



NLC India Limited
(Formerly Neyveli Lignite Corporation Limited)
(‘Navratna’ – A Government of India Enterprise)

Advt. No. 05/2018

NLC India Limited (Formerly Neyveli Lignite Corporation Limited), a premier ‘NAVRATNA’ Public Sector Enterprise with a present annual turnover of INR.8496.20 Crore (approx.) is spreading its wings in the frontiers of Mining (Lignite & Coal), Thermal Power generation and Renewable energy. 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 following classification heads for Neyveli, Barsingsar, Bithonok, Talabira, South Pachwara, various locations of solar / wind power projects / sites and subsidiaries / JVs viz. NTPL, NUPPL etc. :-

Sl. No.	Post	Grade	Number of vacancies & reservation of posts	Educational Qualification	Length & Area of Work Experience
THERMAL POWER PROJECTS					
1	General Manager	E-8	05 Posts (UR-01,OBC-03, SC-01)	Degree in Mechanical Engineering (or) AMIE in Mechanical Engineering	Minimum 22 years of post qualification working experience in Thermal Power Station(s), out of which minimum 05 years should be in Power Station Construction & Erection / Maintenance of Thermal Power Station with units of 500 MW capacity and above. Preference will be given to the candidates with Thermal Power Project Construction / Erection and Commissioning background.
MEDICAL					
1	Deputy Chief Medical Officer	E-5	Posts - 08 General Surgery - 3 General Medicine-3 Orthopaedics-1 Radiology-1	<u>General Surgery:</u> MBBS and MS / DNB in General Surgery, preferably with skill to perform Laparoscopy Surgeries. <u>General Medicine:</u> MBBS and MD / DNB in General Medicine. <u>Orthopedics</u> MBBS and Diploma / MS / DNB in Orthopedics. <u>Radiology</u> MBBS and Diploma in Medical Radio Diagnosis (DMRD). All Degree / PG Degree / DNB / Diploma should have been registered with Medical Council of India / State Medical Council.	<u>For the post of DCMO (E-5 Grade)</u> a) Minimum 04 Years of Post qualification experience for the candidates possessing MBBS with PG Degree. b) Minimum 8 Years of Post qualification experience for the candidates possessing MBBS with PG Diploma in orthopaedics / DMRD. <u>For the post of MO (E-4 Grade)</u> a) No experience required for the candidates possessing MBBS with PG Degree. b) Minimum 4 Years of Post qualification experience for the candidates possessing MBBS with PG Diploma in orthopaedics / DMRD. (Post qualification experience means experience after passing PG Diploma / MD / MS / DNB / DMRD, as the case may be, in Govt. / Pvt. Hospitals, preferably in ICU / NICU / RCU / PICU / Emergency Medical Service unit is preferable).
2	Medical Officer	E-4			
LEGAL					
1	Manager (Legal)	E-4	02 Posts (UR-01, OBC-1)	a) Should possess a Bachelor of Law Degree (3 years or 5 years) from a recognized university; b) Practicing Advocates should have enrolled as an Advocate with any State Bar Council in India. <u>Desirable</u> a) Post Graduate Degree in Law with specialization in Commercial Laws / Contractual matters and Labour Laws; and b) Adequate knowledge on computer will have an added advantage.	a) Minimum Post qualification experience of 05 years as practicing advocate from the date of enrolment with successful track record of handling matters relating to Labour & Service, Commercial Contracts, Taxation, Revenue matters, Land Acquisition, Arbitration and other civil laws. Adequate experience in drafting of Deeds, Conveyance pleadings, Legal scrutiny of title deeds and other security documents is essential; (or) b) Minimum 05 years of Post qualification experience as Legal executive in Legal Departments of any reputed industrial organization, Government / public sector undertakings including scheduled banks; (or) c) Minimum 05 years of Post qualification experience in the listed companies as Legal executive, subject to meeting the comparable compensation / profile, as prescribed; (or) d) Candidates having combined experience for the stipulated period of 05 years both as a practicing Advocate and Legal Executive in a reputed Industrial organization / Govt. / PSE / Scheduled Banks / listed companies will also be considered, subject to satisfying the other eligible criteria. <u>Desirable</u> Candidates having HR background / experience will have an added advantage.

Sl. No.	Post	Grade	Number of vacancies & reservation of posts	Educational Qualification	Length & Area of Work Experience
FINANCE					
1	Deputy General Manager (Finance)	E-7	04 Posts (OBC-02, SC-01, ST-01)	Pass in final examination of Institute of Chartered Accountants of India (CA) / Institute of Cost Accountants of India (CMA) (or) Degree in any discipline with MBA of minimum 02 years duration with specialization in Finance.	<u>Length of Post qualification experience</u> DGM (E-7 Grade) – 19 Years; ACM (E-6 Grade) – 13 Years; DCM (E-5 Grade) – 9 Years.
2	Additional Chief Manager (Finance)	E-6	04 Posts (OBC-03, ST-01)		<u>Length of Post qualification experience</u> Minimum prescribed length of post qualification experience in Project Accounting / Finalization of Accounts / Audit / Taxation / Fund Management / Costing & Budgeting, etc.
3	Deputy Chief Manager (Finance)	E-5	05 Posts (UR-03,OBC-01, SC-01)		Working Knowledge in Computerized environment is essential.
HUMAN RESOURCE					
1	Deputy General Manager (HR)	E-7	04 Posts (OBC-03, SC-01)	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> <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>	<u>Length of Post qualification experience</u> DGM (E-7 Grade) – 19 Years; CM (E-6 Grade) – 16 Years; ACM (E-6 Grade) – 13 Years; DM (E-3 Grade) – 1 Year. <u>Length of Post qualification experience</u> Minimum prescribed length of post qualification experience in Human Resource / Personnel Management / Industrial Relations / Labour Welfare.
2	Chief Manager (HR)	E-6	05 Posts (UR-04, OBC-01)		
3	Additional Chief Manager (HR)	E-6	02 Posts (UR-02)		
4	Deputy Manager (HR)	E-3	05 Posts (UR-02, OBC-02, SC-01)		
5	Deputy chief Manager (HR) - (Community Development)	E-5	04 - Posts (UR-01, OBC-01, SC-01, ST-01)	a) Degree in any discipline and b) Post Graduate Degree / Post Graduate Diploma of 2 years full time duration from recognised Institutes / Universities in Community Development / Rural Development / Community Organization & Development (OR) A Post Graduate Degree of 2 years full time duration in Social Work with specialization in Community Development / Rural Development / Community Organization and Development Practice from recognized Institutes / Universities.	Minimum 09 Years of post qualification experience in the areas of Community Organization / Community Projects / Community Development / Resettlement & Rehabilitations programmes.
6	Deputy chief Manager (HR) - (Training and Skill Development)	E-5	02 - Posts (UR-02)	a) Degree in any discipline and b) 2 years full time Post Graduate programme in Management from recognized Institutes / Universities (OR) 2 years full time Post Graduate programme in Business Administration from recognized Institutes / Universities.	Minimum 09 years of post qualification experience in Teaching / Training in the areas of Management, in Management Institutes (or) Training Institutes (or) Educational Institutions / Universities (or) Training Institutions run by Government (or) CPSEs.

Sl. No.	Post	Grade	Number of vacancies & reservation of posts	Educational Qualification	Length & Area of Work Experience
SECRETARIAL					
1	Deputy Chief Manager (Secretarial)	E-5	01 Post (UR-01)	Member of the Institute of Company Secretaries of India. <u>Preferable:</u> Degree in Law will have an added advantage.	<u>Length of Post qualification experience</u> DCM (E-5 Grade) – 9 Years Manager (E-4 Grade) – 5 Years <u>Length of Post qualification experience</u> 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. c) Issue of Bonds / Shares/ Liaison with Registrar of Companies, SEBI and Stock Exchanges. d) Handling of Shareholder/Bond holder grievances etc. <u>Desirable:</u> Working knowledge in computer environment is desirable. <i>Candidates possessing lesser years of experience may also apply and their cases will be dealt appropriately.</i>
2	Manager (Secretarial)	E-4	01 Post (UR-01)		
RESEARCH & DEVELOPMENT (R&D)					
1	Deputy Manager (R&D) Soil	E-3	01 post (UR-01)	M. Tech./M.E./M.S/M.Sc. in Geotechnical Engineering.	Minimum 01 Year of experience in the areas of R&D in Geotechnical Engineering. Desirable: Experience in Research /Industrial Lab in Geotechnical Engineering. Knowledge in geotechnical lab/field investigation for open cast mines/ constructions and interpretation of soil investigation reports/ use of geotechnical knowledge software for the analysis with proven track record of publications in reputed journals.
2	Deputy Manager (R&D) Material Science	E-3	01 post (UR-01)	M. Tech / M.Sc. in Material Sciences / Chemical / Nano Science / Metallurgy.	Minimum 01 Year of Post qualification experience in the areas of R&D in Material Sciences/ Chemistry /Chemical/ Nano Science/Metallurgy. Desirable: Experience in Research /Industrial Lab Determination of physio chemical properties of ferrous, non-ferrous, and building materials samples. These tests are carried out destructive, non-destructive using advanced equipments with proven track record of publications in reputed journals.
3	Deputy Manager (R&D) Non Conventional Renewable Energy	E-3	01 post (UR-01)	M. Tech. / M.E / M.S/ M.Sc. in Renewable Energy / Solar Engineering/ Energy Engineering.	Minimum 01 Year of Post qualification experience in the areas of R&D in Renewable Energy/ Solar Engineering/ Energy Engineering. Desirable: Experience in Research /Industrial Lab/ design of solar string arrangement of PV cells/ ground/roof top solar, knowledge on technical and commercial aspects of International standards/ Alternate energy source available from solar/ wind/ hydro/ and hydrogen with proven track record of publications in reputed journals
4	Deputy Manager (R&D) Micro Biology	E-3	01 post (OBC-01)	M.Sc./ M. Tech in Microbiology / Biotechnology.	Minimum 01 Year of Post qualification experience in the areas of R&D in Microbiology/ Biotechnology Desirable: Experience in Research /Industrial Lab in analysis of microbial status of water in thermal power stations/ Mines effluents/ soil and sewage water with proven track record of publications in reputed journals.
MINING					
1	General Manager (Mining)	E-8	04 - Posts (OBC-02, ST-02)	a) Degree in Mining Engineering (B.E / B.Tech. / AMIE / B.Sc. – 04 Yrs.) from a recognised institute; and b) Possession of First Class Mine Manager Certificate of Competency under Coal Mine Regulations -1957.	a) 22 Years of Post qualification experience of working in Mechanized / Semi-Mechanised Open Cast Coal / Lignite/other Mines; and b) Out of 22 years of post qualification experience indicated in para (a) above, must have at least 5 years of working experience in statutory post as Manager / Agent of Mines / Project Officer, either independently or together, in a large open cast / underground mine.

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

Sl. No.	Grade	Pay Scale	CTC per annum (in INR. Approx.) \$	Upper Age Limit, in years. (As on 01/09/2018)				Required Post Qualification Experience in Years (as on 01/09/2018) #
				UR	OBC	SC	ST	
THERMAL POWER PROJECTS								
1	E-8	120000 - 280000	34.61 Lakhs	54	57	58	*	22 Years
MEDICAL								
2	E-5	80000 - 220000	23.03 Lakhs**	44	47	49	49	a) 08 Years for the candidates having MBBS with PG Diploma. b) 04 Years for the candidates having MBBS with PG Degree.
3	E-4	70000 - 200000	20.15 Lakhs**	36	39	41	41	a) 04 Years (MBBS with PG Diploma). b) No Experience required for candidates possessing MBBS with PG Degree.
LEGAL								
4	E-4	70000 - 200000	18.47 Lakhs	36	39	*	*	05 Years
FINANCE								
5	E-7	100000 - 260000	27.62 Lakhs	-	55	57	57	19 Years
6	E-6	90000 - 240000	24.83 Lakhs	-	50	-	52	13 Years
7	E-5	80000 - 220000	21.11 Lakhs	44	47	49	*	09 Years
HUMAN RESOURCE								
8	E-7	100000 - 260000	27.62 Lakhs	-	55	57	-	19 Years
9	E-6 (CM)	90000 - 240000	24.83 Lakhs	50	53	*	*	16 Years
10	E-6 (ACM)	90000 – 240000	24.83.Lakhs	47	*	*	*	13 Years
11	E-5 (DCM) - CD	80000 - 220000	21.11 Lakhs	44	47	49	49	09 Years
12	E-5 (DCM) – T&SD	80000 - 220000	21.11 Lakhs	44	*	*	*	09 Years
13	E-3	60000 - 180000	15.12 Lakhs	32	35	37	*	01 Year
SECRETARIAL								
14	E-5	80000 - 220000	21.11 Lakhs	44	*	*	*	09 Years
15	E-4	70000 - 200000	18.47 Lakhs	36	*	*	*	05 Years
RESEARCH & DEVELOPMENT (R&D)								
16	E-3 (Soil)	60000 - 180000	15.12 Lakhs	32	*	*	*	01 Year
17	E-3 (Material Science)	60000 - 180000	15.12 Lakhs	32	*	*	*	01 Year
18	E-3 (Non-Conventional Renewable Energy)	60000 - 180000	15.12 Lakhs	32	*	*	*	01 Year
19	E-3 (Micro Biology)	60000 - 180000	15.12 Lakhs	-	35	-	-	01 Year
MINING								
20	E-8	120000 - 280000	34.61 Lakhs	-	57	-	58	22 Years

(#) - 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.

(\$) - 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.

* - 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.

** - CTC includes Non - Practising allowance @ 20% of Basic pay. [For MO & DCMO (Medical) only].

2.0 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.

3.0 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.

4.0 RESERVATION & RELAXATIONS:-

- 4.1 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.
- 4.2 No Application fee will be charged from SC/ST candidates, PWD, Ex-Servicemen and Internal Candidates.
- 4.3 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 01-09-2018. However, relaxation in upper age limit is unavailable for OBC/SC/ST candidates competing for the unreserved vacancies.
- 4.4 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.
- 4.5 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.

4.6 Persons with Disabilities are required to furnish Medical Certificate in relation to their disability from Medical Board of an approved Government Hospital.

4.7 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.

5.0 METHOD OF SELECTION:-

Selection will be based on Personal Interview for all the posts (except Manager / Legal). However, the management reserves the right to conduct Screening Test for short listing the candidates for Personal Interview. For the post of Manager (Legal), the selection will be based on Written Test / Skill Test and Personal Interview. The exact date & Venue of the selection will be hosted in NLCIL website apart from sending SMS to shortlisted candidates to their registered mobile number to download the Call Letter in the NLCIL website using their registered e-mail id and password.

6.0 GENERAL CONDITIONS:-

- 6.1 Only Indian Nationals are eligible to apply.
- 6.2 All qualifications should have been acquired from Indian Universities /Institutes, duly recognized by UGC / AICTE (wherever required) or any other authority /forum.
- 6.3 Candidates from PSE/Govt./Quasi Govt. should get their Registration-Cum-Application Form (obtained ONLINE) forwarded through Proper Channel or should produce No Objection Certificate (NOC) at the time of Interview.
- 6.4 Higher start may be considered in case of deserving candidates in the same Pay scale.
- 6.5 Depending on response and requirement, the management reserves the right to raise / relax the eligibility conditions.
- 6.7 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.
- 6.8 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) 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).
 - (b) Economy class by Air (or) A/C I Class in any train / Bus fare for all the candidates (For E-7 & E-8 Grade).
- 6.9 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.
- 6.10 The candidates will be called for selection based on Self certified information along with copies of testimonials uploaded 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.
- 6.11 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.
- 6.12 Candidates should apply only through online mode in NLCIL website. No manual / paper applications will be entertained directly unless registered and applied through ONLINE. After submitting applications through ONLINE, candidates should take a print out of registration cum application form and send it along with the copies of self attested documents uploaded at the time of registration.
- 6.13 Candidates should submit duly filled single application. In case of multiple applications / registrations, the last registered applications shall only be considered as final.
- 6.14 Scrutiny of applications for shortlisting of candidates for written test / interview will be solely based on documents / certificates uploaded by the candidates at the time of registration / submission of application through ONLINE. Additional / fresh documents if any enclosed by the candidate while submitting the hard copy of the registration cum application form will not be considered for scrutiny.
- 6.15 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.
- 6.16 Candidature of the registered candidate may also liable to be rejected if Registration-Cum-Application Form is not received or received without copies of documents uploaded at the time of registration.
- 6.17 Candidates already removed / terminated / deserted their employment from NLC India Limited (Formerly Neyveli Lignite Corporation Limited) will not be considered.
- 6.18 Persons already resigned their appointment from NLC India Limited (Formerly Neyveli Lignite Corporation Limited) may also apply, subject to fulfilling the notified eligibility criteria.
- 6.19 A candidate who has availed Voluntary Retirement (VR) from CPSE/PSU/State PSU/Central Govt./State Govt. and having received ex-gratia payment as VR compensation can also apply provided that he/she is prepared to repay/return the VRS compensation to the PSU from where he has received such compensation to the extent required as laid down in the VR scheme/relieving letter and other Govt. rules as applicable at the time of VR. If such candidate who has got VR is selected by NLCIL the appointment order would be sent to such person only after getting clearance from the PSU concerned about the repayment of ex-gratia compensation. Further, all instructions/guidelines of Government of India issued in respect of VRS will also apply apart from the above.
- 6.20 In case any Ambiguity / Dispute arising on account of interpretation in Hindi Version, the English version will prevail.

7.0 HOW TO APPLY?

- 7.1. 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.
- 7.2. Before registering / applying online, the candidates should possess valid e-mail ID, which should remain valid at least for one year.
- 7.3. The candidates can access the online application portal at **www.nlcindia.com**. The Online application portal will be active **from 10:00 hours on 19-09-2018 to 17:00 hours on 09-10-2018**.
- 7.4. Candidates (except SC/ST/PWD/Ex-servicemen 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.
- 7.5. 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).
- 7.6. 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 documents uploaded, in a cover with superscription of "APPLICATION FOR RECRUITMENT TO THE POST OF (.....GRADE) IN NLC India Limited", by Post / Courier, latest by **16-10-2018** to the following address.

**THE CHIEF GENERAL MANAGER (HR),
RECRUITMENT CELL,
HUMAN RESOURCE DEPARTMENT,
CORPORATE OFFICE, NLC INDIA LIMITED,
BLOCK-1, NEYVELI – 607801, TAMILNADU**

- 7.7 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.

7.8 **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.**

8.0 ATTACHMENTS:-

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

- 8.1 Proof for Date of Birth (Birth Certificate (or) SSLC / Matriculation Mark List).
- 8.2 Copy of AADHAR card.
- 8.3 Proof for possessing notified Qualifications (Provisional or Degree Certificates and Consolidated or Semester-wise mark Statements).
- 8.4 Registration Certificate with Medical Council of India or State Medical Council. (applicable for doctors only).
- 8.5 Bar Council registration (applicable for Legal professionals only)
- 8.6 First Class Mines Manager certificate under CMR-1957 (applicable for Mining discipline only).
- 8.7 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)
- 8.8 Community Certificate (in case of candidates belonging to SC/ST/OBC-NCL categories)
- 8.9 Disability Certificate for PWDs / Discharge Certificate for Ex-Servicemen, if applicable.
- 8.10 Latest Pay Slip Copy, if applicable.
- 8.11 Self-certified translated copy of the SC/ST/OBC/Disability certificate either in English or Hindi.
However, the above list is not exhaustive and candidates may upload other documents on case to case basis to clearly establish their eligibility. Failure on the part of candidates to produce sufficient documents to clearly establish eligibility would lead to rejection of their candidature.

9.0 IMPORTANT NOTE FOR UPLOADING DOCUMENTS:

Candidates are requested to scan and upload the self-attested documents indicated in “**ATTACHMENTS**” as above.

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

<u>Name of the Documents</u>	<u>File size should be below</u>	<u>File type</u>
1. Date of Birth (proof)	250 KB	Upload in PDF or JPG format.
2. AADHAR card	250 KB	Upload in PDF or JPG format
3. Educational qualification (Provisional (or) Degree Certificate and Mark Sheets)	2.5 MB	Upload in PDF format only.
4. Experience Certificates (in Chronological order)	2.5 MB	Upload in PDF format only.
5. Community Certificate	250 KB	Upload in PDF or JPG format
6. Additional documents: a) Disability Certificate (for persons with disabilities). b) Discharge Certificate (for Ex-Serviceman). c) Medical Council Registration Certificate (for Medical Discipline). d) Bar Council Registration Certificate (for Legal Discipline). e) First Class Mines Manager Certificate (for Mining Discipline). f) Any other documents supporting candidature.	1.5 MB	Upload in PDF or JPG format

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. Information regarding Selection Schedule shall be hosted apart from sending SMS to the shortlisted candidates to their Registered Mobile Number and Interview Call Letters will be uploaded in NLC India Limited's website. Responsibility of downloading and printing of call letters lies with the candidates concerned.

IMPORTANT DATES:

ONLINE Registration Starting Time & Date	:- 10:00 hours on 19-09-2018
ONLINE Registration Closing Time & Date	:- 17:00 hours on 09-10-2018
Last Date for Receipt of Registration-Cum-Application Form	:- 17:00 hours on 16-10-2018.