



# NEYVELI LIGNITE CORPORATION LIMITED

NAVRATNA - Government of India Enterprise  
 Regd. Office: 'Neyveli House', No. 135, Periyar EVR High Road, Chennai 600 010.  
 CORPORATE OFFICE: BLOCK -1, NEYVELI-607 801, TAMIL NADU

**Advt. No.05 /2015**

Neyveli Lignite Corporation Limited (NLC), a premier 'NAVRATNA' Public Sector Enterprise with a present Annual Turnover of INR.6087 Crores (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 in the following disciplines:

## A. DISCIPLINE, NAME OF THE POST, NO. OF POSTS, EDUCATIONAL QUALIFICATION, WORK EXPERIENCE

Sl. No	Post	Grade	Number of Posts	Educational Qualification	Area of Work Experience
<b>I) MINING :</b>					
1	General Manager	E-8	05 *	a) Degree in Mining Engineering (B.E / B.Tech / B.Sc - 4 Yrs) from a recognised institute and b) First Class Mine Manager Certificate of Competency under Coal Mine Regulations - 1957.	c) Prescribed length of Post qualification experience of working in Mechanized / Semi-Mechanised Open Cast Coal / Lignite/other Mines and; d) 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.
2	Deputy General Manager	E-7	05 *		a) Prescribed length of Post qualification experience of working in Mechanized / Semi-Mechanised Open Cast Coal / Lignite/other Mines and; b) Must have at least 3 years of working experience in statutory post as Assistant Manager / Manager, either independently or together, in a large open cast / underground mine.
<b>II) COMPUTER :</b>					
3	General Manager	E-8	01 *		
4	Add. Chief Manager	E-6	01 (UR)	a) Degree in Engineering in Computer Science / Computer Engineering / Information Technology, or b) AMIE in Computer Science / Computer Engineering / Information Technology, or c) PG Degree in Computer Applications.	Required length of post qualification experience as an executive in the area of Information Technology (i.e) in Applications Development / Network Administration / Hardware etc. <u>Preferable:</u> Those with experience in implementation of ERP/SAP will have an added advantage.
5	Dy. Chief Manager	E-5	02 (UR)		
6	Manager	E-4	02 (UR)		
<b>III) FINANCE:</b>					
7	Dy. General Manager	E-7	04 *	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.	a) Project Accounting / Finalization of Accounts/ Audit / Taxation / Fund Management / Costing & Budgeting, etc. b) Working Knowledge in Computerised environment is essential.
8	Dy. Chief Manager	E-5	07 (UR-05; OBC-01; SC-01)		
** 1.MBA Candidates are not possessing Graduation/ Degree need not apply. 2. Candidates whose PG Degree/Diploma Certificate does not indicate relevant specialization are required to produce the Marks Sheet/Score Card or any proof from the university/institution in which studied indicating the specialisation.					

\* Reservation of vacancies for the posts of General Manager and Deputy General Manager are based on Grade-wise Post Based Reservation Roster, combining all the disciplines, as indicated below: -

Post	No. of Posts	Reservation of posts			
		UR	OBC	SC	ST
GENERAL MANAGER	06 (Mining-5 & Computer-1)	01	02 (including one backlog vacancy)	01	02 (including one backlog vacancy)
DEPUTY GENERAL MANAGER	09 (Mining-5 & Finance-4)	05	02	01	01

Sl. No	Post	Grade	Number of Posts	Educational Qualification	Area of Work Experience
<b>IV) COMPANY SECRETARIAL :</b> <b>( Place of initial posting: Kanpur, Uttar Pradesh State)</b>					
9	Manager (Company Secretarial)	E-4	01 (UR)	Member of the Institute of Company Secretaries of India. <u>Preferable:</u> Those possessing Degree in Law will have an added advantage.	Minimum 05 years 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. Candidates possessing lesser years of experience may also apply and their cases will be dealt appropriately.
<b>V) LEGAL :</b> <b>(Place of initial posting: Tuticorin, Tamil Nadu and Barsingsar, Rajasthan)</b>					
10	Manager	E-4	02 (UR)	a) Should possess a Bachelor of Law Degree (3 years or 5 years) from a recognized university; b) Should have enrolled as an Advocate with any State Bar Council in India; <u>Desirable</u> Those having 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. b) Persons are having B.L./L.L.B Degree, and having equal number of years of Post qualification experience as above in Legal Departments of any reputed industrial organization, a Government /public sector undertaking including scheduled banks, are also eligible. c) The candidates working in the listed companies as Legal executives are also eligible to apply for the post, subject to their meeting the comparable compensation / profile, as prescribed. d) The candidates having combined experience for the stipulated period of 05 years both as a practicing Advocate and Legal Executive in a reputed Industrial organization of PSE/Scheduled Banks/listed companies, will also be considered, subject to their satisfying the other eligible criteria. <u>Desirable:</u> Candidates having HR background / experience will have an added advantage.
<b>VI) OFFICIAL LANGUAGE :</b>					
11	Hindi Translator (Trainee)	W-3	02 (UR-01, OBC-01)	a) Post Graduate Degree in Hindi from a recognised University with English as one of the subjects at Graduation Level; (or) Post Graduate Degree in English from a recognised University with Hindi as one of the subjects at Graduation Level; and b) Should have passed Post Graduate Diploma in Translation from Hindi to English and vice-versa from a recognised University / Institution including Central Translation Bureau, Ministry of Home Affairs, and Government of India. <u>Desirable:</u> a) Working knowledge on computer, using Hindi Software b) Knowledge in Tamil language. (Read and write).	Nil

Sl. No	Post & Grade	Speciality	No. of Posts	Educational Qualification *	Area of Work Experience
<b>VII) MEDICAL: 09 Posts (Reservation of posts will be as per Government of India guidelines).</b>					
12	Deputy Medical Officer (E-3 Grade) /	Emergency Medicine	02	MBBS and MD (Emergency Medicine) or any other equivalent qualification, approved by the MCI.	Experience in Govt. /Pvt. Hospitals (Experience in ICU / NICU / RCU / PICU / Emergency Medical Service Unit is preferable )
		General Medicine	02	MBBS and MD / DNB in General Medicine	
	Medical Officer (E-4 Grade) /	General Surgery	02	MBBS and MS / DNB in General Surgery. Preferably with skill to perform Laparoscopy surgeries.	
		Orthopaedics	1	MBBS and Diploma in Orthopaedics	
	Dy. Chief Medical Officer (E-5 Grade)	ENT	1	MBBS and Diploma in Oto Rhino Laryngology	
		Radiology	1	MBBS and Diploma in Medical Radio Diagnosis (DMRD)	
<b>* (All Degree / PG Degree / DNB / Diploma should have been registered with Medical Council of India / State Medical Council.)</b>					

**B. UPPER AGE LIMIT, EXPERIENCE, PAY SCALES, EMOLUMENTS & OTHER BENEFITS:**

FOR THE DISCIPLINE OF MINING; COMPUTER; FINANCE; COMPANY SECRETARIAL; LEGAL; OFFICIAL LANGUAGE.						FOR THE DISCIPLINE OF MEDICAL						
Sl. No.	Grade	Pay Scale	CTC per annum (in Rs. Approx.) *	Upper Age Limit, in years. (As on 01/07/2015)	Required Post Qualification Experience # in years (as on 01/07/2015)	Sl. No.	Grade	Pay Scale	CTC per annum (In Rs. Approx.) *	Upper Age Limit, in years. (As on 01/07/2015)	Required Post Qualification Experience, in years (as on 01/07/2015) #	
											MBBS with PG Diploma	MBBS with PG Degree
1	W -3	10300-3%-28390	3.75 Lacs	30	Nil	1	E-3	24900-3%-50500	10.26 Lacs	32	0*	NA
2	E-4	29100-3%-54500	12.34 Lacs	36	05	2	E-4	29100-3%-54500	12.34 Lacs	36	4	0**
3	E-5	32900-3%-58000	13.95 Lacs	44	09	3	E-5	32900-3%-58000	13.95 Lacs	44	8	4
4	E-6	36600-3%-62000	15.96 Lacs	47	13	* - Candidates possessing MBBS and Post Graduate Diploma will be inducted in E-3 Grade with two increments						
5	E-7	43200-3%-66000	19.01 Lacs	52	19	** - Candidates possessing MBBS with Post Graduate Degree will be inducted in E-4 Grade directly.						
6	E-8	51300-3%-73000	23.22 Lacs	54	22	Non - Practising allowance @ 25% of Basic pay. (For Doctors)						
# - the Length of experience indicated includes two year's experience in the immediate lower pay scale for PSE / Govt. Employees.												
In Addition to the CTC mentioned above, Company provides Area based allowance @ minimum 6% of Basic Pay (For those posted in mining area, 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. QPPR for every quarter and PLI for every year will be paid for Hindi Translators.												

**C. 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 Test/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.

**D. 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 Neyveli Lignite Corporation Limited or in any Joint Venture / Associate / Subsidiary company of Neyveli Lignite Corporation Limited.

**E. 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 relaxed by 5 years for SC/ST; 3 years for OBC (Non-Creamy Layer), 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 01-07-2015.
- 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.

## F. METHOD OF SELECTION:

Selection will be based on Personal Interview for all the posts notified in E-3 to E-8 Grades, except Legal discipline. For the post of Manager (Legal), the selection will be based on Written Examination and Personal Interview. For the post of Hindi Translator / Trainee, the same will be based on Skill Test and Personal Interview. The exact date & Venue of the selection will be communicated to the shortlisted candidates through registered email / post.

## G. GENERAL CONDITIONS:

1. Reservation of Post(s) as per Govt. of India Guidelines.
2. Only Indian Nationals should apply.
3. All qualifications should be recognized by Indian University/Institute recognized by AICTE / UGC / Medical Council of India / State Medical Council / Bar council of India/ Statutory authority of Government of India.
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 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. Also, the Minimum Qualification is relaxable in the case of Internal Candidates with sound, adequate background & experience.
7. Candidates are informed that mere submission of applications shall not give them any right to be called for Interview / Selection and NLC 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 Travelling expenses, To & Fro 2 Tier A/C Train / Bus Fare (For E-3 to E-6 Grades); Air Fare in Economy Class (For E-7 & E-8 Grades) and Second Class Sleeper Train / Bus Fare (For W 3 Grade - only for SC / ST candidates ) 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).
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 deserted / resigned their appointment from Neyveli Lignite Corporation Limited will not be considered.
16. In case any Ambiguity / Dispute arising on account of interpretation in Hindi Version, the English version will prevail.

## H. HOW TO APPLY?

Eligible applicants should Register and Apply ONLINE only through NLC's website **www.nlcindia.com**. No other means / mode of application will be accepted.

1. Before registering / applying online, the candidates should possess valid e-mail ID, which should remain valid at least for one year.
2. The candidates can access the online application portal at **www.nlcindia.com**. The Online application portal will be active from **10:00 hours on 05-08-2015 to 17:00 hours on 25-08-2015**.
3. Candidates are required to pay a **non-refundable amount of Rs. 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.
4. 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).
5. 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", by Post / Courier

To  
THE GENERAL MANAGER (HR),  
RECRUITMENT CELL,  
HUMAN RESOURCE DEPARTMENT,  
CORPORATE OFFICE, NEYVELI LIGNITE CORPORATION LIMITED,  
BLOCK-1, NEYVELI – 607801, TAMILNADU

so as to reach on or before **01-09-2015**

6. 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.

#### **I. ATTACHMENTS.**

Photostat copies of the following Documents / Certificates in prescribed / valid formats are to be enclosed

1. Proof for Date of Birth (Birth Certificate (or) SSLC / Matriculation Mark List)
2. Proof for Professional Qualification (Provisional / Degree Certificates and Consolidated / Semester-wise mark Statements, in support of Qualification)
3. Registration Certificate with Medical Council of India or State Medical Council (applicable for Medical professionals)
4. Bar Council registration (applicable for Legal professionals)
5. First Class Mines Manager certificate under CMR-1957 (applicable for Mining Engineers).
6. Experience Certificates, from the present / previous employer(s), including proof for having minimum two years experience in the immediate lower scale (wherever applicable)
7. Community Certificate (in case of candidates belonging to SC/ST/OBC categories)
8. Disability Certificate for PWDs / Discharge Certificate for Ex-Servicemen, if applicable.
9. Latest Pay Slip Copy, if applicable.
10. Self-certified translated copy of the SC/ST/OBC/Disability certificate either in English or Hindi.
11. Proof for remittance of Application Fee.

#### **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 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:**

- |  |                                     |
|--|-------------------------------------|
| <b>1. ONLINE Registration Starting Time &amp; Date</b>               | <b>: 10 00 hours on 05-08-2015</b>  |
| <b>2. ONLINE Registration Closing Time &amp; Date</b>                | <b>: 17 00 hours on 25-08-2015</b>  |
| <b>3. Last Date for Receipt of Registration-Cum-Application Form</b> | <b>: 17 00 hours on 01-09-2015.</b> |