



# 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.09 /2014

Neyveli Lignite Corporation Limited (NLC), a premier 'NAVRATNA' Public Sector Enterprise with a present Annual Turnover of ` 5967 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	No. of Posts	Educational Qualification	Area of Work Experience
I ) Human Resource					
1	Graduate Executive Trainee (Human Resource)	E-2	10 (1-OBC) (1 - SC) (1 - ST)	(a) Degree in any discipline and (b) A 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.	NIL
2	Manager (Human Resource)	E-4	4 (1-OBC) (1 - SC)	Diploma of minimum two years' duration in Personnel Management / Industrial Relations / HRM / Labour Welfare / Labour Management / Labour Administration / Labour Studies.	Experience in Human Resource / Personnel Management / Industrial Relations / Labour Welfare
3	Deputy Chief Manager ( Human Resource)	E-5	4 (1-OBC)	Additional qualification of Degree in Law is desirable. Candidates for the Post of Graduate Executive Trainee, should have passed the Post-Graduation with 60% for UR/OBC & 50% for SC/ST.	
	* 1. Candidates 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. However, depending on response the cut off percentage of marks may be raised or lowered.				
II) HOSPITAL ADMINISTRATION					
4	Chief Manager (Hospital Administrator)	E-6	1 (UR)	(a) Degree in any Discipline and (b) Full time Post Graduate degree in Hospital Administration/Management (or) Full time MBA with specialisation in Hospital Administration/Management in full time.	16 * years of post qualification experinece , out of which at least 8 years in Hospital Administration in a reputed Multi Speciality Hospital.
	*- candidates having lesser experience can also apply for this post, and their case will be considerd for lower grade (i.e) upto E-5 for which total post qualification experience required is 9 years to 13 years.				
III) Medical :					
5	Deputy Medical Officer	E-3*	10 (3-OBC 1-SC)	Pass in MBBS with compeletion of Compulsory Rotatory Resident Internship.	Nil
6	Medical Officer	E-4**	19	1) Pass in MBBS. and 2) Post Graduate qualifications in Emergency Medicine, General Medicine, General Surgery, Obstetrics & Gynaecology,Pediatrics, Orthopaedics, Ophthalmology, ENT & Dermatology.	Experience in Govt. / Pvt. Hospitals (Experience in ICU / NICU / RCU / PICU / Emergency Medical Service Unit is preferable)
7	Dy. Chief Medical Officer	E-5			
	* MBBS with Post Graduate Diploma in Emergency Medicine, GeneralMedicine, General Surgery, Obstetrics & Gynaecology,Pediatrics, Orthopaedics, Ophthalmology, ENT & Dermatology will be inducted in E-3 Grade with two addtional increments. ** MBBS with Post Graduate degree and without experience will be inducted at E 4 grade. (All Degree / Diploma should have been registered with Medical Council of India / State Medical Council.)				
IV) OFFICIAL LANGUAGE :					
8	Hindi Officer	E -2	1 (SC)	Any degree with English as a subject and Post Graduate Degree in Hindi, both from a recognised university.	NIL
9	Hindi Officer	E-4	1 (UR)		Five years experience in Terminological work in Hindi, translation from English to Hindi or vice-versa preferably of technical / scientific literature and implementation of Official Language Policy / Official Languages Act / Rules of Government of India. Preference will be given to such candidates having experience in any Central / State Govt. Offices, Govt. Undertakings / PSEs/ Central autonomous bodies / Quasi / Judicial / Regulatory bodies. Experience in teaching will not be considered.

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

HR, HOSPITAL ADMINISTRATION, OFFICIAL LANGUAGE					
Sl. No.	Grade	Pay Scale	CTC per annum (in Rs. Approx.)	Upper Age Limit, in years. (As on 01/09/2014)	Required Post Qualification Experience, in years (as on 01/09/2014) #
1	E-2	20600-3%-46500	8.12 Lacs	30	Nil
2	E-4	29100-3%-54500	11.82 Lacs	36	5
3	E-5	32900-3%-58000	13.37 Lacs	44	9
4	E-6	36600-3%-62000	15.43 Lacs	50	16

MEDICAL							
Sl. No.	Grade	Pay Scale	CTC per annum (in Rs. Approx.)	Upper Age Limit, in years. (As on 01/09/2014 )	Required Post Qualification Experience, in years (as on 01/09/2014) #		
					MBBS	MBBS with PG Diploma	MBBS with PG Degree
1	E-3	24900-3%-50500	9.82 Lacs	32	Nil	0*	-
2	E-4	29100-3%-54500	11.82 Lacs	36	-	4	0**
3	E-5	32900-3%-58000	13.37 Lacs	44	-	8	4
* - Candidates possessing MBBS with Post Graduate Diploma will be inducted in E-3 Grade with two increments							
** - Candidates possessing MBBS with Post Graduate Degree will be inducted in E-4 Grade directly.							

# - the Length of experience indicated includes two years experience in the immediate lower pay scale for PSE / Govt. Employees .  
In Addition to the CTC mentioned above, free Medical treatment for self and dependents; House Building Advance; Group Insurance; etc. as per rules. Eligible residential accommodation (unfurnished) may be provided at nominal rent.  
For Doctors - Non-Practicing Allowance @ 25% of Basic Pay will be paid over and above the CTC mentioned above.

**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% or above) & Ex-serviceman candidates will be as per government 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), 5 Years for Persons with Disabilities (10 years for SC/ST PWD's & 8 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 01-09-2014.
- The OBC Candidates who belong 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) 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 Test (Wherever required)/Personal Interview. The exact date & Venue of the selection will be communicated to the candidates through registered e-mail / post.

**G. GENERAL CONDITIONS:**

- Reservation of Post(s) as per Govt. of India Guidelines.
- Only Indian Nationals should apply.
- All qualifications should be recognized by Indian University/Institute recognized by AICTE / UGC / Medical Council of India / appropriate statutory authority of Govt. of India.
- 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.
- 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.
- 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.
- Candidates called for attending the Selection/Personal Interview are eligible for reimbursement of Travelling expenses, To & Fro.

(For Grade E-3 to E-5 - 2-Tier A/C by Train / Bus Fare; For Grade E-2, (only for SC / ST) - II Class Sleeper by Train / Bus Fare) 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 working in PSE / Govt. / Quasi Govt. Organizations).

8. 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.

9. The candidates will be called for interview 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.

10. If the SC/ST/OBC/Disability certificate has been issued in a language other than English/ Hindi, the candidates will be required to submit a self certified translated copy of the same either in English or Hindi.

11. No manual / paper applications will be entertained directly unless registered and applied ONLINE.

12. 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.

13. Candidature of the registered candidate may also be 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.

14. Candidates already deserted / resigned their appointment from Neyveli Lignite Corporation Limited will not be considered.

15. In case any Ambiguity / Dispute arising on account of interpretation in Hindi Version, the English version will prevail.

#### **H. HOW TO APPLY?**

Eligible applicants would be required to Register and Apply ONLINE only through NLC's website [www.nlcindia.com](http://www.nlcindia.com). No other means / mode of application shall be accepted.

1. Before registering / submitting their applications on the website the candidates should possess Valid e-mail ID, which should remain valid for at least one year.

2. The candidates can access the online application form at [www.nlcindia.com](http://www.nlcindia.com). The Online Registration site would be open from **1000 hours on 24/09/2014 to 1700 hours on 08/10/2014**.

3. Candidates are required to pay a non-refundable amount of Rs. 300/- as Application Fee ONLINE using State Bank Collect facility available at [www.onlinesbi.com](http://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 & 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 print out of the same and

a) retain one copy with them

b) Send the other copy of the Registration-Cum-Application Form along with the following enclosures by Post, in a cover superscribing

APPLICATION FOR THE POST OF ..... GRADE.....

To

THE DEPUTY 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 **15/10/2014**.

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

1 Photostat copies of the following Documents / Certificates in proper and valid formats, are to be enclosed

a. Date of Birth (Birth Certificate (or) SSLC/ Matriculation Mark List)

b. Qualification (Provisional / Degree Certificates and Consolidated / Semester-wise mark Statements, in support of Qualification)

c. Registration Certificate with Medical Council of India or State Medical Council, applicable for Medical Discipline.

d. Experience Certificates, from the present / previous employer(s)

e. Caste / Community Certificate (Applicable for SC/ST/OBC Candidates)

f. Disability Certificate, if applicable.

g. Discharge Certificate for Ex-Servicemen, if applicable.

h. Latest Pay Slip Copy, if applicable.

i. Self-certified translated copy of the SC/ST/OBC/Disability certificate either in English or Hindi.

j. 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.
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:**

1. **ONLINE Registration Starting Date & Time: 10 00 hours of 24/09/2014**
2. **ONLINE Registration Closing Date & Time: 17 00 hours of 08/10/2014**
3. **Last Date for Receipt of Registration-Cum-Application Form: 17 00 hours of 15/10/2014**