



NLC INDIA LIMITED

('Navratna' - Government of India Enterprise)

RECRUITMENT CELL / HR DEPARTMENT / CORPORATE OFFICE
Block-1, Nevveli-607 801, Cuddalore District, Tamil Nadu

Advt.No:04/2022

NLC India Limited (NLCIL), a premier 'NAVRATNA' Public Sector Enterprise with an Annual Turnover (Consolidated) of INR. 11,947.94 crores (FY. 2021-22) 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 talents in Finance/Company Secretary disciplines for its units, offices and facilities located in Neyveli (Tamil Nadu), Barsingsar (Rajasthan), Talabira (Odisha), South Pachwara (Jharkhand) and other locations of Solar / Wind Power Projects / Sites in Tamil Nadu & Andaman including its Subsidiaries and Joint Ventures at Tuticorin (NTPL), Tamil Nadu & Ghatampur (NUPPL), Uttar Pradesh.

1.0 POST, GRADE, NUMBER OF VACANCIES & RESERVATION, EDUCATIONAL QUALIFICATION & EXPERIENCE REQUIREMENTS:

Sl. No.	Post	Grade	No. of Vacancies	Minimum Educational Qualification	Length and Area of post qualification work experience
(a)	(b)	(c)	(d)	(e)	(f)
1	Dy. General Manager (Finance)	E7	08 (UR-4, OBC[NCL]- 2, SC- 1, ST-1)	Pass in final examination of Institute of Chartered Accountants of India (CA) / Institute of Cost and Works Accountants of India (ICWAI / ICAI) (or) Degree in any Discipline with MBA of minimum 2 years duration with specialization in Finance.	<u>Length of Post qualification experience:</u> Dy. General Manager E-7 Grade) - 19 Years, Chief Manager (E-6 Grade) - 16 Years, Additional Chief Manager (E-6 Grade) - 13 Years.
2	Chief Manager (Finance)	E6	10 (UR-6,EWS-1, OBC[NCL]- 2, SC- 1)	<u>Note:</u> 1. Candidates possessing MBA should possess Graduation / Degree in any discipline, otherwise 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).	<u>Area of Post qualification experience:</u> Post qualification experience in Project Accounting / Finalization of Accounts / Audit / Taxation / Fund Management / Costing & Budgeting / Commercial & Regulatory affairs of Mining & Power Business. Hands on exposure to SAP will be preferred.
3	Additional Chief Manager (Finance)	E6	15 (UR-4, EWS-1, OBC[NCL]- 6, SC- 2, ST - 2)		
4	Dy. Manager (Secretarial)	E3	2 (UR)	Member of the Institute of Company Secretaries of India.	<u>Length of Post qualification experience:</u> Deputy Manager (E-3 Grade) - 01 Year <u>Area of Post qualification experience:</u> Post qualification experience 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.

Note - 1

- Any other qualifications, which are regarded / classified as equivalent or having combination of branches other than the notified one will not be considered.
- All qualifications should have been acquired from Indian Universities/Institutes recognized by UGC or from Institute of Chartered Accountants of India (CA) or from Institute of Cost and Works Accountants of India (ICWAI / ICAI) or from Institute of Company Secretaries of India (whichever is applicable) or any other appropriate statutory authority in India.
- Candidates who possess the notified eligibility criteria are only eligible to apply.
- Documentary proof in support of the candidates' experience, in the required "Length & area of post qualification work experience" as prescribed at para 1.0 (f) above have to be uploaded only online to establish their eligibility for the post.

2.0 REQUIREMENTS IN ADDITION TO LENGTH OF POST QUALIFICATION EXPERIENCE AS PRESCRIBED AT PARA 1.0 ABOVE

- 2.1 Candidates from Central Public Sector Enterprises / State Public Sector Enterprises / Central Government / State Governments / Public Sector Banks should possess minimum TWO years' experience in the immediate lower scale of pay or equivalent lower scale, out of the total length of post qualification experience required for the particular post(s). However, for the post of Deputy Manager (Secretarial) in E-3 Grade, candidates should possess minimum one-year experience in the immediate lower scale of pay.
- 2.2 For Candidates among the employees of NLCIL, the requirement of experience in the immediate lower scale is 'One Year' in the immediate lower Scale of pay / immediate lower Designation for all the above posts.
- 2.3 Candidates in the same / equivalent scale of pay pertaining to the notified post or in the higher scale of pay will also be considered.
- 2.4 Candidates from Private Sector at the time of making application, as well as on the date of interview / selection, must be drawing a CTC of not less than 50% of CTC of E-3 Grade (for E-3 post), not less than 60% of CTC of E-6 Grade (for E-6 posts) and not less than 70% of CTC of E-7 Grade (for E-7 post).

3.0 CRUCIAL DATE:

Crucial date for claim of SC/ ST/ OBC (NCL)/ EWS status for upper age limit, fee concession, reservation etc., where not specified otherwise, will be the first of the month in which the notification is issued (i.e. 01/06/2022).

4.0 AGE LIMIT:

S. No.	Designation / Grade	Upper Age Limit, in years. (As on 01/06/2022)			
		UR / EWS	OBC	SC	ST
1	Dy. General Manager (Finance) E-7 Grade	52	55	57	57
2	Chief Manager (Finance) E-6 Grade	50	53	55	50 *
3	Additional Chief Manager (Finance) E-6 Grade	47	50	52	52
4	Dy. Manager (Secretarial) E-3 Grade	32	32 *	32 *	32 *

* Relaxation in upper age limit will be extended in case of vacancies reserved for SC / ST / OBC (Non-Creamy Layer) candidates. However, OBC(NCL)/SC/ST candidates applying against unreserved vacancies shall be considered under general standard of merit and no relaxation in age will be extended.

5.0 PAY SCALES, CTC& IMMEDIATE LOWER SCALES:

FINANCE DISCIPLINE				
S. No.	Designation / Grade	Pay Scale	CTC per annum (in INR. Approx.) #	Immediate Lower Grade / Scale of Pay for Candidates from Govt. / PSUs:
1	Dy. General Manager (Finance) E-7 Grade	100000 - 260000	24.84 Lakhs	IDA: Rs. 36600-62000 (2007), Rs. 90,000 - 240,000 (2017)
2	Chief Manager (Finance) E-6 Grade	90000 - 240000	22.03 Lakhs	IDA: Rs. 32,900- 58,000 (2007), Rs. 80,000 - 2,20,000 (2017)
3	Additional Chief Manager (Finance) E-6 Grade	90000 - 240000	22.03 Lakhs	IDA: Rs. 32,900- 58,000 (2007), Rs. 80,000 - 2,20,000 (2017)
4	Dy. Manager (Secretarial) E-3 Grade	60000 - 180000	14.68 Lakhs	IDA: Rs. 20,600-46,500 (2007), Rs.50,000 - 1,60,000 (2017)

In Addition to the CTC mentioned above, Performance Related Pay (Annually), free Medical treatment for self & dependents and Group Insurance, as per rules will be provided. Eligible type of residential accommodation (unfurnished) will be provided at standard rent in Company Townships subject to availability.

6.0 PROBATION: -

Selected candidates on appointment will be on probation for a period of one year from the date of joining the post notified above.

7.0 PLACE OF POSTING

Selected candidates are liable to be posted to any Unit / Area / Place under the control of NLC India Limited or any Joint Venture / Associate / Subsidiary company of NLC India Limited located in different States / Union Territories of India.

8.0 RESERVATION& RELAXATION:

- 8.1 Reservation and relaxations for SC/ST/OBC (Non-Creamy Layer)/ EWS / PwBD (degree of disability 40% & above) & Ex-servicemen candidates will be as per Government of India guidelines.
- 8.2 SC/ST/PwBD/Ex-servicemen Candidates are exempted from payment of application fee. However, they have to pay a non- refundable amount of INR.354/- (inclusive of 18% GST) towards processing fee.
- 8.3 The Upper age limit is relaxable by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer), 10 Years for Persons with Benchmark Disabilities (degree of disability 40% and above) [13 years for PwBD-OBC & 15 years for PwBD-SC/ST]. For Ex-Servicemen as per Govt. of India guidelines. However, in all the cases of relaxation, maximum age limit is 58 years as on crucial date.
- 8.4 Candidates claim to belong to EWS / OBC (NCL) / SC/ST / PwBD/ Ex-Servicemen category should necessarily upload valid EWS / OBC (NCL) / SC/ST / Disability Certificate / Discharge Certificate, as the case may be, issued by the Competent Authority. Prescribed Certificate formats can be downloaded from "Forms" tab in Careers Page of NLCIL website www.nlcindia.in.
- 8.5 Candidates belonging to OBC (NCL)/ SC/ST/EWS categories should meet the eligibility norms notified for UR category for consideration against unreserved (UR) vacancies. In other words, OBC (NCL)/SC/ST/EWS candidates applying against unreserved posts shall be considered under general standard of merit and no relaxations (except payment of application fee) shall be available for the candidates.
- 8.6 OBC Candidates belonging to "Creamy Layer" are not entitled to avail any concession otherwise extended to OBC (NCL) category. Such candidates have to indicate their category as UR.
- 8.7 Candidates belonging to OBC (Non-Creamy Layer) category should upload valid 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) issued by the competent authority, obtained in the current Financial Year.

- 8.8 Candidates belonging to Economically Weaker Sections (EWS) should upload valid Income & Asset certificate issued by the competent authority, obtained in the current Financial Year (as per OM No.36039/1/2019-Estt (Res) dated 31.01.19 of DoPT, Ministry of PPG&P, Govt. of India).
- 8.9 PwBD candidates should possess valid disability certificate issued by a Competent Authority as prescribed vide The Rights of Persons with Disabilities Act, 2016 (RPWD Act, 2016). Such certificate shall be subject to verification/re-verification as may be decided by the Board/ competent authority.
- 8.10 Category (EWS/SC/ST/OBC (NCL)/PwBD/Ex-servicemen) once filled in the online application form will not be changed and no benefit of other category will be admissible later on.
- 8.11 Wherever there is no reservation for Persons with Benchmark Disabilities, PwBD candidates are allowed to apply as General candidates subject to the posts having been identified suitable for such disabilities. The Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment have identified the jobs/posts suitable to be held by persons with benchmark disabilities and the physical requirement for all such jobs/posts vide their Gazette Notification Dt.4th January 2021. The categories of PwBD candidates who are eligible to apply for the post is given in Annexure-I.
- 9.0 METHOD OF SELECTION:
- 9.1 Final Selection will be based on Personal Interview. However, the management reserves the right to conduct Screening Test for short listing the candidates for Personal Interview.
- 9.2 Minimum qualifying marks is 50% for General (UR) / EWS candidates and 40 % for OBC (NCL)/ SC/ST candidates in Personal Interview, against the reserved vacancies.
- 9.3 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.
- 10.0 MEDICAL FITNESS: -
- Every provisionally selected candidate, prior to being appointed for the post, is required to undergo Pre-Employment Medical examination as per the prescribed health standards of NLCIL by the Company's Medical Officer and subject to being found Medically Fit, prescribed for the post.
- 11.0 GENERAL CONDITIONS:
- 11.1 Only Indian Nationals are eligible to apply.
- 11.2 All qualifications should have been acquired from Indian Universities/Institutes recognized by UGC or from Institute of Chartered Accountants of India (CA) or from Institute of Cost and Works Accountants of India (ICWAI / ICMAI) or from Institute of Company Secretaries of India (whichever is applicable) or any other appropriate statutory authority in India.
- 11.3 Candidates from State PSEs / Central PSEs / Government / Quasi Government, should produce No Objection Certificate (NOC) at the time of document verification otherwise they will not be permitted to attend interview.
- 11.4 Depending on the response and requirement, NLCIL reserves the right to raise / relax the eligibility conditions.
- 11.5 NLCIL reserves the right not to fill up any or all the posts notified at its discretion and vacancies may also be increased / decreased depending upon organizational requirements.
- 11.6 Candidates are informed that mere submission of applications shall not give them any right to be called for selection.
- 11.7 Candidates called for Personal Interview, are eligible for reimbursement of travelling expenses (A/C 2 Tier Sleeper / I Class Non-A/C in any train / Bus fare for E-3 to E-6 Grade & A/C I Class in any train /Bus fare or Economy class by Air for E-7 Grade) for their travel from the Communication address to the Selection / Interview venue by the shortest route. Reimbursement of travelling expenses shall be made only on production of ticket / proof for travel (Train ticket / Bus ticket / Boarding Pass) and NOC (incase of candidates from State PSEs / Central PSEs / Government / Quasi Government).
- 11.8 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.
- 11.9 Candidates already removed / terminated / deserted their employment from NLCIL will not be considered.
- 11.10 Persons already resigned from NLCIL may also apply, subject to fulfilling the notified eligibility criteria.
- 11.11 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/she 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.
- 11.12 NLCIL reserves the right to cancel/ restrict/enlarge/ modify /reopen /alter the recruitment process, if the need so arises, without issuing any further notice or assigning any reason thereof.
- 11.13 If the SC/ST/OBC (NCL)/ EWS/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.
- 11.14 Candidature of a registered applicant is liable to be rejected at any stage of recruitment process / Candidate's employment will be terminated / cancelled after recruitment, on or after joining if;
- 11.14.1 any information / documents submitted by the candidate is found to be false or
- 11.14.2 suppressed relevant information or
- 11.14.3 if not found to be in conformity with eligibility criteria mentioned in the advertisement.
- 11.15 Candidates can contact the Helpline No.04142-255135 between 10:00 Hours and 17.00 Hours on all working days i.e., Monday to Saturday or write to help.recruitment@nclindia.in.Candidates are hereby advised not to contact telephone numbers of any other officials / divisions.

12.0 HOW TO APPLY?

- 12.1 Candidates should apply only through online mode in NLC India Limited website www.nlcindia.in.
- 12.2 Before registering / applying online, the candidates should ensure that they have mobile number and valid & active personal email ID and keep them active for the entire duration of selection as NLCIL will send all selection related communications only through SMS / email till the selection process is completed.
- 12.3 Candidates have to upload required scanned copies of documents / certificates in prescribed format to establish their eligibility, failing which the application is liable for rejection.
- 12.4 Candidates applying for more than one post should apply and submit separate Registration-cum-Application Form & receipt for fee along with the requisite enclosures for each post(s).
- 12.5 Candidates should submit single application only for any post. In case of multiple applications / registrations for any post, the last registered application shall only be considered.
- 12.6 Candidates should ensure that they have uploaded the required documents before submitting applications, for their benefit, after uploading a document, "View Document" option will be provided in the on-line portal to check.
- 12.7 After submitting applications through ONLINE, candidates should take a print out of registration cum application form and produce it along with self-attested copies of certificates / documents, at the time of Document / Certificate verification.
- 12.8 Scrutiny of applications for short listing of candidates for Selection will be solely based on documents / certificates uploaded by the candidates at the time of registration / submission of application through ONLINE.
- 12.9 No manual / paper applications will be entertained and candidates are advised not to send any hard copy to this office.
- 12.10 The Online application portal for registration, will be active from 10:00 hours on 17/06/2022 to 17:00 hours on 07/07/2022.

13.0 PAYMENT OF APPLICATION FEE:

- 13.1 Candidates are required to pay a non-refundable amount of INR.854/- [INR 500/-towards Application fee plus INR 354/- (inclusive of 18% GST) towards Processing fee] through ONLINE, using State Bank of India E-Collect facility available at www.onlinesbi.com.
- 13.2 Candidates belonging to SC/ST/PwBD& Ex-Servicemen categories are exempted from paying application fee. However, they have to pay a non- refundable amount of INR.354/- (inclusive of 18% GST) towards processing fee.

Category	Application Fees	Processing Fees	Total Fees
UR / EWS / OBC (NCL)candidates	INR 500 / -	INR 354/- [INR 300/- plus INR 54/- (18% GST)]	INR 854/-
SC /ST / PwBD/ Ex-servicemen candidates	Exempted	INR 354/- [INR 300/- plus INR 54/-(18% GST)]	INR 354/-

- 13.3 The application fee mentioned above does not include service charges or any other charges that bank may levy.
- 13.4 The amount paid towards application fee / processing fee will not be refunded in any circumstances.
- 13.5 Detailed instructions for making online payment are available in login page of NLCIL Online Application Portal

14.0 IMPORTANT GUIDELINES FOR UPLOADING DOCUMENTS:

- 14.1 Candidates are requested to ensure that only legible self-attested documents are uploaded. Also they are requested to ensure that the documents that they have uploaded are legible for scrutiny, failing which the application is liable for rejection.
- 14.2 In support of educational qualification / experience / CTC, wherever multiple documents (i.e. Mark sheet or certificates) need to be uploaded, all documents are to be arranged in chronological order in a single pdf. file and to be uploaded. Any attempt to upload multiple pdf. files will result in over writing and only the last uploaded file will get saved.
- 14.3 No physical mode of submission of application and/or required documents in support of their candidature would be entertained.
- 14.4 Candidates are requested to scan and upload the self-attested copies of following documents / certificates.

Sl. No.	Documents	File type	File size not exceeding
1	High quality recent Passport size Colour photograph (3.5 cm Width × 4.5 cm Height, taken after 01/03/2022 in a professional studio).	JPEG	50 KB
2	Good quality image of candidate's signature (in dark Blue or Black ink)	JPEG	50 KB
3	Proof of Date of Birth (Birth Certificate (or) SSLC / Matriculation Mark Sheet).	PDF or JPG	250 KB
4	Copy of AADHAR Card	PDF or JPG	250 KB
5	Proof for possessing notified Educational Qualification- Provisional Certificate [or] Degree / Post Graduate Degree Certificate(s) in chronological order	PDF (kindly refer para 14.2 before uploading)	2.5 MB
6	Consolidated or Semester wise Mark Sheet(s) in chronological order		2.5 MB
7	Copy of Membership of the Institute of Company Secretaries of India. (Applicable for Secretarial Professionals only).	PDF or JPG	250KB
8	Copy of Experience Certificate(s), from the present / previous employer(s) in support of notified post qualification work experience. (In Chronological order). Candidates have to upload documentary proof in support of their experience in the required "Length & Area of post qualification work experience" as prescribed at para 1.0 (f), to establish their eligibility for the post.	PDF (kindly refer para 14.2 before uploading)	2.5 MB
9	Candidates from private sector, have to upload documentary proof in support of their last drawn CTC (Copy of Pay Slips / Pay Certificates issued by Competent Authority in Company's letterhead / Income Tax returns) to establish their eligibility for the post as prescribed at para 2.4.	PDF (kindly refer para 14.2 before uploading)	2.5 MB

Sl. No.	Documents	File type	File size not exceeding
10	Copy of latest Pay Slip or Pay certificate.	PDF or JPG	250 KB
11	Proof for having minimum Two years' experience in the immediate Lower Pay Scale for candidates from Central Public Sector Enterprises / State Public Sector Enterprises / Central Government / State Governments / Public Sector Banks. For the post of Deputy Manager (Secretarial), proof for having minimum one-year experience in the immediate lower scale of pay. One year for internal candidates for all posts.	PDF or JPG	250 KB
12	Copy of Community Certificate in case of candidates belonging to SC/ST/OBC(NCL)/EWS categories.	PDF or JPG	250 KB
13	Copy of Disability Certificate in case of PwBD candidates.	PDF or JPG	250 KB
14	Proof for Ex-Servicemen in case of Ex-Servicemen only	PDF or JPG	250 KB
15	Other documents 'if any' in support of their credentials	PDF or JPG	250 KB

14.5 The list of documents to be uploaded given above is not exhaustive and candidates may upload other documents as the case may be, to clearly establish their eligibility. Failure on the part of candidates to upload all required documents to clearly establish their eligibility along with the online application would lead to rejection of their candidature.

15.0 Information regarding Selection Schedule will be communicated to the shortlisted candidates through NLCIL's website/besides e-mail to their registered e-mail address/ message through SMS to their Registered Mobile Number. The Call Letter for Interview will be uploaded in NLCIL's website and the same need to be downloaded and printed by the candidate concerned.

16.0 Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Chennai and the Courts/Tribunals/Forums (Jurisdiction Courts) at Chennai shall have sole and exclusive jurisdiction.

17.0 It is mandatory that eligible candidates should go through the full text of the advertisement and agree to all the conditions given while applying for the post.

18.0 NLCIL's DECISION FINAL:

The decision of NLCIL's Appointing Authority in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

19.0 IMPORTANT DATES:

Opening of On-line registration of application - Date & Time	17/06/2022 at 10:00 hrs
Closing of On-line registration of application - Date & Time	07/07/2022 at 17.00hrs
Last Date for On-line payment of Fees - Date & Time	07/07/2022 at 23:45 hrs
Last date for On-line Submission of application for candidates who have already registered and paid Fees within time limit - Date & Time	08/07/2022 at 17.00 Hrs

ANNEXURE-I

Name of Discipline	Category / Disability Identified Suitable for the Post
Finance	a) B, LV, b) D, HH, c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV e) MD involving (a) to (c) above
Secretarial	a) B, LV, b) D, HH, c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, e) MD involving (a) to (c) above
ABBREVIATIONS: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, MD=Multiple Disabilities	

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CHIEF GENERAL MANAGER (HR) / RECTT.

"CREATING WEALTH FOR WELL BEING"

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