimum 6% of Basic Pay (For those posted in Thermal area), 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. QPPR for every quarter and PLI for every year are payable for W-0A & W 3 Grades.					

C) SPECIAL CONDITIONS

1. Only such persons, who have suffered not less than 40% of relevant disability, are eligible to be considered as per the Persons with Disabilities (Equal opportunities, Protection of rights & Full participation) Act, 1995;
2. Persons with Disabilities are required to furnish Medical Certificate issued by the Competent Authority in proof of their disability.
3. Eligible candidates will be permitted to engage Scribe in accordance with the norms prescribed in this regard and they have to make their own arrangements for the same;
4. Candidates opt for engaging their own Scribe should indicate the same while submitting their application online.

D) PLACE OF POSTING:

Incumbent joining the above posts are required to work in any Unit / Area / Place situated in India / abroad under the control of Neyveli Lignite Corporation Limited or in any Joint Venture / Associate / Subsidiary company of Neyveli Lignite Corporation Limited.

E) RESERVATION & RELAXATIONS

1. Reservation and relaxations for SC/ST/OBC (non-creamy layer) & Ex-serviceman candidates will be as per Government of India guidelines.
2. No application fee will be charged from the candidates.
3. The Upper age limit is relaxable for Ex-Servicemen as per Govt. of India rules. However, in all the cases of relaxation, maximum age limit is 58 years as on 01-09-2015.
4. The OBC Candidates who belongs to "Creamy Layer" are not entitled for concession admissible to OBC category and such candidates have to indicate their category as General / UR. The OBC (Non-Creamy Layer) candidates are required to submit requisite certificate in the format prescribed by Government of India and from a Competent Authority issued on or after 01-04-2015. Further, OBC (Non-Creamy Layer) candidates will have to give a self-undertaking indicating that they belong to OBC (Non Creamy Layer) category also at the time of Interview.
5. Category (SC/ST/OBC/PWD/Ex-servicemen) once filled in the online application form will not be changed and no benefit of other category will be admissible later on. The reserved category candidates are required to submit requisite certificate in the format prescribed by Government of India and issued by the Competent Authority.
6. No relaxation, including age relaxation, shall be extended for considering against unreserved (UR) vacancies. In other words, the candidates aspiring against UR vacancies should meet all the eligibility norms applicable to general (UR) candidates.

F) METHOD OF SELECTION

Grade	Method of selection
E-3 Grade (Except for the post of Hindi Officer)	Personal Interview.
E-2 Grade (Except for the post of Hindi Officer) / S-1 Grade / W-3 Grade	Written Test and Personal Interview
Hindi Officer (Both E-3 Grade and E-2 Grades)	Written Test / Skill Test and Personal Interview
W-0A Grade	Personal Interview. Written Test may also be conducted, if necessary.

The exact date & venue of selection will be communicated to the eligible candidates only through email / SMS and Call Letter will be hosted in NLC website, enabling the eligible candidates to download the same.

G) GENERAL CONDITIONS

1. Reservation of Post(s) as per Govt. of India Guidelines
2. Only Indian Nationals should apply.
3. The qualifications should be acquired from the Indian Universities / Institutes, recognized by the UGC/AICTE or appropriate statutory/ regulatory bodies, wherever applicable;
4. 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.
5. Higher start may be considered in case of deserving candidates in the same scale;
6. Depending on response and requirement, the management reserves the right to raise / relax the eligibility conditions. Also, the minimum qualification is relaxable in respect of internal candidates with sound, adequate background and experience;
7. Candidates are informed that mere submission of application 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.
8. Candidates called for attending the Selection/Personal Interview are eligible for reimbursement of Traveling expenses (to and fro 2 Tire AC train / Bus for E 3 Grade, II Sleeper Class Train / Bus Fare for E-2/S-1/W-3/W-0A Grades) for their travel from the Communication 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.

9. 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.
10. The candidates will be called for selection based on Self certified information, along with copies of testimonials furnished 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.
11. If the SC /ST / OBC and Disability Certificate are in a language other than English / Hindi, the candidates are required to submit a self certified translated copy of the same either in English or Hindi.
12. No manual / paper applications will be entertained directly unless registered and applied ONLINE.
13. 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, the Candidate's employment will be terminated.
14. Candidature of the registered candidate may 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) received after the last date prescribed for receipt of Registration-cum-Application Form.
15. Candidates already deserted/resigned their appointment from Neyveli Lignite Corporation Limited will not be considered.
16. In case any Ambiguity/Dispute arises on account of interpretation in Hindi Version, English version will prevail.

H) HOW TO APPLY?

1. Eligible applicants are required to Register and apply ONLINE only through NLC 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 kept active at least for one year.
 - b. Scanned Copies of Recent Passport size Color 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 portal at www.nlcindia.com. The Online application portal will be active between 10:00 hours on 07/10/2015 and 17:00 hours on 27/10/2015 (**candidates can contact the Helpline No. 04142 255135 between 10:00 Hours and 17:00 Hours on all working days**).
4. Candidates applying for more than one post should submit separate Registration-cum-Application Form along with requisite enclosures for each post(s).
5. On successful submission of application through ONLINE, candidates could generate Registration-cum-Application Form. Candidates are required to print two copies of the same and
 - Retain one copy with them for future reference; and
 - Send the other copy of Registration-cum-Application Form, along with enclosures to clearly establish their eligibility, in a cover with superscription of "SPECIAL RECRUITMENT DRIVE FOR PWD (ADVT.NO.08/2015)" by Post / CourierTo
THE GENERAL 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 03/11/2015.

I) ATTACHMENTS (With Registration-cum-Application Form)

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

1. Proof for Date of Birth (Birth Certificate / SSLC / Matriculation Mark Sheet). For the post of Asst. Service Worker / Trainee (W-OA Grade), the Date of Birth indicated in TC / Record Sheet will also be considered in respect of the candidates who are possessing qualification of VIII Std. Pass but below SSLC;
2. Certificate in proof of possessing notified qualification (Provisional / Degree / PG Degree / Diploma Certificates, SSLC / HSc Mark Sheets; and TC / Record Sheet in respect of candidates for the post of Asst. Service Worker / Trainee (W-OA Grade), who are possessing qualification of VIII Std. Pass but below SSLC.);
3. Mark Sheets / proof for percentage of marks, wherever minimum percentage of marks in the qualifying Degree / PG Degree is prescribed. Wherever grade system is followed, the candidates have to produce authenticated proof for converting the Grade to percentage;
4. Mark Sheets / proof for having specified specialization / subjects in PG Degree (applicable for HR discipline);
5. Experience Certificates from the present / previous employer(s), clearly indicating the area / period of experience (wherever applicable);
6. Proof for having required length of experience in immediate lower scale of pay (if working in Govt. / PSE);
7. Latest Pay slip (if applicable);
8. Community Certificate in the prescribed format issued by the Competent Authority (in case of belonging to OBC-NCL / SC / ST categories);
9. Disability Certificate, clearly indicating the type of disability;
10. Nativity / Domicile Certificate (or) Family Card (or) Passport (or) Voter ID Card (applicable for the candidates applying for the posts notified in S-1 / W-3 / W-OA Grades)
11. Discharge Certificate (in case of Ex-serviceman);
12. No objection Certificate (NOC), in case working in Govt. / PSU / Quasi Govt. companies;
13. Self-certified translated copy of the OBC/SC/ST/Disability certificate either in English or Hindi, in case it is other than English/Hindi

However, the above list is not exhaustive and the candidates may require producing other relevant documents on case to case basis to clearly establish their eligibility. Non production of sufficient documents to establish the eligibility would lead to rejection of candidature.

NOTE:

1. Please do not send any original certificates along with the Registration-cum-Application Form. Original Certificates are to be produced only at the time of Interview, if called.
2. All correspondence with candidates will be done through the registered e-mail only. All information regarding Selection Schedule, Interview Call Letters, etc. will be provided through e-mail, apart from sending SMS / disseminating on NLC website. The candidate will be solely responsible for receiving, downloading and printing of call letters for selection / any other information. NLC will not be responsible for any loss of email sent, due to invalid / wrong email ID provided by the candidate or delivery of e-mail 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	
Date of commencement of online Registration	07/10/2015 (10:00 Hours)
Last date for online Registration	27/10/2015 (17:00 Hours)
Last date for receipt of Registration-cum-Application Form	03/11/2015 (17:00 Hours)