



# 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. 09/2012

Neyveli Lignite Corporation Limited (NLC), a premier 'NAVRATNA' Public Sector Enterprise with a present Annual Turnover of ` 4866 Cores (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 & AREA OF WORK EXPERIENCE

Sl. No.	Discipline	Post	Grade	No. of Posts	Educational Qualification	Area of Work Experience
1	Legal	General Manager (Legal)	E-8	1	(a) Should possess a Bachelor of Law Degree (3 / 5 years) from a recognized university (b) Should have enrolled as an advocate with any state Bar Council in India. (c) Those having PG Degree in Law with Specialization in Commercial Laws/ Contractual matters and Labour Laws will have an added advantage.	(a) Minimum required period of Post qualification experience as practicing advocate in a District Court or High Court 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 and other security documents is essential. (b) Persons having B.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 Govt./PSE including scheduled banks, are also eligible. (c) The candidates working in the listed companies as Legal executives, in a senior position, 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 both as a practicing Advocate and Legal Executive in a reputed Industrial organization of PSE/Scheduled Banks, will also be considered, subject to their satisfying the other eligibility criteria.
2	Human Resource	Chief General Manager (Human Resource)	E-8A	1	(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. Additional qualification of Degree in Law is desirable.	Experience in Human Resources / Personnel Management / Industrial Relations / Labour Welfare
3		Deputy Manager (Human Resource)	E-3	4		
4	Official Language	Hindi Officer	E-2	1	Any degree with English as a subject and Post Graduate Degree in Hindi, both from a recognised university.	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.
5		Hindi Officer	E-3	1		
6	Mining	Junior Engineer Grade - II (Mining)	S-2	170	(a) Diploma of minimum three years duration in Mining (or) Mining & Mine Surveying from a recognised institution (with 60% marks for UR/OBC and 50% of marks for SC/ST candidates) and (b) Possession of valid Overman Certificate of Competency under Coal Mines Regulations 1957 issued by Director General of Mines Safety (DGMS, Dhanbad).	Nil
7	Medical	Asst. Medical Officer	E-2	24*	# Medical Stream :1. Pass in MBBS. and 2. Post Graduate qualifications in Emergency Medicine, General Medicine, General Surgery, Obstetrics & Gynaecology, Pediatrics, Orthopaedics, Ophthalmology, ENT & Dermatology. # Dental Stream : 1) Pass in BDS and 2) MDS with Speciality in Oral and Maxillofacial Surgery	Experience in Govt. / Pvt. Hospitals. (Experience in ICU / NICU / RCU / PICU / Emergency Medical Service Unit is preferable, for Medical Stream)
		Deputy Medical Officer	E-3			
		Medical Officer	E-4			
		Senior Medical Officer	E-5			
		Dy. General Superintendent	E-7	1	# Pass in MBBS with MD (General Medicine) / MS (General Surgery). Additional Qualification in Hospital Administration (i.e.) MHA (Full Time) or equivalent from a reputed University/ Institution will be an added advantage.	Minimum required years of post qualification experience with atleast 2 years experience at senior managerial level. Experience of working as Hospital Administrator / working in Hospital Administration in a reputed multi-specialty hospital will be an added advantage
		General Superintendent	E-8	1		
* - Emergency Care Physician – 3; General Medicine – 3; Surgery – 4; Obstetrics & Gynaecology – 5; Paediatrics – 3; Orthopaedics – 2, Ophthalmology – 1; ENT – 1; Dermatology – 1 & Dental - 1 # - All Degree / Diploma should have been registered with Medical/Dental Council of India / State Medical /Dental Council.						

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

<i>DISCIPLINE : LEGAL, HR, OFFICIAL LANGUAGE, MINING</i>						<i>DISCIPLINE : MEDICAL</i>						
Sl. No.	Grade	Pay Scale (in `)	CTC per annum* (in ` , Approx.)	Upper Age Limit, in years. (As on 01/10/2012)	Required Post Qualification Experience #, in years (as on 01/10/2012)	Sl. No.	Grade	Pay Scale (in `)	CTC per annum* (in ` , Approx.)	Upper Age Limit, in years. (As on 01/10/2012)	Required Post Qualification Experience, in years (as on 01/10/2012) #	
											MBBS with PG Diploma	MBBS with PG Degree
1	S-2	14000-3%-35000	4.2 Lacs	31	Nil	1	E-2	20600-3%-46500	6.6 Lacs	32	0*	--
2	S-3	15000-3%-36000	4.5 Lacs	35	4	2	E-3	24900-3%-50500	8 Lacs	34	2	0**
3	E-2	20600-3%-46500	6.6 Lacs	32	1	3	E-4	29100-3%-54500	9.6 Lacs	36	4	2
4	E-3	24900-3%-50500	8 Lacs	34	4	4	E-5	32900-3%-58000	10.8 Lacs	40	9	7
5	E-8	51300-3%-73000	18.6 Lacs	54	21	5	E-7	43200-3%-66000	15 Lacs	52	--	19***
6	E-8A	51300-3%-73000	18.7 Lacs	56	23	6	E-8	51300-3%-73000	18.6 Lacs	54	--	21***

# - the Length of experience indicated includes two year's experience in the immediate lower pay scale for PSE / Govt. Employees and for E-2 Grade the period of experience (i.e. one year, excluding training period) should be in the next below scale or equivalent scale.  
\* - Candidates possessing MBBS and Post Graduate Diploma will be inducted in E-2 Grade with two increments  
\*\* - Candidates possessing MBBS with Post Graduate Degree / MDS will be inducted in E-3 Grade directly.  
\*\*\*- Candidates possessing MBBS with MD(General Medicine)/MS(General Surgery) and minimum required years of post-qualification experience with atleast 2 years' experience at senior managerial level. Experience of working as Hospital Administrator / working in Hospital Administration in a reputed multi-specialty hospital will be an added advantage.  
In Addition to the CTC mentioned above, they are entitled for Conveyance (For E-8A alone), Non-Practicing Allowance @ 25% of Basic Pay (For Doctors alone), 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 residential accommodation (unfurnished) will be provided at nominal rent.

**C. LEVEL OF INDUCTION**

Depending upon qualification, area / length of experience [including 2 year's 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.

As against 170 vacancies notified for the post of Junior Engineer Grade – II (Mining), Selected Candidates will be appointed as Junior Engineer Grade – II (Mining) in S-2 Grade to perform the duties of Overman under Coal Mines Regulations Act, 1957. However, candidates possessing minimum four years of post-qualification experience as Overman shall be considered for appointment as Junior Engineer Grade – I (Mining) in S-3 Grade directly

**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**

- Two posts in the disciplines of Legal, HR, Official Language & Medical are reserved for Persons with Disability.
- Reservations and relaxations for SC/ST/OBC (non-creamy layer) / PWD (degree of disability 40% or above) 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 case of relaxation, maximum age limit is 58 years as on 01-10-2012
- 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 personal interview and test for selective posts, if any. The exact dates & Venue of the selection will be communicated to the candidates through registered e-mail / 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 / Dental Council of India / appropriate statutory authority of Govt. 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. 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
6. Candidates called for attending the Selection / Personal Interview are eligible for reimbursement of Travelling expenses, To & Fro [For Grades E-7, E-8 & E-8A, Air Fare (Economy Class); For Grade E-2 to E-5, 2-Tier A/C Train / Bus Fare & For Grade S-2, II Class Rail / 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).
7. 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 the appointment after due selection.
8. 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.
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 atleast 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 15-10-2012 to 1700 hours on 29-10-2012
3. General & OBC Candidates should have obtained Demand Draft for `300/- as Application Fee, drawn in favour of "Neyveli Lignite Corporation Limited, Neyveli-1" payable at Neyveli, at the time of online registration. Application fee is non-refundable.
4. Candidates applying for more than one post should submit separate Registration – cum-Application Form & Demand Draft 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 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 13-11-2012

I. ATTACHMENTS.

- 1 Demand Draft (if applicable), in original.
- 2 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 Bar Council of India, applicable for Legal Discipline.
  - d. Valid Overman Certificate of Competency under Coal Mines Regulations 1957, applicable for Junior Engineer Grade – II (Mining)
  - e. Registration Certificate with Medical/Dental Council of India or State Medical/Dental Council, applicable for Medical Discipline.
  - f. Experience Certificates, from the present / previous employer(s)
  - g. Caste / Community Certificate (Applicable for SC/ST/OBC Candidates)
  - h. Disability Certificate, if applicable.
  - i. Discharge Certificate for Ex-Servicemen, if applicable.
  - j. Latest Pay Slip Copy.
  - k. Self-certified translated copy of the SC/ST/OBC/Disability certificate either in English or Hindi.

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 interview 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                   | :1000 hours of 15-10-2012 |
| 2. ONLINE Registration Closing Date & Time                    | :1700 hours of 29-10-2012 |
| 3. Last Date for Receipt of Registration-Cum-Application Form | :1700 hours of 13-11-2012 |