



**RECRUITMENT TO THE POST OF DEPUTY CHIEF MANAGER & MANAGER (SECRETARIAL)**  
**(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	UR	OBC	SC	ST
Deputy Chief Manager (Secretarial)	44			
Manager (Secretarial)	36			
<i>Since no vacancy is reserved for OBC/SC/ST categories, relaxation in upper age limit is unavailable to the candidates belonging to these categories.</i>				
<i>Upper age limit is relaxable by 10 Years for Persons with Disabilities 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.</i>				
<i>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.</i>				

b) **Qualification:-**

**Member of the Institute of Company Secretaries of India.**

**Preferable:**

**Degree in Law will have an added advantage.**

c) **Experience:**

Post	Length of post qualification Experience in Years	Area of Experience
DEPUTY CHIEF MANAGER (SECRETARIAL)	9 *	Minimum prescribed length of Post qualification experience, inter-alia in:- a) Handling Board / General Meetings; b) Compliance with the requirement prescribed under the Companies Act, Listing Agreement with the Stock Exchange/ DPE guidelines;
MANAGER (SECRETARIAL)	5 *	c) Issue of Bonds / Shares/ Liaison with Registrar of Companies, SEBI and Stock Exchanges; d) Handling of Shareholder/ Bond holder grievances etc.  Working Knowledge in Computerized environment is essential.
<p>(*) 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.</p>		

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) Proof of possessing notified qualification (Certificate of Membership with ICSI and Intermediate / Final Examination Mark Sheets);
  - 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 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.
  - 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 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.