

**NLC INDIA LIMITED**

('Navratna' - Government of India Enterprise)

RECRUITMENT CELL / HR DEPARTMENT / CORPORATE OFFICE

Block-1, Neyveli-607 801, Cuddalore District, Tamil Nadu



NLC India Limited (NLCIL), a premier "NAVRATNA" Public Sector Enterprise with a present annual turnover of INR.7916.30 crore 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. The company is looking for Safety Officers on Fixed Term Employment basis for a period of Two years for its various projects in Tamil Nadu including its subsidiaries and Joint Ventures.

1.0 VACANCIES:

Sl. No.	Post	Grade	Number of vacancies & reservation of posts	Educational Qualification	Length & Area of Work Experience
01	Safety Officer (on FTE basis)	F7-E grade	05 [UR-04, OBC(NCL)-01]	i) Full time/Part time Bachelor degree in Mechanical Engineering /Mechanical & Production Engineering/Electrical Engineering /Electrical & Electronics Engineering/ Power Engineering/Electronics & Communication Engineering/Civil Engineering / Civil & Structural Engineering/Instrumentation Engineering / Electronics & Instrumentation Engineering / Instrumentation & Control Engineering/Chemical Engineering and ii) Diploma in Industrial Safety conducted by any Institute under Directorate General, Factory Advice Service and Labour Institutes (DGFASLI), Ministry of Labour and Employment, Government of India (or) full-time degree in Industrial Safety with equivalent syllabus and duration of not less than one year awarded by any university incorporated under the Central or State Acts or Department of Technical Education or Board of Technical Education of any State / Union Territories / Government in India (or) a full-time Diploma in Industrial Safety with equivalent syllabus and duration of not less than one year awarded by any university incorporated under the Central or State Acts or Department of Technical Education or Board of Technical Education of any State / Union Territories / Government in India; and iii) Should have adequate knowledge in Tamil both in writing and speaking	Minimum 19 years of post-qualification working experience in Thermal Power Station(s), out of which minimum 10 years should be in Safety. Preference will be given to Candidates having: i. Experience in Preparation of Emergency Management Plan and Disaster Management Plan. ii. Lead Auditors certificate of ISO & OSHAS.

Note-1:

- Wherever there is no reservation for EWS/ SC / ST Categories, candidates belonging to such categories can apply against UR vacancies.
- Reservation for PwBD candidates is in accordance with Government of India Directives.

Note-2:

- Qualifications notified are sacrosanct. 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 AICTE (whichever is applicable) or any other appropriate statutory authority in India.

Note-3:

Safety Officers resigned from Government /Private Factories will also be considered

2.0 UPPER AGE LIMIT:

In all the cases the maximum age limit is 58 years as on the crucial date.

3.0 CRUCIAL DATE:

Crucial date for claim of OBC (NCL)/ SC/ ST/ Ex-Servicemen status or any other benefit viz. fee concession, reservation, upper age limit etc., where not specified otherwise, will be the first of the month in which the notification is issued (i.e., 01/01/2021).

4.0 ENGAGEMENT ON FTE BASIS:

Candidates engaged in the above post will be placed in F7-E Grade on Fixed Term Employment basis for a period of Two Years with a consolidated pay of ₹ 1,00,000/- per month.

5.0 RESERVATIONS & RELAXATIONS:

- Reservation and relaxations for SC/ST/OBC (non-creamy layer)/ EWS & Ex-servicemen candidates will be as per Government of India guidelines.
- Candidates belonging to SC/ST & Ex-Servicemen categories are exempted from payment of application fee. However, they are required to pay a non-refundable amount of INR 354/- (Inclusive of 18% GST) towards processing fee.
- Candidates belonging to OBC (NCL)/ SC/ST categories should meet the eligibility norms notified for UR category for consideration against unreserved (UR) vacancies. In other words, OBC (NCL)/SC/ST candidates applying against unreserved posts shall be considered under general standard of merit and no relaxations (except payment of application fee for SC / ST candidates) shall be available for the candidates.
- 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.
- Category (EWS/SC/ST/OBC/ Ex-servicemen) once filled in the online application form will not be changed and no benefit of other category will be admissible later on. Candidates belonging to EWS/SC/ST/OBC/Ex-servicemen are required to submit requisite certificate in the format prescribed by Government of India and issued by the Competent Authority.
- Upper age limit indicated at para 2.0 is applicable to employees currently on the rolls of NLCIL or its Subsidiary companies /Joint ventures, they should have minimum 02 years of remaining service as on the crucial date. They are exempted from payment of Application fee and processing fee.

6.0 METHOD OF SELECTION:

- Selection will be based on Personal Interview.

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6.2 Candidates will be evaluated through Personal Interview on 20 marks scale. The minimum qualifying marks in Personal Interview for various categories against reservation is tabulated below;

Post	Category			
	UR %	OBC(NCL) %	SC %	ST %
Safety Officer (F7-E grade) on FTE basis	50%	40%	50% *	50% *

* Minimum Qualifying Marks in Personal Interview for Candidates belonging to SC / ST Category applying against UR vacancies is 50%. Relaxation does not apply to them against unreserved vacancies.

6.3 The final selection of candidates will be in the order of merit based on the marks scored by the candidates in the Personal Interview, subject to scoring the minimum qualifying percentage of marks prescribed.

7.0 COMPENSATION PACKAGE AND OTHER BENEFITS:

- 7.1 Selected candidates will be paid a consolidated pay of ₹ 1,00,000/- per month.
- 7.2 In addition to the above, they are eligible for applicable Provident Fund and Medical facilities as per applicable NLCIL Medical rules. Eligible residential accommodation (unfurnished) will be provided depending on the place of posting at nominal rent and subject to availability.

8.0 GENERAL CONDITIONS:

- 8.1 Only Indian Nationals are eligible to apply.
- 8.2 Candidates who have passed the notified qualification only are eligible to apply.
- 8.3 Candidates from PSE/Govt./Quasi Govt. should produce No Objection Certificate (NOC) at the time of Selection.
- 8.4 Depending on the response and requirement, NLCIL reserves the right to raise / relax the eligibility conditions.
- 8.5 Candidates are informed that mere submission of applications shall not give them any right to be called for Selection.
- 8.6 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.
- 8.7 Travelling Expenses (To & Fro to the extent of A/C I Class in any Train or Bus fare or Economy class by Air, by the shortest route from the Communication address to the selection venue) shall be reimbursed to all the candidates, subject to production of proof of ticket / proof for travel (Air: Boarding Pass / Train: Train ticket. In case of photo copy of ticket or e-ticket - to be self-attested by the candidate along with the declaration of having performed the journey indicating the train details, PNR no & class of journey/ Bus: Bus ticket in case of e-ticket - to be self-attested by the employee along with the declaration of having performed the journey.)
- 8.8 The engagement of selected candidates will be subject to being found Medically Fit as per the prescribed health standards of NLCIL and they will be required to undergo medical examination by the Industrial Medical Officer of the Company, prior to being engaged after due selection.
- 8.9 Candidates to be called for selection shall be permitted to attend Personal Interview without physical verification of original documents / certificates. Their eligibility shall be ascertained based on the information furnished by them online and copies of documents / certificates submitted. Their candidature shall be provisional at all stages of selection and NLCIL shall have the right to reject their candidature at any stage of selection. Verification of original documents will be conducted at / after the selection process and prior to joining for the provisionally selected candidates.
- 8.10 If the SC/ST/OBC (NCL)/ EWS 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.
- 8.11 Candidature of a registered applicant 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 if not found to be in conformity with eligibility criteria mentioned in the advertisement, the Candidate's employment will be terminated.
- 8.12 Candidates already removed / terminated / deserted their employment from NLCIL will not be considered.
- 8.13 Persons already resigned from NLCIL may also apply, subject to fulfilling the notified eligibility criteria.
- 8.14 Persons who have opted for exit under Voluntary Retirement Scheme will be considered for Fixed Term Employment in accordance with the conditions prescribed by DPE / concerned State Government guidelines.
- 8.15 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.
- 8.16 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 online.recruitment@nclindia.in. Candidates are hereby advised not to contact telephone numbers of any other officials / divisions.

9.0 HOW TO APPLY?

- 9.1 Candidates should apply online mode only, through NLCIL Online Application Portal in NLCIL website <https://www.nclindia.com>.
- 9.2 No manual / paper applications will be entertained and candidates are advised not to send any hard copy to this office.
- 9.3 Before registering / applying online, the candidates should ensure that they have valid e-mail ID, which should remain valid at least for one year, or till the recruitment process is completed.
- 9.4 Candidates should upload required scanned copies of documents / certificates in prescribed format to establish their eligibility.
- 9.5 Scrutiny of applications for short listing of candidates for personal interview will be solely based on the documents / certificates uploaded by the candidates at the time of registration / submission of application through ONLINE.
- 9.6 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 personal interview / document verification.
- 9.7 Candidates should submit single application only for the post. In case of multiple applications / registrations, the last registered application shall only be considered.
- 9.8 The Online application portal will be active from 10:00 hours on 09/01/2021 to 17:00 hours on 30/01/2021.

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**10.0 PAYMENT OF APPLICATION FEE:**

10.1 Candidates are required to pay a non-refundable amount towards application fee and processing fee as indicated in the table below, through e-payment. (i.e. State Bank Collect).

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

10.2 Candidates belonging to SC/ST& 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.

10.3 The application fee mentioned above does not include service charges or any other charges that bank may levy.

10.4 GST @ 18% will be applicable on Processing Fee.

10.5 The amount paid towards application fee / processing fee will not be refunded under any circumstances.

10.6 Detailed instructions for making online payment are available in login page of NLCIL Online Application Portal.

11.0 IMPORTANT GUIDELINES FOR UPLOADING DOCUMENTS

11.1 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 e-verification.

11.2 In support of educational qualification(s) and experience(s) 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 for educational qualification(s) and experience(s) will result in overwriting and only the last uploaded file will get saved.

11.3 Candidates are requested to scan and upload the self-attested copies of following documents /certificates.

11.3.1 Recent passport size Colour photograph, taken after 01/07/2020

11.3.2 Scanned image of candidate's signature (in dark Blue or Black ink)

11.3.3 Proof for Date of Birth (Birth Certificate (or) SSLC / Matriculation / HSC Mark Sheet).

11.3.4 Copy of AADHAR Card

11.3.5 Proof for possessing notified Educational Qualifications [either Provisional or Diploma /Degree Certificate(s) and Consolidated or Semester wise Mark Sheet(s) in chronological order]

11.3.6 Experience certificate as proof for having Minimum 19 years of post-qualification working experience in Thermal Power Station(s), out of which minimum 10 years should be in Safety (in chronological order).

11.3.7 Copy of latest Pay Slip or Pay Certificate

11.3.8 Community Certificate (in case of candidates belonging to SC/ST/OBC-NCL / EWS categories)

11.3.9 Proof for Ex-servicemen viz. Discharge Certificate for Ex-Servicemen, etc.

S.No	Documents	File type	File size not exceeding
1	High quality Passport size Colour photograph (3.5 cm Width × 4.5 cm Height, taken after 01/07/2020 in a professional studio).	JPEG	50 KB
2	Good quality image of candidate's signature (in dark Blue or Black ink)	JPEG	20 KB
3	Proof of Date of Birth (Birth Certificate (or) SSLC / Matriculation / HSC Mark Sheet).	PDF or JPG	250 KB
4	Copy of AADHAR Card	PDF or JPG	250 KB
5	Proof for possessing notified Educational Qualifications [either Provisional or Diploma /Degree Certificate(s) and Consolidated or Semester wise Mark Sheet(s) (in chronological order)]	PDF (kindly refer para 11.2 before uploading)	2.0 MB
6	Copy of Experience certificate(s) as proof for having Minimum 19 years of post-qualification working experience in Thermal Power Station(s), out of which minimum 10 years should be in Safety (in chronological order).	PDF (kindly refer para 11.2 before uploading)	2.0 MB
7	Copy of latest Pay Slip or Pay Certificate	PDF or JPG	250 KB
8	Copy of Community Certificate (applicable to SC/ST/EWS/OBC -NCL Categories only)	PDF or JPG	250 KB
9	Proof for Ex-Servicemen (applicable for Ex-Servicemen only)	PDF or JPG	KB

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

13.0 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.

14.0 IMPORTANT DATES:

Opening of On-line submission of application Date & Time	09.01.2021 at 10:00 hrs
Closing of On-line submission of application Date & Time	30.01.2021 at 17:00 hrs
Last Date for On-line payment of Fees	30.01.2021 at 23:45 hrs

"CREATING WEALTH FOR WELL BEING"

REGD. OFFICE: NLC India Limited, No. 135, EVR Periyar High Road, Kilpauk, Chennai- 600010

CORPORATE OFFICE: Block-1, Neyveli-607 801, Cuddalore District, Tamil Nadu

Website: www.nlcindia.com / email: online.recruitment@nclindia.in / Phone: 04142-255135.