



NLC India Limited

(Formerly Neyveli Lignite Corporation Limited)
('Navratna' - Government of India Enterprise)

Advt. No.03 /2017

NLC India Limited (Formerly Neyveli Lignite Corporation Limited), a premier 'NAVRATNA' Public Sector Enterprise with a present annual turnover of INR.6669 Crore (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. To add to its strength and fuel its growth, the company is looking for energetic & result oriented talents for recruitment to the posts under the following classification heads:-

Sl. No.	Post	Grade	Number of vacancies & reservation of posts	Educational Qualification	Length & Area of Work Experience
OFFICIAL LANGUAGE					
1	Hindi Translator Gr./ Trainee	W-3	Neyveli (Tamilnadu) 05 Posts NTPL / Tuticorin (Tamil Nadu) 01 Post Total - 06 Posts (UR - 05 / OBC- 01) NUPPL (Uttar Pradesh) 01 Post (UR) Barsingsar Project (Rajasthan) 01 Post (UR)	a) Should have passed Post Graduate Degree in Hindi from a recognized university with English as a subject at Degree Level; (or) Post Graduate Degree in English with Hindi as a Subject at Degree Level; and b) Should have passed Post Graduate Diploma in Translation from Hindi to English and vice-versa from a recognized University / Institution including Central Translation Bureau, MHA, GOI. Desirable: a) Should have working knowledge of computer using Hindi Software. b) Knowledge in vernacular Language (Read and Write).	Nil
POWER STATION ENGINEERING					
1	Executive Engineer (Mechanical)	E-4	03 Posts (UR-01, OBC-02)	Degree in Mechanical Engineering (OR) AMIE in Mechanical Engineering	Minimum 05 years post qualification experience in Engineering of Thermal Power Projects with units of 200 MW capacity each (single unit) & above. Desirable:- Minimum 03 years of experience in pre-award / post-award engineering of steam generator or in steam turbine & auxiliaries or in <i>Quality Assurance & Inspection activities</i> in Mechanical discipline or in any one or more number of Balance of Plant sub packages such as Lignite Handling System (LHS), Ash Handling System (AHS), Raw Water Intake and Treatment Systems, Circulating Water System and Fire Protection System. <i>The candidates with experience in Engineering of Super Critical Steam Generator or Super Critical Steam Turbine and their auxiliaries will be preferred.</i>
2	Executive Engineer (Electrical)	E-4	02 Posts (UR-02)	Degree in Electrical / Electrical & Electronics / Electronics & Communication Engineering (OR) AMIE in Electrical / Electrical & Electronics / Electronics & Communication Engineering.	Minimum 05 years post qualification experience in Engineering of Thermal Power Projects with units of 200 MW capacity each (single unit) & above. Desirable:- Minimum 3 years of experience in pre-award / post-award engineering in Electrical systems of steam generator or in Electrical systems of steam turbine & auxiliaries or Electrical generator and its auxiliaries or in <i>Quality Assurance & Inspection activities</i> in Electrical discipline or in any one or more number of Balance of Plant sub packages such as power evacuation systems including switchyard, power transformers, Balance of Plant (BOP) electrical systems. <i>The candidates with experience in Engineering of Super Critical Units will be preferred.</i>

Sl. No.	Post	Grade	Number of vacancies & reservation of posts	Educational Qualification	Length & Area of Work Experience
3	Executive Engineer (Civil)	E-4	03 Posts (UR-02, ST-01)	Degree in Civil / Civil & Structural Engineering (OR) AMIE in Civil / Civil & Structural Engineering.	Minimum 05 years post qualification experience in Engineering of Thermal Power Projects with units of 200 MW capacity each (single unit) & above. Desirable:- Minimum 3 years of experience in pre award/post award engineering in Civil areas of steam generator or in steam turbine generator & auxiliaries or in <i>Quality Assurance & Inspection activities</i> in Civil discipline or in any one or more number of Balance of Plant sub packages such as cooling tower, chimney, Coal Handling System(CHS), Ash Handling System(AHS), Ash dyke and water reservoir. (OR) Desirable:- Minimum 3 years of experience in pre award/post award engineering of large foundations, buildings, roads and drains and civil structure such as cooling tower, chimney of large projects. The candidate shall also have experience in structural engineering or geo technical engineering of large projects or in <i>Quality Assurance & Inspection activities of Super – critical units</i> .
4	Executive Engineer (Control & Instrumentation)	E-4	02 Posts (UR-01, OBC-01)	Degree in Instrumentation/ Electronics & Instrumentation / Instrumentation & Control Engineering (OR) AMIE in Instrumentation/ Electronics & Instrumentation / Instrumentation & Control Engineering	Minimum 05 years post qualification experience in Engineering of Thermal Power Projects with units of 200 MW capacity each (single unit) & above. Desirable:- Minimum 3 years of experience in pre award/post award engineering of C&I systems with knowledge in latest art of technology in Thermal power projects . <i>The candidates with experience in Engineering of Super Critical Units will be preferred.</i>
THERMAL POWER PROJECTS					
1	Executive Engineer (Mechanical)	E-4	14 Posts (UR-08, OBC-03, SC-02, ST-01) Out of 14 posts, 01 post is reserved for Hearing Handicapped	Degree in Mechanical Engineering (OR) AMIE in Mechanical Engineering.	Minimum 05 years of post qualification experience in Power Station Construction & Erection / Operation and Maintenance of Thermal Power Station with units of 200 MW capacity each (single unit) and above (OR) 125 MW capacity each (Single Unit) and above of CFBC Units. Preference will be given to the candidates with Thermal Power Project construction / Erection and Commissioning background.
2	Executive Engineer (Electrical)	E-4	07 Posts (UR-02, OBC-02, SC-02, ST-01) Out of 07 posts, 01 post is reserved for Hearing Handicapped	Degree in Electrical / Electrical & Electronics / Electronics & Communication Engineering (OR) AMIE in Electrical / Electrical & Electronics / Electronics & Communication Engineering.	
3	Executive Engineer (Civil)	E-4	09 Posts (UR-03, OBC-03, SC-02, ST-01)	Degree in Civil / Civil & Structural Engineering (OR) AMIE in Civil / Civil & Structural Engineering.	
4	Executive Engineer (Control & Instrumentation)	E-4	04 Posts (UR-01, OBC-01, SC-01, ST-01)	Degree in Instrumentation / Electronics & Instrumentation / Instrumentation & Control Engineering (OR) AMIE in Instrumentation / Electronics & Instrumentation / Instrumentation & Control Engineering.	

Sl. No.	Post	Grade	Number of vacancies & reservation of posts	Educational Qualification	Length & Area of Work Experience
5	Deputy Executive Engineer (Mechanical)	E-3	13 Posts (UR-06, OBC-04, SC-02, ST-01) Out of 13 posts, 01 post is reserved for Hearing Handicapped	Degree in Mechanical Engineering (OR) AMIE in Mechanical Engineering.	Minimum 01 year of post qualification working experience in Power Station Construction & Erection / Operation and Maintenance of Thermal Power Station with unit of 200 MW capacity each (Single Unit) and above or 125 MW capacity each (Single Unit) and above of CFBC Units. Preference will be given to the candidates with Thermal Power Project construction / Erection and Commissioning background.
6	Deputy Executive Engineer (Electrical)	E-3	07 Posts (UR-04, OBC-02, SC-01) Out of 07 posts, 01 post is reserved for Hearing Handicapped	Degree in Electrical / Electrical & Electronics / Electronics & Communication Engineering (OR) AMIE in Electrical / Electrical & Electronics / Electronics & Communication Engineering.	
7	Deputy Executive Engineer (Civil)	E-3	09 Posts (UR-06, OBC-02, SC-01) Out of 09 posts, 01 post is reserved for Hearing Handicapped	Degree in Civil / Civil & Structural Engineering (OR) AMIE in Civil / Civil & Structural Engineering.	
8	Deputy Executive Engineer (Control & Instrumentation)	E-3	05 Posts (UR-04, OBC-01)	Degree in Instrumentation/ Electronics & Instrumentation / Instrumentation & Control Engineering (OR) AMIE in Instrumentation / Electronics & Instrumentation / Instrumentation & Control Engineering.	

Project-wise vacancies (Thermal Power Projects)

Project	Executive Engineer (E-4 Grade)				Deputy Executive Engineer (E-3 Grade)			
	Mech.	Elecl.	Civil	C&I	Mech.	Elecl.	Civil	C&I
NUPPL (Uttar Pradesh)	6	3	4	2	6	3	4	2
BLTPS (Rajasthan)	4	2	3	-	3	2	2	2
BTPS - Extn. (Rajasthan)	4	2	2	2	4	2	3	1
Total	14	7	9	4	13	7	9	5

MINING

1	Deputy Chief Engineer (Mining)	E-5	15 Posts (UR-08, OBC-04 SC-02, ST-01)	a) Degree in Mining Engineering (or) AMIE in Mining Engineering; and b) Possession of First Class Mine Manager Certificate of Competency under Coal Mine Regulations, 1957.	a) Should have minimum 9 years of post qualification experience of working in Mechanised / Semi Mechanised Coal/Lignite / Other Mines after acquiring Degree / AMIE - Mining Engineering in either underground or open cast mine(s) and b) Out of the 9 years of post qualification experience indicated in Para (a) above in Mechanised / Semi Mechanised Coal / Lignite / Other Mines, the candidate must have a minimum of 03 years of experience, after obtaining the First Class Mine Manager Certificate of Competency under CMR 1957.
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Sl. No	Post	Grade	Number of vacancies & reservation of posts	Educational Qualification	Length & Area of Work Experience
SAFETY					
1	Deputy Executive Engineer	E-3	05 Posts (UR-04, OBC-01) Projects at Tamil Nadu -01 Uttar Pradesh-02 Rajasthan -02	a) Degree in Engineering (or) Technology in the branch of Mechanical / Electrical / Electrical & Electronics / Electronics & Communication / Civil / Civil & Structural / Instrumentation / Electronics & Instrumentation / Instrumentation & Control (candidates having degree in the branch / combination of branch other than mentioned above are not eligible to apply); and b) Diploma in Industrial Safety from Central Labour Institute (or) Regional Labour Institutes; and c) Adequate knowledge of Hindi in Devnagri script (or) Tamil.	Nil
MEDICAL					
1	General Superintendent (Medical)	E-8	01 (UR)	Pass in MBBS (Should have registered with Medical Council of India / State Medical Council). Additional qualification of PG Degree / Diploma in Hospital Administration or equivalent from a recognized University / Institution will be an added Advantage.	Minimum 21 years of post qualification experience with at least 2 years experience at senior managerial level. Experience of working as Hospital Administrator / working in Hospital Administration in a reputed multi-specialty hospital will be an added advantage. Preferable requirement Working experience as a Head (or) Deputy Head of any hospital in a Public Sector Undertaking or Private Hospital of medium / large size (at least not less than 50 beds). The applicant should furnish details of hospital(s) where he/she is working / worked as Head / Deputy Head, with nature of works carried out, in the letter head of the concerned hospital(s). Ex-Servicemen may also apply subject to fulfilling the notified eligibility norms.
2	Deputy General Superintendent (Medical)	E-7	01 (UR)		Minimum 18 years of post qualification experience with at least 2 years experience at senior managerial level. Experience of working as Hospital Administrator / working in Hospital Administration in a reputed multi-specialty hospital will be an added advantage. Preferable requirement Working experience as a Head (or) Deputy Head of any hospital in a Public Sector Undertaking or Private Hospital of medium / large size (at least not less than 50 beds). The applicant should furnish details of hospital(s) where he/she is working / worked as Head / Deputy Head, with nature of works carried out, in the letter head of the concerned hospital(s). Ex-Servicemen may also apply subject to fulfilling the notified eligibility norms.
3	Dy. Medical Officer (Medical)	E-3	04 Posts (UR-04) NUPPL (UP) – 01 Barsingsar Project (Rajasthan) - 03	Pass in MBBS (Should have registered with Medical Council of India / State Medical Council). Candidates possessing Certificate of AFIH (Associate Fellowship of Industrial Health) regulated by DGFASLI (Director General of Factory Advisory Services & Labour Institutes) will be given preference in the selection.	Nil

Sl. No.	Post	Grade	Number of vacancies & reservation of posts	Educational Qualification	Length & Area of Work Experience
HUMAN RESOURCE (For New Projects all over the country)					
1	Deputy General Manager (HR)	E-7	01 Post (OBC)	(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. <i>Additional qualification of Degree in Law is desirable.</i>	Minimum 19 years post qualification experience in Human Resource / Personnel Management / Industrial Relations / Labour Welfare.
2	Additional Chief Manager (HR)	E-6	06 Posts (UR-05, OBC-01)	<i>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.</i>	Minimum 13 years post qualification experience in Human Resource / Personnel Management / Industrial Relations / Labour Welfare.
3	Deputy Chief Manager (HR)	E-5	06 Posts (UR-03, OBC-02, SC-01)	<i>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.</i>	Minimum 09 years post qualification experience in Human Resource / Personnel Management / Industrial Relations / Labour Welfare.
FINANCE					
1	Deputy General Manager (Finance)	E-7	06 Posts (UR-02, OBC-03, SC -01)	Pass in final examination of Institute of Chartered Accountants of India (CA) / Institute of Cost and Works Accountants of India (ICWAI) (OR) Degree in any discipline with MBA of minimum 02 years duration with Specialization in Finance . <i>Note: (1) Candidates possessing MBA with Graduation/ Degree in any discipline are only eligible to apply. Others need not apply (2) Candidates possessing MBA should have acquired the same after passing graduation / degree in any discipline; (3) Candidates whose MBA 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 Finance Management in the Final Year (in case of non-semester pattern) / in last two semesters (in case of semester pattern).</i>	Minimum 19 years of post qualification experience in:- a) Project Accounting / Finalization of Accounts/ Audit / Taxation / Fund Management / Costing & Budgeting, etc. b) Working Knowledge in Computerised environment is essential.

PAY SCALES, CTC, UPPER AGE LIMIT & REQUIRED LENGTH OF POSTS QUALIFICATION EXPERIENCE:

Sl. No.	Grade	Pay Scale	CTC per annum (in Rs. Approx.) \$	Upper Age Limit, in years. (As on 01/05/2017)				Required Post Qualification Experience in years (as on 01/05/2017) #
				UR	OBC	SC	ST	
OFFICIAL LANGUAGE								
1	W-3	10300-3%-28390	03.96 Lakhs	30	33	-	-	-
POWER STATION ENGINEERING								
2	E-4	29100-3%-54500	13.00 Lakhs	36	39	-	41	05
THERMAL POWER PROJECTS								
3	E-4	29100-3%-54500	13.00 Lakhs	36	39	41	41	05
4	E-3	24900-3%-50500	10.82 Lakhs	32	35	37	37	01
MINING								
5	E-5	32900-3%-58000	14.70 Lakhs	44	47	49	49	09
SAFETY								
6	E-3	24900-3%-50500	10.82 Lakhs	32	35	-	-	-
MEDICAL								
7	E-8	51300-3%-73000	25.92 Lakhs **	54	-	-	-	21
8	E-7	43200-3%-66000	21.29 Lakhs **	52	-	-	-	18
9	E-3	24900-3%-50500	11.57 Lakhs **	32	-	-	-	-
HUMAN RESOURCE								
10	E-7	43200-3%-66000	20.00 Lakhs	-	55	-	-	19
11	E-6	36600-3%-62000	16.79 Lakhs	47	50	-	-	13
12	E-5	32900-3%-58000	14.70 Lakhs	44	47	49	-	09
FINANCE								
13	E-7	43200-3%-66000	20.00 Lakhs	52	55	57	-	19

(#) - The length of experience indicated includes minimum 2 years experience in the immediate lower scale of pay in respect of applicants working in Central Public Sector Enterprises / State Public Sector Enterprises / Central Government / State Governments. For the post of Executive Engineer in E-3 Grade (For Thermal Power Projects), the one year experience should be in the immediate lower pay scale in respect of candidates working in PSE / Govt.

(\$) - In Addition to the CTC mentioned above, Company provides 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.

** - CTC includes Non - Practising allowance @ 25% of Basic pay. [For DMO, GS & DGS (Medical) only].

LEVEL OF INDUCTION:-

Depending upon qualification, area / length of experience [including 2 years experience in immediate lower scale for PSE /Govt. Employees] as well as Upper age limit and performance in the Interview, as the case may be, the selected candidates will be considered for suitable placement. Higher start may be considered in case of deserving candidates in the same scale.

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 NLC India Limited or in any Joint Venture / Associate / Subsidiary company of NLC India Limited.

RESERVATION & RELAXATIONS:-

- Reservation and relaxations for SC/ST/OBC (non-creamy layer) / PWD (degree of disability 40% & above) & Ex-serviceman candidates will be as per Government of India guidelines.
- No Application fee will be charged from SC/ST candidates, PWD, Ex-Servicemen and Internal Candidates.
- The Upper age limit is relaxable by 10 Years for Persons with Disabilities (15 years for SC/ST PWD's & 13 years for OBC PWD's) and for Ex-Servicemen as per Govt. of India rules. However, in all the cases of relaxation, maximum age limit is 58 years as on 01-05-2017. However, relaxation in upper age limit is unavailable for OBC/SC/ST candidates competing for the unreserved vacancies.
- 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.
- 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 in the current year. 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.
- Persons with Disabilities are required to furnish Medical Certificate in relation to their disability from Medical Board of an approved Government Hospital.
- 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.

METHOD OF SELECTION:-

Selection for all the posts notified (except Hindi Translator / Trainee) will be based on Personal Interview. Selection for the post of Hindi Translator / Trainee will be based on Written / Skill Test. The exact date & Venue of the selection will be communicated to the shortlisted candidates through registered email / post.

GENERAL CONDITIONS:-

1. Reservation of Post(s) as per Govt. of India Guidelines.
2. Only Indian Nationals should apply.
3. All qualifications should be acquired from Indian Universities /Institutes, duly recognized by UGC / AICTE (wherever required) or any other authority / forum.
4. Candidates from PSE/Govt./Quasi Govt. should forward their Registration-Cum-Application Form (obtained ONLINE) through Proper Channel or should produce No Objection Certificate (NOC) at the time of Interview.
5. Higher start may be considered in case of deserving candidates in the same Pay scale.
6. Depending on response and requirement, the management reserves the right to raise / relax the eligibility conditions.
7. Candidates are informed that mere submission of applications shall not give them any right to be called for Interview / Selection and NLC India Limited 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 To & Fro Travelling expenses 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 of working in PSE/ Govt./Quasi Govt. Organizations) as per the entitlement indicated below:-
 - (a) II class (Sleeper) Train / Bus Fare (For W-3 Grade) only for SC/ST candidates called for attending the Selection (Written/Skill Test).
 - (b) A/C 2 Tier sleeper / I Class Non A/C in any train / Bus fare for all the candidates (For E-3 to E-6 Grades).
 - (c) Economy class by Air (or) A/C I Class in any train / Bus fare for all the candidates (For E-7 Grade).
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 being appointed 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/Disability certificate has been issued in a language other than English/ Hindi, the candidates should 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 without Application Fee (as applicable) / copy of necessary documents / proof to clearly establish his / her eligibility or Community Certificate or received after the last date for receipt of the same.
15. Candidates already removed / terminated / deserted their employment from NLC India Limited (Formerly Neyveli Lignite Corporation Limited) will not be considered.
16. Persons already resigned their appointment from NLC India Limited (Formerly Neyveli Lignite Corporation Limited) may also apply, subject to fulfilling the notified eligibility criteria.
17. In case any Ambiguity / Dispute arising on account of interpretation in Hindi Version, the English version will prevail.

HOW TO APPLY?

1. Eligible applicants should Register and Apply ONLINE only through NLC India Limited's website **www.nlcindia.com**. No other means / mode of application will be accepted.
2. Before registering / applying online, the candidates should possess valid e-mail ID, which should remain valid at least for one year.
3. The candidates can access the online application portal at **www.nlcindia.com**. The Online application portal will be active from **10:00 hours on 10-05-2017 to 17:00 hours on 30-05-2017**.
4. Candidates (except SC/ST/PWD/Ex-serviceman categories) are required to pay a **non-refundable amount of INR.300/- as Application Fee** through ONLINE, using State Bank Collect facility available at **www.onlinesbi.com**. Detailed process regarding payment of Application Fee is available in our website.
5. Candidates applying for more than one post should submit separate Registration-cum-Application Form and receipt for fee along with the requisite enclosures for each post (s).
6. After submitting the application through ONLINE, a Registration-Cum-Application Form will be generated. Candidates are required to take two copies of print out of the same and
 - a) Retain one copy with them for reference
 - b) Send the other copy of the Registration-Cum-Application Form along with the enclosures, in a cover with superscription of "APPLICATION FOR RECRUITMENT TO THE POST OF (.....GRADE) IN NLC India Limited", by Post / Courier
To
 THE GENERAL MANAGER (HR),
 RECRUITMENT CELL,
 HUMAN RESOURCE DEPARTMENT,
 CORPORATE OFFICE, NLC INDIA LIMITED,
 BLOCK-1, NEYVELI – 607801, TAMILNADU
 So as to reach on or before **05-06-2017**.
7. The Candidature of the applicants who fail to submit the hard copy of the Registration-cum-Application Form (or) whose Registration-cum-Application Form are received in the Recruitment Cell belatedly after the stipulated time limit will not be considered and the application fee paid by them, if any, will not be refunded.
8. **Candidates can contact the Helpline No. 04142 255135 between 10:00 Hours and 17.30 Hours on all working days. Candidates are hereby advised not to contact telephone numbers of any other officials / divisions and avoid disturbing others.**

ATTACHMENTS:-

Photostat copies of the following Documents / Certificates in prescribed / valid formats are to be enclosed with the Registration-cum-Application Form: -

1. Proof for Date of Birth (Birth Certificate (or) SSLC / Matriculation Mark List)
2. Proof for possessing notified Qualifications (Provisional or Degree Certificates and Consolidated or Semester-wise mark Statements), Registration Certificate with Medical Council of India or State Medical Council for doctors only.
3. Experience Certificates, from the present / previous employer(s) in proof of having notified experience requirement, including minimum two years' experience in the immediate lower scale (wherever applicable)
4. Community Certificate (in case of candidates belonging to SC/ST/OBC-NCL categories)
5. Disability Certificate for PWDs / Discharge Certificate for Ex-Servicemen, if applicable.
6. Latest Pay Slip Copy, if applicable.
7. Self-certified translated copy of the SC/ST/OBC/Disability certificate either in English or 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. Failure on the part of candidates to produce sufficient documents to clearly establish the eligibility would lead to rejection of their candidature.

IMPORTANT NOTE FOR UPLOADING DOCUMENTS:

Apart from sending the documents in hard copies, candidates are requested to scan and upload the self-attested documents indicated in “ATTACHMENTS” as above.

The following guidelines are to be strictly followed to upload the self-attested documents.

<u>Name of the Documents</u>	<u>File size should be below</u>	<u>File type</u>
1. Proof for Date of Birth	250 KB	Upload in PDF or JPG format.
2. Proof for Educational qualification / Mark sheets	2.5 MB	Upload in PDF format only.
3. Proof for Experience Certificates (in Chronological order)	2.5 MB	Upload in PDF format only.
4. Proof for Community Certificate	250 KB	Upload in PDF or JPG format
5. Special Additional documents :	1.5 MB	Upload in PDF or JPG format
a) Disability Certificate (for persons with disabilities)		
b) Discharge Certificate (for Ex-Serviceman)		
c) Medical Council Registration Certificate (for Medical Discipline)		
d) First Class Mines Manager Certificate (for Mining Discipline).		
e) Other documents, if any.		

NOTE:-

1. Please do not send any original certificates along with the Registration-Cum-Application Form. Original Certificates are to be produced at the time of Interview only.
2. All correspondence with candidates shall be done through the registered e-mail only. All information regarding Selection Schedule, Interview Call Letters, etc. shall be provided through e-mail, apart from uploading the same on NLC India Limited's website. Responsibility of receiving, downloading and printing of call letters / any other information shall be of the candidate. 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:

ONLINE Registration Starting Time & Date

:- 10:00 hours on 10-05-2017

ONLINE Registration Closing Time & Date

:- 17:00 hours on 30-05-2017

Last Date for Receipt of Registration-Cum-Application Form

:- 17:00 hours on 05-06-2017.