



**RECRUITMENT TO THE POST OF ADDITIONAL CHIEF MANAGER (HR) & DEPUTY CHIEF MANAGER (HR)
(ADVT.NO.03/2017)**

INSTRUCTIONS TO THE CANDIDATES CALLED FOR PERSONAL INTERVIEW

1. Candidates called for selection should meet the eligibility norms notified vide Advt.No.03/2017, which are reiterated below:-

a) **Upper age limit as on 01/05/2017:-**

Post Name	UR	OBC	SC	ST
Additional Chief Manager (HR)	47	50	47*	47*
Deputy Chief Manager (HR)	44	47	49	44*

*Since no vacancy is reserved for the category, upper age limit is not relaxable in respect of candidates belonging to this category.

Further, upper age limit is relaxable by 10 Years for Persons with Disabilities (in addition to relaxation applicable to OBC / SC categories) and for Ex-Serviceman as per Govt. of India rules. However, in all the cases of relaxation, maximum age limit is 58 years as on 01/05/2017. Upper age limit indicated above is not applicable to Internal candidates (candidates working in NLCIL), but they should not have completed the age of 58 years as on 01/05/2017.

b) **Qualification:-**

- 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.
Additional qualification of Degree in Law is desirable.

Note:

- 1) **Candidates not possessing Graduation / Degree are not eligible.**
- 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 studied, indicating the specialization in clear terms (or) Marks / Score Card in proof of having studied minimum of 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.

Qualifications notified above only will be considered. Any other qualifications, which are regarded / classified as equivalent or having combination of branches other than the notified one will not be considered.

c) **Experience:**

Post Name	Length of post qualification Experience in Years	Area of Experience
Additional Chief Manager / HR	13 *	Post qualification experience in Human Resource / Personnel Management / Industrial Relations / Labour Welfare.
Deputy Chief Manager / HR	9 *	

(*) Out of minimum required total experience indicated above, candidates working in central / state PSE or central / state Government should have minimum 2 years experience in the immediate lower scale of pay and Internal candidates (candidates working in NLCIL) should have minimum 1 year experience in the immediate lower scale of pay.

2. Candidates should produce the following certificates / documents in **ORIGINAL** and one set of Photostat copy of the same for verification at the time of Personal interview: -
 - a) Proof for Date of Birth (Birth Certificate or SSLC / Matriculation Mark Sheet);
 - b) Certificate in proof of possessing notified professional qualification;
 - c) Experience Certificate / documents in proof of having required years of experience in the notified area.
Note: The Experience Certificate(s) should indicate the
 - (1) **Period of experience (with start date & end date);**
 - (2) **Nature / Area of experience.**Candidates working in central / state PSE or central / state Government and Internal candidates should produce proof for having minimum 2 years / 1 year experience (as the case may be) in the immediate lower scale of pay.
 - d) Community Certificate in the prescribed format issued by the Competent Authority (in case belonging to SC / ST / OBC-NCL categories). The OBC (Non-Creamy Layer) candidates are required to submit OBC-NCL certificate issued by a Competent Authority in the format prescribed by Government of India. Further, OBC (Non-Creamy Layer) candidates should submit, along with OBC-NCL Certificate, a self-undertaking (in the format which will be provided at the time of pre-selection verification) to the effect that they continue to be in non-creamy layer status. In case of selection under OBC Category, they should produce at the time of joining a fresh OBC certificate issued by the Competent Authority on or after 01/04/2017 (Current Financial Year) in the format prescribed by the Government of India.
 - e) Disability Certificate, clearly indicating the type of disability (in case of PWD);
 - f) Discharge Certificate (if Ex-serviceman);
 - g) No objection Certificate (NOC), if working in Govt. / PSU / Quasi Govt. companies;
 - h) Latest Pay Slip (if presently working in any organization)
 - i) If the SC/OBC/Disability certificate is / are in a language other than English/ Hindi, the candidates should submit a self-certified translated version of the same either in English or Hindi.
3. Candidates attending Personal Interview are eligible for reimbursement of travelling expenses (To and Fro A/C 2 Tier Sleeper (or) I Class Non A/C Train Fare / Bus Fare) by way of multi-city cheque for their travel from the communication address mentioned in their application form to the venue by the shortest route, subject to production of proof for Travel (Ticket / Train Ticket No.) and 'No Objection' Certificate (in case working in PSE/Govt./Quasi Govt. organization).
4. Candidates have been called for Personal Interview based on the information furnished by them while applying through NLCIL online application portal. Candidates must meet all the eligibility norms notified in our recruitment notification. In case any of the candidate(s) is/are found not meeting any of the notified eligibility norms during the pre-selection verification, **they will not be permitted to attend Personal Interview. Also the travelling allowance will not be paid to them, if found ineligible to attend Personal Interview during the pre-selection verification.**
5. Attending interview does not confer the candidates any right to claim appointment to the post applied by them in NLC India Limited.
6. Canvassing in any form for selection will be a disqualification.