



NEYVELI LIGNITE CORPORATION LIMITED
 (A "Navratna" Govt. of India Enterprise)
 P.O. NEYVELI-607 801, Cuddalore District, Tamil Nadu
 (Regd. Office: 135 Periyar EVR High Road, Kilpauk, Chennai-600 010)
CORPORATE OFFICE: HUMAN RESOURCE DEPARTMENT

Advt.No. : 01/2015

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES

Neyveli Lignite Corporation Limited (NLC), a premier 'NAVRATNA' Public Sector Enterprise with present Annual Turnover of Rs.5990 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. The Company is inviting applications from Persons with Disabilities (PWD) for recruitment to the following posts in Group-C.

A) NAME OF THE POST, GRADE, EDUCATION QUALIFICATION, EXPERIENCE.

Sl. No.	Post	Grade	No.of posts	Educational Qualification / Experience	Type of Disability considered*
1	Pharmacists Grade-B/Trainee	W-4	4	(i) SSLC with Diploma in Pharmacy approved by Central / State Govt. recognized institutions; (ii) Should have registered with the Pharmacy Council of India / State Pharmacy Council; (iii) Knowledge of Computer and accounting preferred.	OL, BL
2	Lab Technician/ Trainee	W-4	2	SSLC with Diploma in Medical Laboratory Technology approved by Central / State Govt.	OL, BL, HH
3	Jr. Stenographer / Trainee	W-3	5	i) Should have passed any Degree; ii) Pass in the Technical Examination of the Government in Typewriting Senior Grade (English) and Shorthand Junior Grade (English); iii) Knowledge in operation of Computer will be preferred.	OA, OL, BL, OAL, B, LV
4	Data Entry Operator/Trainee	W-4	5	B.Sc. (Computer Science) or Bachelor of Computer Application with Minimum one year experience in any establishment.	OA, OL, OAL, BL, LV, HH
5	Assistant/Typing	W-3	5	SSLC with Senior Grade Typewriting in English or Hindi with Minimum one year experience as Typist in a reputed organisation. Working Knowledge in Computer is desirable	OA, OL, BL, OAL, B, LV
6	Receptionist Grade - III	W-3	2	Any Degree from a recognized university with minimum one year experience as Receptionist in a reputed institution. Should be well conversant with Tamil, should have fluency in English and adequate knowledge in speaking Hindi.	OA, OL, BL, B, LV

* OA=One Arm, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, B=Blind, LV=Low Vision, HH= Hearing Impaired

B) **AGE LIMIT, GRADE, PAY SCALES.**

Sl. No	Grade	Pay Scale (in Rs.)	Upper Age Limit (including relaxation) (As on 01-04-2015)		
			UR (PWD)	OBC (PWD)	SC/ST (PWD)
1	W3	10300-3%-28390	41 Years	44 Years	46 Years
2	W4	10600-3%-29240	41 Years	44 Years	46 Years

(Note : All the candidates should have been completed 18 years of age as on 01-04-2015)

C) **DEGREE OF DISABILITY**

Only such persons, who have suffered not less than 40% of relevant disability, are eligible to be considered as per the Persons with Disabilities (Equal opportunities, Protection of rights & Full participation Act, 1995.

D) **LEVEL OF INDUCTION**

Candidates to be inducted as Pharmacists Gr-B/Trainee, Lab Technician/Trainee, Data Entry Operator/Trainee and Jr. Stenographer/Trainee, will be on training for a period of one year. On successful completion of training, they will be appointed in the next higher grade and will be on probation for a period of one year. Candidates selected for the post of Assistant/Typing and Receptionist Grade-III will be appointed in W3 Grade (Scale of pay: Rs.10300-3%-28390) and will be on probation for a period of one year.

E) **EMOLUMENTS AND OTHER BENEFITS**

The pay will be fixed at the minimum of the Scale of pay indicated for each post. In addition to the pay, DA, Applicable Allowances, EPF, Gratuity, Quarterly Plant Performance Reward and New Performance Linked Incentive (Annually), free Medical treatment for self and dependents; House Building Advance; Group Insurance; etc. as per rules. Eligible residential accommodation (unfurnished) will be provided depending on the place of posting at nominal rent.

F) **PLACE OF POSTING:**

Incumbent joining the above post are required to work in any Unit / Area / Place situated in India / abroad under the control of Neyveli Lignite Corporation Limited or in

1. Reservations for OBC (Non-Creamy Layer), SC and ST candidates are as per government guidelines;
2. Relaxation in upper age limit for PWDs, Disabled Ex-Servicemen and OBC (NCL), SC & ST categories are as per GOI guidelines. However, in all the case of relaxation, maximum age limit is 58 years as on 01-04-2015;
3. No application fee will be charged from the candidates;

G) **METHOD OF SELECTION:**

Selection will be based on Written Test and Practical Test / Skill Test / Computer Test, followed by Personal Interview. Written Test / Practical Test / Skill Test / Computer Test will be conducted if, required for any / all post(s). The exact dates & Venue of selection will be communicated to the candidates through e-mail and will also be available in our website www.nlcindia.com.

H) GENERAL CONDITIONS

1. Only Indian Nationals should apply.
2. The qualifications should be recognized by the UGC/AICTE or appropriate statutory/regulatory bodies, wherever applicable;
3. Candidates from PSE/Govt./Quasi Govt. should forward the Registration-cum-Application Form through Proper Channel or should produce NOC at the time of Interview.
4. Depending on response and requirement, the management reserves the right to raise/relax the eligibility conditions. Also, the minimum qualification in case of internal candidates with sound, adequate background and experience
5. Candidates called for attending the Selection/Personal Interview are eligible for reimbursement of Traveling expenses (To and Fro II Sleeper Class 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.
6. 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.
7. Candidates are informed that mere submission of application 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. The candidates will be called for selection based on Self certified information furnished by them. They should produce the supporting documents, in original, 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.
9. If the Community / Disability Certificate are in a language other than English / Hindi, the candidates are required to submit a self certified translated copy of the same either in English or Hindi.
10. No manual / paper applications will be entertained directly unless registered and applied online.
11. 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.
12. Candidature of the registered candidate is also liable to be rejected if Registration-cum-Application Form is not received (or) received unsigned or without copy of necessary documents / proof to clearly establish his / her eligibility or received after the last date prescribed for receipt of Registration-cum-Application Form.
13. Candidates already deserted/resigned their appointment from Neyveli Lignite Corporation Limited will not be considered.

14. In case any Ambiguity/Dispute arises on account of interpretation in Hindi Version, English version will prevail.

I) HOW TO APPLY?

1. Eligible applicants are required to Register and apply ONLINE only through NLC's website (www.nlcindia.com). No other means / mode of application will be accepted.
2. Before registering / submitting their applications on the website the candidates should possess the following :-
 - a. Valid E-Mail ID, which should remain valid for atleast one year.
 - b. Scanned Copies of Recent Passport size Color Photograph of the candidate with white background (not more than 50kb size), Signature of the Candidates (not more than 20kb) in JPEG format.
 - c. Facility to take Print out of the Registration slip.
3. The candidates can access the online application form at www.nlcindia.com. The Online Registration site will be open between 10:00 hours on 29-04-2015 and 17:00 hours on 13-05-2015
4. After submitting the application through ONLINE, a Registration-cum-Application Form will be generated. Candidates are required to print two copies of the same and
 - Retain one copy with them
 - Send the other copy of Registration-cum-Application Form by Post, along with enclosures to clearly establish their eligibility in a cover super scribing "SPECIAL RECRUITMENT DRIVE FOR PWD (ADVT. NO. 01/2015)"

To
THE DEPUTY GENERAL MANAGER (HR),
RECRUITMENT CELL, HUMAN RESOURCE DEPARTMENT,
CORPORATE OFFICE, NEYVELI LIGNITE CORPORATION LIMITED,
BLOCK-01, NEYVELI-607 801, TAMILNADU.
 - so as to reach on or before 19-05-2015.

J) ATTACHMENTS (With Registration-cum-Application Form)

Self-attested copies of following documents / certificates in proper and valid formats, are to be enclosed: -

- a. Proof for Date of Birth: Birth Certificate (or) SSLC / Matriculation Mark List (in proof of Date of Birth);
- b. Proof for Qualification: Diploma / Degree Certificates, Consolidated / Semester-wise mark Statements, Stenography / Typewriting speed certificate
- c. Proof of Experience: (i) Experience Certificate, indicating date of joining as well as relieving for the past experience and (ii) copy of Appointment Order / Proof for date of joining / latest salary slip & ID card for the current experience.
- d. Proof for disability: Disability Certificate in the prescribed format issued by the Competent Authority as per the act,
- e. Proof of Community: SC/ST, OBC (Non-Creamy Layer) Community Certificate in the format prescribed by the Government of India and issued by the Competent Authority, if applicable.

- f. Proof for Ex-servicemen: Discharge Certificate for Ex-Servicemen, if applicable.
- g. Self-certified translated copy of the OBC/SC/ST/Disability certificate either in English or Hindi, in case it is other than English/Hindi.

However, the above list is not exhaustive and the candidates may require producing other relevant documents on case to case basis to clearly establish their eligibility. Non production of sufficient documents to establish the eligibility would lead to rejection of candidature.

Note:

- 1. Please do not send any original certificates along with the Registration-cum-Application Form. Original Certificates are to be produced only at the time of Interview, if called.
- 2. All correspondence with candidates will be done through the registered e-mail only. All information regarding Selection Schedule, Interview Call Letters, etc. will be provided through e-mail, apart from sending SMS / disseminating on NLC website. The candidate will be solely responsible for receiving, downloading and printing of call letters for selection / any other information. 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.

K) IMPORTANT DATES

- 1. ONLINE Registration starting Date & Time : 10:00 hours on 29-04-2015
- 2. ONLINE Registration closing Date & Time : 17:00 hours on 13-05-2015
- 3. Last Date for Receipt of Registration-cum-Application Form : 17:00 hours on 19-05-2015