

**RECRUITMENT FOR THE POST OF DEPUTY MANAGER (HR)  
(ADVT.NO.05/2018)**

**INSTRUCTIONS TO THE CANDIDATES CALLED FOR WRITTEN TEST/ PERSONAL INTERVIEW**

1. Candidates have to make own arrangements to reach and leave the Exam Centre.
2. Candidates will not be allowed after 09.30 Hrs. to enter examination hall.
3. Candidates must carry **Admit Card / Hall Ticket along with a valid Photo ID Card** (Driving License, Aadhar Card, Voter ID, Passport or any other ID card issued by State / Central Government) to the exam centre. Candidates who do not possess admit card will not be permitted for the examination under any circumstances.
4. Candidates should follow the instructions given by the test administrators and the invigilators at all stages of the Examination. If any candidate(s) violate(s) the instructions, he/she may be disqualified and may also be asked to leave the Exam Centre.
5. Candidates will not be permitted to carry any electronic devices including Mobile Phone or any other communication / information devices inside the examination hall.
6. Use of calculators, cell phones or any other electronic gadgets, books, notes are strictly prohibited and copying or receiving / giving assistance is not allowed. Any candidate who is found either copying or receiving or giving assistance will be disqualified and it will be treated as malpractice and necessary action will be taken. Possession and use of incriminating material for the purpose of the test amount to malpractice and necessary action will be taken
7. Candidates are required to record their answers only in the OMR sheets provided. The OMR Answer sheet shall be carefully handled. Do not wrinkle or fold the OMR sheet
8. Before start attempting, candidates should ensure that the booklets are in complete shape, free from any damages and also ensure that all the questions are legible. If otherwise candidates are advised to report the same immediately to the invigilator for replacement.
9. Candidates should use only BALL POINT PEN (BLUE) for shading the OMR answer sheet.
10. Candidates should write their Roll No. carefully in the answer sheet given to them. Indicating any other marks or symbols or words in the answer sheets will result in disqualification.
11. The candidate should totally darken the appropriate circle for answer in the OMR sheet. If the circles are partially darkened or filled with any other mark, the question concerned will not be evaluated.
12. Candidates may do their rough work, if any, in the question booklet itself and not in the answer sheet.
13. Any candidate who does not return any of the test materials as required or is found in attempting to take or pass on the question booklet or answer sheets inside or outside the examination hall will be disqualified.
14. Candidates should not leave the Exam hall unless permitted.

**RECRUITMENT FOR THE POST OF DEPUTY MANAGER (HR)  
(ADVT.NO.05/2018)**

**INSTRUCTIONS TO THE CANDIDATES CALLED FOR WRITTEN TEST/ PERSONAL INTERVIEW**

15. Selection will be based on the performance in Written Examination and Personal Interview. Only required number of successful candidates in Written Examination will be shortlisted for attending Personal Interview on merit, based on the marks scored in the Written Examination.

---

Date & Time of reporting for Written Test : 19/01/2020 at 09.00 Hrs.  
Duration of Test : 10:00 Hrs to 12:00 Hrs.  
Venue of Written test : Indian Institution of Management,  
Pudukottai Main Road, Chinna Sooriyur,  
(Near Bharathidasan University)  
Tiruchirappalli - 620024,  
Tamil Nadu.

16. The list of candidates to be shortlisted for attending Personal Interview will be published in Company's website (www.nlcindia.com) preferably on the same day of Examination. The Personal interview for the shortlisted candidates is scheduled as under and hence candidates may come prepared to stay for a day or two. They have to make own arrangement for their stay.

---

Date & Time of Personal Interview : 20/01/2020 at 10.00 Hrs.  
Venue of Personal Interview : Indian Institution of Management,  
Pudukottai Main Road, Chinna Sooriyur,  
(Near Bharathidasan University)  
Tiruchirappalli - 620024,  
Tamil Nadu.

17. It is reiterated that the shortlisted candidates only will be invited to appear for personal interview, subject to meeting all eligibility norms notified for the post of Deputy Manager (HR) in the Advertisement No.05/2018. The age limit of candidates notified in the advertisement is as under.

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

Post Name	UR	OBC (NCL)	SC	ST
Deputy Manager (HR)	32	35	37	32*

SC/ST & OBC (NCL) category candidates applying against General (UR) category post shall be considered on the General category merit and **no relaxation in upper age limit is applicable to them.**

\*Age relaxation does not apply, since no posts reserved under ST category.

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

**RECRUITMENT FOR THE POST OF DEPUTY MANAGER (HR)  
(ADVT.NO.05/2018)**

**INSTRUCTIONS TO THE CANDIDATES CALLED FOR WRITTEN TEST/ PERSONAL INTERVIEW**

**17.2 Qualification notified in the Advertisement No.05/2018: -**

- (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.
- (iii) Additional qualification of Degree in Law is desirable.

*Note:*

- (1) *Candidates not possessing Graduation / Degree need not apply.*
- (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.*

**17.3 Experience:**

Minimum 1-year post qualification experience in Human Resource/Personnel Management/Industrial Relations/Labour Welfare.

18. Candidates called for Written Test are not eligible for reimbursement of Travelling Expenses.
19. Shortlisted candidates called for Personal Interview alone are eligible for reimbursement of travelling expenses (To and Fro A/c II Tier Train / Bus fare) for their travel from the Address mentioned in the Registration cum Application form to the personal interview venue by the shortest route, subject to production of proof and Photostat copy of this Call Letter- Cum-Admit Card.
20. Candidates should bring the following documents in original along with a set of Photostat copy of these documents and produce the same for verification at the time of Personal interview:
  - 20.1 Proof for Date of Birth (Birth Certificate (or) SSLC / Matriculation Mark Sheet).
  - 20.2 Copy of AADHAR Card.
  - 20.3 Proof for possessing notified Qualifications (Degree / Post Graduate Degree / Diploma Certificate(s) and Consolidated or Semester wise Mark Sheets).
  - 20.4 Experience Certificates from the present / previous employer(s), in proof of possessing notified length and area of experience.
  - 20.5 Proof for having minimum One-year experience in the immediate lower scale of pay (for candidates from CPSE /PSU/State PSU/Central Govt. State Govt.).

**RECRUITMENT FOR THE POST OF DEPUTY MANAGER (HR)  
(ADVT.NO.05/2018)**

**INSTRUCTIONS TO THE CANDIDATES CALLED FOR WRITTEN TEST/ PERSONAL INTERVIEW**

- 20.6 Community Certificate issued by the competent Authority (For SC/OBC (NCL) candidates). Candidates belonging to OBC (Non-Creamy Layer) category should produce OBC (Non Creamy Layer) certificate in the prescribed format applicable for purpose of reservation in appointment to posts under Government of India as contained in DOPT Memo No.36036/2/2013-Estt.(Res.) dated 30-05-2014, from a competent authority issued in the current year (i.e. on or after 01.04.2019).
- 20.7 Disability Certificate (for PwBD Candidates)
- 20.8 Discharge Certificate (for Ex-servicemen).
- 20.9 No Objection Certificate (NOC), for candidates from PSE / Govt. / Quasi Govt. Organization.
- 20.10 Copy of latest Pay Slip or Pay Certificate.
- 20.11 Self-certified translated copy of Community / Disability certificate in English or Hindi, if the certificate is in any other language.
21. Candidates have been called for Written test based on the information furnished by them while applying through NLCIL online application portal. Candidates must meet all the eligibility norms notified in the 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.
22. Attending Personal Interview does not confer the candidates any right to claim appointment to the post applied by them in NLC India Limited.
23. Canvassing in any form for selection will be a disqualification.
24. Any legal proceedings in respect of any matter of claim or dispute arising out of this recruitment can be instituted only in Chennai and the Courts/Tribunals/Forums (Jurisdiction Courts) at Chennai shall have sole and exclusive jurisdiction.

**Syllabus for Written Test**

Area of Testing (Subjects)	Marks
General Knowledge / Aptitude / Logical Reasoning / General English	30
Core subjects at Post-Graduation level 1. Personnel Management. 2. Industrial Relations. 3. Human Resource Management / Human Resource Development. 4. Labour Welfare 5. Labour Management 6. Labour Administration 7. Labour Studies.	70
<b>TOTAL</b>	<b>100</b>