



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



RECRUITMENT TO THE POST OF CHIEF MANAGER (HR) & ADDITIONAL CHIEF MANAGER (HR)
(ADVT.NO.05/2018)
INSTRUCTIONS TO THE CANDIDATES CALLED FOR PERSONAL INTERVIEW

1. Candidates called for selection should meet the eligibility norms notified vide Advt.No.05/2018, which are reiterated below:-

a) **Upper age limit as on 01/09/2018:-**

Post Name	UR	OBC	SC	ST
Chief Manager/HR	50	53	50*	50*
Additional Chief Manager/HR	47	47*	47*	47*

*Candidates belonging to OBC/ SC/ST category can apply against UR vacancies. However age relaxation does not apply to them as these are unreserved posts.

Further, upper age limit is relaxable by 10 Years for Persons with Disabilities (in addition to relaxation applicable to OBC / SC /ST 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 01/09/2018. 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 01/09/2018.

b) **Qualification:-**

- (i) Degree in any discipline and
- (ii) 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.
- (iii) Post Graduate Degree / Diploma should have been completed after obtaining a degree in any discipline; 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
CM (HR)	16*	Minimum 16 Years of post qualification experience in the areas of in Human Resource / Personnel Management / Industrial Relations / Labour Welfare.
ACM (HR)	13*	Minimum 13 Years of post qualification experience in the areas of in Human Resource / Personnel Management / Industrial Relations / Labour Welfare.
(*) 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: -

- Proof for Date of Birth (Birth Certificate or SSLC / Matriculation Mark Sheet);
- Proof of possessing notified qualifications (Degree / PG Degree / PG Diploma certificates and Mark Sheets);
- 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 experience (1 year in respect of internal candidates) 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 01/04/2018 (Current Financial Year) in the format prescribed by the Government of India.

- Disability Certificate, clearly indicating the type of disability (in case of PWD);
- Discharge Certificate (if Ex-serviceman);
- No objection Certificate (NOC), if working in Govt. / PSU / Quasi Govt. companies;
- Latest Pay Slip (if presently working in any organization)
- 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 Train Fare / Bus Fare) 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). Payment of TA will be made through NEFT (e-payment only). Candidates are advised to furnish their bank details in the attached format for claiming TA payment after attending interview.

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.

FORMAT OF OTHER BACKWARD CLASS (NCL) CERTIFICATE

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (NCL) APPLYING FOR
APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA.

This is to certify that Shri/Smt./Kum* _____ Son/Daughter* of
Shri/Smt.* _____ of _____ Village/Town* _____
District/Division* _____ in the State/Union Territory
_____ belongs to the _____ community that is recognized as
a backward class under Government of India**, Ministry of Social Justice and Empowerment's
Resolution No. _____ dated *** _____

Shri/Smt./Kum. _____ and/or _____ his/her family
ordinarily reside(s) in the District/Division of the _____ State/Union
Territory. This is also to certify that he/she does NOT belong to the persons/sections (Creamy
Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of
Personnel & Training O.M. No. 36012/22/93 Estt. (SCT) dated 08/09/93 which is modified vide
OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004
Estt. (Res.) dated 14/10/2008, again further modified vide OMNo.36036/2/2013 Estt (Res) dt.
30/05/2014.

Dated:

Seal

District Magistrate /
Deputy Commissioner /
Any other Competent Authority

* Please delete the word(s) which are not applicable.

** As listed in the Annexure (for FORM OBC NCL)

*** The authority issuing the certificate needs to mention the details of Resolution of Government of India, in
which the caste of the candidate is mentioned as OBC.

NOTE:

- a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar' and
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides

ANNEXURE for FORM OBC NCL

Sl. No. Resolution No. Date of Notification

1	No.12011/68/93 BCC(C)	13.09.1993
2	No.12011/9/94 BCC	19.10.1994
3	No.12011/7/95 BCC	24.05.1995
4	No.12011/96/94 BCC	09.03.1996
5	No.12011/44/96 BCC	11.12.1996
6	No.12011/13/97 BCC	03.12.1997
7	No.12011/99/94 BCC	11.12.1997
8	No.12011/68/98 BCC	27.10.1999
9	No.12011/88/98 BCC	06.12.1999
10	No.12011/36/99 BCC	04.04.2000
11	No.12011/44/99 BCC	21.09.2000
12	No.12015/9/2000 BCC	06.09.2001
13	No.12011/1/2001 BCC	19.06.2003
14	No.12011/4/2002 BCC	13.01.2004
15	No.12011/9/2004 BCC	16.01.2006
16	No.12011/14/2004 BCC	12.03.2007
17	No.12011/16/2007 BCC	12.10.2007
18	No.12018/6/2005 BCC	30.07.2010
19	No. 12015/2/2007 BCC	18.08.2010
20	No.12015/15/2008 BCC	16.06.2011
21	No.12015/13/2010 BC II	08.12.2011
22	No.12015/5/2011 BC II	17.02.2014

To Claim TA Reimbursement the following details are to be provided after attending Personal Interview																
S.No	Particulars															
1	NAME OF THE CANDIDATE (IN CAPITAL LETTERS)															
2	NLCIL ROLL NO															
3	POST APPLIED FOR															
4	BANK A/C NO.															
5	BANK NAME & BRANCH (IN CAPITAL LETTERS)															
6	A/C TYPE	SB A/c.					CA A/c.					CC A/c.				
7	IFSC CODE															
8	ADDRESS (IN CAPITAL LETTERS)															
												PIN				
9	MOBILE NO	+	9	1												
10	E-Mail															

DATE

SIGNATURE OF THE CANDIDATE